

NATIONAL COUNCIL FOR HOTEL MANAGEMENT
AND CATERING TECHNOLOGY, NOIDA
ACADEMIC YEAR 2014-2015

COURSE : Diploma in Front Office Operation
SUBJECT : Application of Computers
TIME ALLOWED : 02 Hours MAX. MARKS: 50

(Marks allotted to each question are given in brackets)

Q.1. What is MS Windows? Explain features of Windows and what are the hardware requirements to install Windows? (10)

Q.2. Answer **any three** of the following: (3x5=15)

- (a) What are wild cards in DOS? Explain with example.
- (b) Differentiate between primary memory and secondary memory.
- (c) Differentiate between impact and non-impact printers.
- (d) Explain output devices. Discuss one example.

Q.3. What are the applications of MS Office? What is Macro and mention steps for creating a macro? (7)

Q.4. Draw a schematic diagram of a desktop computer and explain its parts and working. (6)

Q.5. Expand **any six** of the following: (6x1=6)

(a) BASIC	(b) CU	(c) FAT	(d) GB	(e) OS
(f) CAD	(g) MB	(h) RAM	(i) GIGO	(j) LED

Q.6. Match the following: (6x1=6)

(a) GUI	(i) Capacity unit
(b) Scanner	(ii) Ctrl+x
(c) Cut	(iii) Internal command
(d) CLS	(iv) External command
(e) CD	(v) Input device
(f) GB	(vi) Windows
