

TB155530A

Reg. No.....

Name.....

B.VOC DEGREE (C.B.C.S.S) EXAMINATION, OCTOBER 2017
SEMESTER V- CORE COURSE (FOOD PROCESSING TECHNOLOGY)
VFP5G14TB - COMPUTER APPLICATIONS

Time: Three Hours

Maximum Marks: 80

PART A

I. Answer all questions. Each question carries 1 mark.

1. What is the use of Microsoft office Tools?
2. What are common edit functions?
3. List any two formulas used in MS Excel?
4. How can you create and save presentations in MS PowerPoint?
5. What is the purpose of draft in email?
6. How can you insert word art into a MS Word document?

(6x1 = 6)

PART B

II. Answer any seven questions. Each question carries 2 marks.

7. What is command prompt?
8. How can you create a folder in Windows 7?
9. What are the shortcuts for cut , copy , and paste functions?
10. What is footer in MS Word?
11. How to create underlined text in MS Word?
12. How to merge two rows in Excel?
13. What are Master templates?
14. Write notes on background designing in PowerPoint?
15. What is foreign key?
16. List any two Internet Service Providers?

(7x2 = 14)

PART C

III. Answer any five questions. Each question carries 6 marks.

17. How to setup a printer?
18. Explain about numbering? What are different numbering options available in MS Word?

19. What are the common steps to create a Table? Explain how to add & remove cell , column and row in a table?
20. Write notes on Excel functions?
21. What are the different parts of PowerPoint in Windows?
22. Explain the steps to send an Email? What are the functions of To , CC and BCC?
23. Explain the features of Windows 7 ?
24. Explain the steps to access www.google.com in a Windows 7 computer?

(5x6 = 30)

PART D

IV. Answer any two questions. Each question carries 15 marks.

25. How charts can be created? What are the different types of charts?
26. What is the difference between DBMS and file? Explain the advantage and applications of DBMS?
27. Explain different functionalities available in Windows control panel?
28. What are attachments? Explain the steps to send an email with attachment?

(2x15 = 30)