

School of Hospitality

**Bachelor of Business Administration in Tourism and Travel
Semester End Examination - Jun 2024**

**Duration : 180 Minutes
Max Marks : 100**

Sem II - I1UA207B - Computer Applications

General 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

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| 1) | Define range names in MS PowerPoint. | K1(2) |
| 2) | Explain the components of a typical window in Windows XP. | K2(4) |
| 3) | Describe the process of modifying and formatting a table in MS Word. | K2(6) |
| 4) | Discuss various types of input devices used in computers and their respective functions. | K3(9) |
| 5) | Define the basic hardware components of a computer system, including input, output, and storage devices. | K3(9) |
| 6) | Discuss the process of editing a formula in Excel and why it's important in data analysis. | K5(10) |
| 7) | Explain how to change data alignments in Excel and why alignment is important in data presentation. | K4(12) |
| 8) | Explain the concept of functions in Excel and their role in performing calculations and data analysis. | K5(15) |
| 9) | Explain how to set up the page layout in Excel, including adjusting margins, orientation, and page size. | K5(15) |
| 10) | Discuss the importance of cloud security and the challenges organizations face in securing cloud environments. | K6(18) |