AS-003-047104   Seat No._____

BVOC (PHAR ANA) (Sem. I) (CBCS) Examination
March/April – 2016
BVCT-104 : Core Functional English & Office Automation Tool (OAT-1)

Faculty Code : 003
Subject Code : 047104

Time : Hours]   [Total Marks :

SECTION-A

1   (A)   Choose the correct option from the given options.   (5)
(Any Five)
(1)   This is a cat and _____are cats.
(a)   These   (b)   This
(c)   That   (d)   None
(2)   This is a book in my hand, but _____is a mobile in your hand.
(a)   These   (b)   Those
(c)   That   (d)   This
(3)   Every citizen _____the traffic rules.
(a)   Shall   (b)   Will
(c)   Can   (d)   Must
(4)   She is the best dancer of my class and _____ dance for two hours.
(a)   Can   (b)   Should
(c)   May   (d)   Must
(5)   Perhaps you _____ get the 1st rank.
(a)   Could   (b)   Should
(c)   Will   (d)   May
(6)   My mom, in her childhood, _____walk 5 kms.
(a)   Could   (b)   Would
(c)   Can   (d)   Should

(B) Choose the correct option from the following options. (10)
(Any Five) :
(1) Look, he _____ to the party.
    (a) goes   (b) has gone
    (c) was gone   (d) is going
(2) The boy _____ the task next week.
    (a) finish   (b) will be finished
    (c) will finish   (d) will have finishing
(3) The man _____ for the help on that day.
    (a) was asked   (b) asked
    (c) has asked   (d) asking
(4) It is _____ outside, let's go and enjoy the rain.
    (a) raining   (b) rain
    (c) rains   (d) rained
(5) I _____ already _____ the permission.
    (a) have taken   (b) had took
    (c) has taken   (d) has taking
(6) They regularly _____ the lectures.
    (a) will attend   (b) attend
    (c) attending   (d) attended

2 (A) Change the voice from active to passive. (any five) (05)
(1) The teacher gives the task to them.
(2) Mrs. Joshi cooked the food.
(3) He brought the gift.
(4) They pluck the flowers everyday.
(5) He will send the book tomorrow.
(6) Open the window, please.

(B) Attempt any three out of four. (15)
(1) Write an Inquiry letter to Sigma Digital Company inquiring about the prize of the latest model of Mobile.
(2) Write a letter to the manager complaining about the late delivery of the product.
(3) Write a report on the industrial tour of your college.
(4) Prepare a resume for the post of accountant in a college.

SECTION-B (OAT-1)

1 (a) Attempt following MCQ Question. (5)
　　　 1) Which is not a Social Network?
　　　　 (A) Skype　　　　(B) Twitter
　　　　 (C) Instagram　　(D) Face-Book
　　　 2) Which is not an Anti Virus?
　　　　 (A) Microsoft Security Essential
　　　　 (B) AVG
　　　　 (C) Norton
　　　　 (D) None of These
　　　 3) HTTP stand by..
　　　　 (A) Hyper Text Transfer Protocol
　　　　 (B) Hyper Tag Transmission Protocol
　　　　 (C) High-level Text Transfer Protocol
　　　　 (D) Hyper Text Transfer Page
　　　 4) What is virus?
　　　　 (A) Program
　　　　 (B) biological entity
　　　　 (C) Program with malicious intention
　　　　 (D) None of these
　　　 5) WWW stand by..
　　　　 (A) World Wide Web
　　　　 (B) Word Wide Web
　　　　 (C) World Wise Web
　　　　 (D) Word Wise Web
　　(b) Attempt following MCQ Question. (10)
　　　 1) The file type _____ indicates the file is a Word
　　　　　 document.
　　　　 (A) .msw　　　　(C) .wor
　　　　 (B) .wrd　　　　(D) .doc
　　　 2) Ctrl + J used for
　　　　 (A) Search the selected text
　　　　 (B) Paste the selected text
　　　　 (C) to align it justify type
　　　　 (D) Open the specified file

3) Superscript and Subscript options available in

    (A) Home -> Font

    (B) Insert -> Font

    (C) Home -> Paragraph

    (D) Insert -> Paragraph

4) Table borders available in

    (A) Home -> Font

    (B) Insert -> Font

    (C) Home -> Paragraph

    (D) Insert -> Paragraph

5) Which key deletes the character to the left of the cursor?

    (A) End   (B) Home

    (C) Backspace   (D) Delete

2   Attempt the following : (Any Four)   (20)

  1) Explain table operations in Ms. Word.

  2) Explain some features of page layout ribbon.

  3) What is Mail Merge? Explain steps.

  4) What is e-commerce?

  5) Explain usage of blogging.

  6) What is face-book? Explain its use.

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