

00127

BACHELOR IN HOTEL MANAGEMENT

Term-End Examination

December, 2012

BHY-026 : COMPUTER SKILLS

Time : 3 hours

Maximum Marks : 100

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- Note :** (i) *Attempt any five questions.*
(ii) *All questions carry equal marks.*
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1. Write a detailed note on networking. **20**

2. Write the following function on the following commands : **4x5=20**
 - (a) Scandisk
 - (b) ATTRIB
 - (c) TREE
 - (d) MORE
 - (e) Format

3. Explain the basic operation of computers. **20**

4. What is operating system ? Explain the feature of Windows XP. **20**

5. Describe the feature of MS Excel. Draw a spreadsheet for HR division. 20
6. Write step wise process of inserting commands in a MS word file document. 20
7. Write a detailed note on computer viruses. 20
8. What is application software ? Explain. 20
9. Write about different types of printers. 20
10. (a) What is custom animation in PowerPoint ?
(b) How Hyperlink works with MS application ?
10x2=20

