

**Bachelor of Vocation (Semester – I) Examination
(Winter-2015)**

APPLIED COMPUTER SKILLS-I

Paper : 1 BVCGEC 2

Time—Three Hours]

[Maximum Marks—40

N.B. :— Attempt ALL questions.

1. Explain the procedure for searching a given word in a document. Also explain the use of replace option. 10

OR

2. Name and explain the tools available for formatting a word document.

(Hint: Explain justification, font, bold, italics, underline etc.)

10

3. (a) Write the procedure for inserting a table in MS Word document. Explain about different table borders.

4

- (b) Write the steps for performing spell check of a word document.

4

- (c) Explain the use of a text box.

2

OR

4. (a) Write the steps for the Mail Merge operation. 4
- (b) Give the steps for providing a password to the MSWord document. 4
- (c) Explain the purpose of Grammar check facility. 2

5. (a) Explain how to insert slide number on slides of a presentation. 4
- (b) Explain how to insert picture on a slide of a presentation. 2
- (c) What is a Smart Art ? What are the different options available under it ? 4

OR

6. (a) List the different date formats available in PowerPoint. 5
- (b) What are the different options available under custom animation ? 5

7. What are the different options available under view menu of the PowerPoint menu bar ?

[Hint : Explain about Normal, Slide sorter, Note page, Slide master, Handout master] 10

OR

8. Write down the different steps for package for CD operation.
[Hint : Explain about CD name, Package type, Security and Privacy etc.] 10