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**BACHELOR DEGREE IN HOTEL
MANAGEMENT**

Term-End Examination

December, 2011

BHY-026 : COMPUTER SKILLS

Time : 3 hours

Maximum Marks : 100

Note : (i) *Attempt any five questions.*
(ii) *All questions carry equal marks.*

1. Give examples of input devices being used in contemporary systems. How is data processed in the CPU ? 20
2. What is a computer virus ? How do we protect our computers from these viruses ? 20
3. What is intranet ? How is it beneficial for a large multi-location organisation ? 20
4. Can computer function without an operating system ? Provide examples of three operating systems used for mobile technology. 20
5. Give step by step procedure of inserting comments in a MS Word file documents. 20

6. Write short notes on : (*any two*) 10+10=20
LAN
WAN
MAN
7. Explain *any two* : 10x2=20
(a) Types of modems that can be used with computers.
(b) Different types of storage devices
(c) Different types of output devices
8. Elaborate on MS Excel logical functions- AND, FALSE, IF, IFERROR, NOT, OR, TRUE. 20
9. What is custom animation in MS Power Point ? 20
How is slide timings set for a slideshow ?
10. What is hyperlink ? How does it work with MS applications ? 20
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