R/E (60:40) R-2016-17 till 2020-21 E-2016-17 till 2019-20

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EXAMINATION – MAY 2022

FIRST SEMESTER

Subject: Computational Skills (BCOM19 – 105)

| Date: 2 | 27/05/2022 | Total marks: | 60 | Time: 2.00 m to 4.30 pm | |
|--------------|--|--|---|-------------------------|--|
| | Instructions: | Attempt all Questions Figures to the right indice | ate full marks | | |
| Q. 1) | Answer the multiple Choice questions. (any 10) (10) | | | | |
| 1. | A new presenta a) Blank Preser c) From Design | | b) From Existing Preser d) All of above | ntation | |
| 2. | | a bar located at the top of a vandow or software program be true | | hat displays the | |
| 3. | In which menu a) Insert Menu c) Tools Menu | can you find features like SI | ide Design, Slide Layou b) Format Menu d) Slide Show Menu | t etc.? | |
| 4. | Functions in M a) An () sign c) A Plus Sign | S Excel must begin with | b) An Equal Sign d) A > Sign | | |
| 5. | Shortcut key to a) Ctrl + V c) Ctrl + S | Save Document is | b) Ctrl + U d) Ctrl + H | | |
| 6. | Shortcut key for a) Ctrl + V c) Ctrl + B | or Bold text is | b) Ctrl + U d) Ctrl + H | | |
| 7. | Shortcut key to a) Ctrl + V c) Ctrl + Z | replace particular text is | b) Ctrl + H d) Ctrl + J | | |
| 8. | Which of the fordocument to othal Find commacc) Spelling and | nd | ou always use before sub b) Replace command d) Thesaurus | bmitting a | |
| 9. | What lets you t graphics effects a) Design Temp c) Master Slide | plate | b) Presentation Templard) Object Color | | |
| 10. | Which commar | nd will you use in PowerPoirs without changing content? | nt if you need to change t | he color of | |

| 11. | How many ways you can save a document | How many ways you can save a document? | | | |
|-------|---|--|------|--|--|
| | a) 2 | b) 3 | | | |
| | c) 1 | d) 5 | | | |
| 12. | Insert Date, Format Page Number, and Instoolbar. | ert AutoText are buttons on the | | | |
| | a) Formatting | b) Header and Footer | | | |
| | c) Standard | d) Edit | | | |
| 13. | The key F12 opens a | _ | | | |
| | a) Save As dialog box | b) Open dialog box | | | |
| | c) Save dialog box | d) Close dialog box | | | |
| Q. 2) | Write Short Note (any three) | | (15) | | |
| 1. | Page Set up option in MS Word | | , , | | |
| 2. | Forth Generation Computer | | | | |
| 3. | Header and Footer in MS Word | | | | |
| 4. | Mouse | | | | |
| 5. | Printer | | | | |
| Q. 3) | Answer the following question in 150 words. (any 2) | | | | |
| 1. | • • • | | | | |
| 2. | * | | | | |
| 3. | • | | | | |
| 4. | Explain any three formulas in MS excel. | | | | |
| Q. 4) | Answer the following question in 300 words. (any one) | | | | |
| 1. | What are the uses of Microsoft Word? | | | | |
| 2. | | | | | |
| 3. | What are the uses of Microsoft PowerPoin | t? | | | |
| | | | | | |
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