

Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous)
Affiliated to Saurashtra University, Rajkot

SEMESTER END EXAMINATION APRIL – 2017

B.Voc. Chemical Technology / B.Voc. Pharmaceutical Analysis & Quality Assurance
BVCT -104/BVPAQA 104 - FUNCTIONAL ENGLISH & OFFICE AUTOMATION TOOLS-II

Duration of Exam – 2.30 hrs

Semester – II

Max. Marks – 70

PART-1 : FUNCTIONAL ENGLISH

Que. 1 (A) Answer the following Questions. [05]

1. Write a definition of Communication.
2. Letter is the example of ____ Communication.
3. Write any two types of Non-verbal communication.
4. Public speaking means ____ .
5. Define Para language.

Que. 1 (B) Answer the following Questions. [10]

1. What is feedback?
2. Define Sender.
3. Write three examples of Oral Communication.
4. Write two DO's of Group Discussion.
5. Write two difference between Verbal and Non-verbal communication.

Que. 2 Answer the following Questions. (Any Four) [20]

1. Write a note on Presentation Skills.
2. Describe Communication Process with its Diagram.
3. Group discussion – write a short note.
4. Develop a conversation between a shopkeeper and a customer.
5. Which are the essentials of effective public speaking?
6. Write in detail about the meaning and planning of Presentation Skills.

PART-2 : OFFICE AUTOMATION TOOLS

Que. 3 (A) Answer the following Questions [05]

1. B2 is a name of Cell where B indicates _____ and 2 indicates ____.
2. A Cell is intersection of _____ and _____.
3. A1: A10 is a range containing _____ cells.
4. Arranging number in ascending or descending order is called _____.
5. What is the extension (secondary name) of power point file?

Que. 3 (B) Answer the following Questions

[10]

1. What is Microsoft Excel?
2. What is ribbon?
3. Explain Spreadsheet and its Basics.
4. How can you wrap the text within a cell?
5. How to use PowerPoint 2013 Slide Zoom Feature?

Que. 4 Answer the following Questions (Any Four)

[20]

1. How many data formats are available in Excel? Name some of them.
 2. Specify the order of operations used for evaluating formulas in Excel.
 3. Is it possible to prevent someone from copying the cell from your worksheet?
 4. How you can set password in PowerPoint 2013?
 5. How you can use and Eyedropper Tool in PowerPoint 2013?
 6. How to merge shapes in PowerPoint 2013?
-