

**Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous)**

Affiliated to Saurashtra University, Rajkot

**SEMESTER END EXAMINATION NOVEMBER – 2016****B.Voc. Chemical Technology / B.Voc. PAQA****BVCT -104 / BVPAQA 104 - FUNCTIONAL ENGLISH & OFFICE AUTOMATION TOOLS-I***Duration of Exam – 3 hrs**Semester – I**Max. Marks – 70***PART-1 : FUNCTIONAL ENGLISH****Que 1 (A) Answer the following Questions. [05]**

1. This book is yours and \_\_\_\_\_ book is mine. (those, that, these)
2. The shoes kept outside are yours not \_\_\_\_\_. (my, me, mine)
3. You look much fresh. You \_\_\_\_\_ be taking rest a lot. (can, must, may)
4. If you follow your father, you \_\_\_\_\_ achieve your goal for sure. (will, can, may)
5. One \_\_\_\_\_ respect the elders. ( would, should, could)

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

1. (a) The teachers \_\_\_\_\_ the fundamentals in the class.  
(Has taught, have taught, are taught)
- (b) The kids \_\_\_\_\_ noise every Sunday. (make, made, makes)
2. (a) The officer \_\_\_\_\_ call me for an inquiry. (could, will, are)
- (b) Look, those birds \_\_\_\_\_. (are flying, will flying , is flying)
3. (a) My grandmother \_\_\_\_\_ to watch TV. (likes, liked, liking)
- (b) She eats pasta. (Change the voice)
4. (a) The parrot is eating corn. (Change the voice)
- (b) We speak German.. (Change the voice)
5. (a) The host brought tea for me. (Change the voice)
- (b) She asked me about my country. (Change the voice)

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

1. Write an Inquiry letter to V.N. Mobile Ltd. about the price of new mobiles.
2. Write a complain letter to the secretary of your society about the unhygienic dump in your society.
3. Write a report on Navratri celebration in your college.
4. Write a report on your visit to a book exhibition in university.
5. There is a vacancy for the post of a teacher of Physics in T.& V. School. Prepare a resume for it.
6. Write a resume for the post of Lab assistant in Prime laboratories.

## PART-2 : OFFICE AUTOMATION TOOLS

**Q – 3 (A) Answer the following Questions [05]**

1. What is the extension of word file?
2. What is the full form HTML?
3. In Ms. Word red wavy lines under a word suggest \_\_\_\_\_ mistake.
4. Landscape and \_\_\_\_\_ are two orientation of word page.
5. First page of web site is known as \_\_\_\_\_.

**Q – 3 (B) Answer the following Questions [10]**

1. How can we correct spelling and grammatical mistakes in Ms. Word automatically.
2. Explain auto correct feature in Ms. Word.
3. What is uploading? Explain.
4. How can we apply formatting of a paragraph to another in one step?
5. Describe bullet and numbering.

**Q – 4 Answer the following Questions (Any Four) [20]**

1. Explain mail merge procedure.
  2. How to protect your Ms. Word document ? Write steps.
  3. Write steps to create table by insert table method. (5 rows and 3 columns)
  4. Explain need of internet by giving example of web softwares.
  5. Explain formatting in Ms. Word.
  6. What is chatting? When we use it?
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