

**Bachelor of Vocation (Semester – I) Examination
(Winter-2014)**

APPLIED COMPUTER SKILLS-I

Paper-1 BVCGEC 2

Time—Three Hours]

[Maximum Marks—40

N.B. :—Attempt ALL questions.

1. (a) Explain the steps for creating a word document. 5
(b) Write the functions of the following :
 - (i) Print
 - (ii) Paste
 - (iii) Italic
 - (iv) Redo
 - (v) Align Left. 5

OR

2. (a) Explain the steps for editing a word document. 5
(b) Explain applications of word processing. 5
3. (a) How you will create a table in a word file ? 5
(b) How to check spelling and grammar mistakes in Word ? 5

OR

4. (a) How to protect a Word document ? 5
(b) Explain the procedure to change the view of a word file. 5
5. (a) What are the major features of PowerPoint ? 5
(b) Write the functions of the following :
(i) Cut
(ii) Bold
(iii) Bullets
(iv) Text Box
(v) Line Colour. 5

OR

6. (a) How is a new blank presentation created in PowerPoint ? 5
(b) Write down the steps for inserting clipart in PowerPoint. 5
7. (a) Explain the steps for entering data into a graph. 5
(b) How you will create a table in a PowerPoint ? 5

OR

8. (a) Explain Auto Content Wizard. 5
(b) How to use design template ? 5