BHY-026

BACHELOR IN HOTEL MANAGEMENT (BIHM)
Term-End Examination
December, 2014

00451

BHY-026 : COMPUTER SKILLS

Time : 3 hours   *Maximum Marks : 100*

Note : *Attempt any **five** questions. All questions carry equal marks.*

1. What do you understand by a computer system ?
    Explain it with the help of a diagram.   *20*

2. What are threats in computers ? Explain the
    different types of threats with examples.   *20*

3. What is an Operating System ? Discuss with
    examples.   *20*

4. What are the uses of Ports in a system ? Explain
    with examples.   *20*

5. What is Modem ? Discuss various modems and
    their uses.   *20*

6. Write short notes on the following :   *4×5=20*

    (a)   MAIL MERGE

    (b)   ATTRIB

    (c)   PLOTTERS

    (d)   CLIPART

7. What is a Network ? Discuss the different types of networks.   *20*

8. What is an e-mail ? Explain the uses of e-mail for communication in an office.   *20*

9. What are the portable storage drives ? Discuss their evolution.   *20*

10. Explain the following :   *4×5=20*

    (a)   Types of charts in MS-Excel

    (b)   Mail Merge in MS-Word

    (c)   Slide Layout in MS-PowerPoint

    (d)   Internal DOS Commands

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