

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF COMMERCE (B.COM.)**  
**EXAMINATION - MAY 2022**  
**SEMESTER - II**  
**Subject: Computational Skills (Paper II) (BCOM-114)**

---

**Date: 31/5/2022**

**Total marks: 60**

**Time: 10.00 am to 12.30 pm**

---

**Instructions:** 1) Attempt all Questions  
2) Figures to the right indicate full marks

---

**Q. 1. Answer the multiple Choice questions. (any 10)** **(10)**

1. The key F12 opens a \_\_\_\_\_  
a) Save As dialog box  
b) Open dialog box  
c) Save dialog box  
d) Close dialog box
  
2. A new presentation can be created from \_\_\_\_\_  
a) Blank Presentation  
b) From Existing Presentation  
c) From Design Template  
d) All of above
  
3. The title bar is a bar located at the top of a window or a dialog box that displays the name of the window or software program being used  
a) True  
b) False  
c) Can't Say  
d) None of these
  
4. In which menu can you find features like Slide Design, Slide Layout etc.?  
a) Insert Menu  
b) Format Menu  
c) Tools Menu  
d) Slide Show Menu
  
5. Functions in MS Excel must begin with \_\_\_\_\_  
a) An ( ) sign  
b) An Equal Sign  
c) A Plus Sign  
d) A > Sign
  
6. Shortcut key to Save Document is \_\_\_\_\_  
a) Ctrl + V  
b) Ctrl + U  
c) Ctrl + S  
d) Ctrl + H
  
7. Shortcut key for Bold text is \_\_\_\_\_  
a) Ctrl + V  
b) Ctrl + U  
c) Ctrl + B  
d) Ctrl + H
  
8. Shortcut key to replace particular text is \_\_\_\_\_  
a) Ctrl + V  
b) Ctrl + H  
c) Ctrl + Z  
d) Ctrl + J
  
9. How can you apply exactly the same formatting you did to another text?  
a) Copy the text and paste in new location. Then type the new text a  
b) Copy the text and click on Paste Special tool on new place  
c) Select the text then click on Format Painter and select the new text  
d) All the above
  
10. How many ways you can save a document?  
a) 2  
b) 3  
c) 1  
d) 5
  
11. Shortcut key to Close the document is \_\_\_\_\_  
a) Ctrl + S / F12  
b) Alt + F4  
c) Ctrl + Z  
d) Ctrl + W

12. Shortcut key for Underline Text is \_\_\_\_\_
- a) Ctrl + V
  - b) Ctrl + U
  - c) Ctrl + P
  - d) Ctrl + H
13. Shortcut key for Slideshow of presentation is \_\_\_\_\_
- a) F7
  - b) F3
  - c) F5
  - d) F4

**Q. 2. Write Short Note (any three) (15)**

- 1. Header and Footer in MS Word
- 2. Page Set up option in MS Word
- 3. Page Background Option in MS Word
- 4. Find and Replace Option in MS Word
- 5. Smart art Option in MS Word

**Q. 3. Answer the following question in 150 words. (any 2) (20)**

- 1. Explain various types of Chart
- 2. Explain Steps in creating new document in MS Word
- 3. Explain Cut, copy and paste options in MS Word
- 4. Explain Page Layout tab in MS word

**Q. 4. Answer the following question in 300 words. (any one) (15)**

- 1. What are the uses of Microsoft Word?
- 2. Explain Formula toolbar in MS Excel
- 3. What are the uses of Microsoft Excel?

-----