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Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Web Technologies & Multimedia) (Sem.-1)

INTRODUCTION TO INTERNET & MS-OFFICE

Subject Code : BVWM-101-19

M.Code : 77169

Date of Examination : 08-12-2023

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY** consisting of TEN questions carrying TWO marks each.
2. **SECTION-B** contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. **SECTION-C** contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

SECTION-A

1. Answer briefly :

- a) Write significance of Internet.
- b) What is use of Telnet?
- c) Discuss bookmark.
- d) Write use of Header and Footer.
- e) What is mail merge?
- f) How spell checking is done in MS Word?
- g) What is page setting?
- h) Discuss Interface.
- i) What is cell editing?
- j) What is use of spreadsheet?

SECTION-B

2. Describe the primary functional of web page.
3. Discuss the role of TCP/IP and HTTP protocol.
4. Write the steps for inserting and formatting text in a document.
5. Discuss the menu bar available in MS-Excel.
6. Explain the File formats and export features.

SECTION-C

7. Give examples of web browsing and web browsers. Describe their functions.
8. What are some common calculation features in MS-Excel that helps to manipulate data?
9. Give the introduction of use of slides and animations in presentation graphic software.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.