



25019328

QP CODE: 25019328

Reg No :

Name :

**BTTM DEGREE (CBCS)) REGULAR/ IMPROVEMENT/ REAPPEARANCE / MERCY
CHANCE EXAMINATIONS, FEBRUARY 2025**

Fourth Semester

Bachelor of Tourism and Travel Management

Core Course - TT4CRT16 - COMPUTERIZED OFFICE MANAGEMENT FOR TOURISM

2017 Admission Onwards

6713F5A2

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is ALU?
2. First generation computers usefor processing.
3. What is CD?
4. What is a Ruler?
5. How can we save a document in MSWord 2013?
6. Difference between Workbook and Worksheet?
7. How to create a data table in excel?
8. What is an operator?
9. Which Power Point view works best for adding slide transitions?
10. How to insert tables in Slide?
11. What is slide transition?
12. How do you put time into powerpoint?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*





13. What do you mean by hybrid computers?
14. Explain secondary memory with example.
15. What are the features of Word 2013?
16. What is the use of spelling and grammar check option in word 2013? Write the steps to check the spelling and grammar.
17. How to Protecting a Workbook and Worksheet in Excel 2013?
18. What is a chart? Explain the different types of charts.
19. Explain status bar contents MS powerpoint 2013.
20. Briefly describe adding text to a slide and formatting it.
21. How do you insert a sound file into powerpoint?

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain input and output devices in detail.
23. Write the steps for the following: a) Inserting Page Breaks b) Inserting Headers and Footers c) Inserting Page Numbers
24. Explain how to Protect a Workbook and Worksheet in Excel 2013.
25. Explain about Ms power point in detail.

(2×15=30)

