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School of Hospitality

**Bachelor of Business Administration in Tourism and Travel
Mid Term Examination - May 2024**

**Duration : 90 Minutes
Max Marks : 50**

Sem II - I1UA207B - Computer ApplicationsGeneral Instructions

Answer to the specific question asked

Draw neat, labelled diagrams wherever necessary

Approved data hand books are allowed subject to verification by the Invigilator

- 1) Describe the process of creating range names in MS PowerPoint. K2 (2)
- 2) Describe the components of the MS Word window. K1 (3)
- 3) Provide an overview of the history of computers, highlighting key milestones and developments. K2 (4)
- 4) Describe the components of the Excel window and their functions. K2 (6)
- 5) What is a data breach, and what are the potential consequences for organizations? K3 (6)
- 6) Explain the concept of computer generations, highlighting the characteristics and advancements of each generation. K3 (9)
- 7) Discuss the process of entering values into Excel cells and the types of data that can be entered. K4 (8)
- 8) Explain how to select and name a worksheet in Excel and why naming worksheets is useful. K4 (12)

OR

- Discuss various text and number formatting options available in Excel and their significance. K4 (12)