

D 94225

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Name.....

Reg. No.....

**FIRST SEMESTER B.VOC. DEGREE EXAMINATION, NOVEMBER 2020**

Tourism and Hospitality Management

SDC 1IT16—INFORMATION TECHNOLOGY FOR TOURISM BUSINESS

(2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

**Section A (Very Short Answer Type)***Answer all questions.**Each question carries 1 mark.*

1. GUI stands for \_\_\_\_\_.
2. \_\_\_\_\_ generation computers are based on vacuum tube.
3. A computer cannot "boot" if it does not have the \_\_\_\_\_ system.
4. \_\_\_\_\_ is the extension of files created in MS Word 2016.
5. A \_\_\_\_\_ is a collection of spreadsheet pages.
6. By default, your documents print in \_\_\_\_\_ mode.
7. A keyboard is the kind of \_\_\_\_\_ device.
8. Which shortcut make selected text Italic ?
9. Special effects used to introduce slides in a presentation are called \_\_\_\_\_.
10. The option given in Tally to make changes in created company is \_\_\_\_\_.

(10 × 1 = 10 marks)

**Section B (Short Answer Type Questions)***Answer any eight questions.**Each question carries 2 marks.*

11. What is an Assembly Language ?
12. What is software ? Give example.
13. Why is Motherboard important for a computer ?
14. What is gutter margin ?
15. Define Floppy drive.
16. Write down the common word processing packages.
17. What is WordArt in MS word ?

**Turn over**

18. What is the use of macro in MS-excel ?
19. What is Freeze Panes ?
20. What is the purpose of ribbon ?
21. What is transition effect in PowerPoint ?
22. What are the two pre-defined ledger available in Tally ?

(8 × 2 = 16 marks)

### Section C (Short Essay Type Questions)

*Answer any **six** questions.  
Each question carries 4 marks.*

23. What are the three major components of CPU ? Explain.
24. What are the major characteristics of first and third generation of computer ?
25. Bring out the various features of Word Processing.
26. Write down the procedure for changing the default margins in MS word.
27. Bring out the advantages of using MS Excel.
28. Write down the different views of worksheet in MS Excel.
29. How do you trim video in MS PowerPoint ?
30. How do you add audio to all slides in PowerPoint ?
31. What are the features of tally accounting software ? Explain .

(6 × 4 = 24 marks)

### Section D (Long Essay Type Questions)

*Answer any **two** questions.  
Each question carries 15 marks.*

32. Discuss the various input and output devices of computer and their functions.
33. Explain the different toolbar's available in MS word.
34. List out and explain the various options of "function library" in MS Excel.
35. Discuss the different views of PowerPoint presentation and their features.

(2 × 15 = 30 marks)