

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
(END SEMESTER EXAMINATION)**

**CLASS: BHMCT
BRANCH: HMCT**

**SEMESTER : II
SESSION : SP/2025**

SUBJECT: HM24108 BUSINESS COMPUTING

TIME: 3 Hours

FULL MARKS: 50

INSTRUCTIONS:

1. The question paper contains 5 questions each of 10 marks and total 50 marks.
 2. Attempt all questions.
 3. The missing data, if any, may be assumed suitably.
 4. Before attempting the question paper, be sure that you have got the correct question paper.
 5. Tables/Data hand book/Graph paper etc. to be supplied to the candidates in the examination hall.
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		CO	BL
Q.1(a)	Write the important parts of a computer. Explain the various applications of computer in the hotel industry.	[5] 1	1
Q.1(b)	Differentiate between hardware and software. Discuss the concept of computing and data.	[5] 1	2
Q.2(a)	Discuss the method of mail-merge, identify the advantages in the hospitality industry.	[5] 2	2
Q.2(b)	Write the various applications and commands of MS Word.	[5] 2	2
Q.3(a)	Define excel sheet, identify the important features of excel.	[5] 3	2
Q.3(b)	Spread sheet may attract errors while working, justify the statement.	[5] 3	3
Q.4(a)	Define power point presentation, write the advantages and disadvantages.	[5] 4	2
Q.4(b)	Discuss about master slide, left pane and various commands used in power point.	[5] 4	3
Q.5(a)	Write short notes on the following:- (i) MAN, (ii) OSI Layers.	[5] 5	2
Q.5(b)	Write the concept and types of e-commerce.	[5] 5	3

:25/04/2025:E