## TILAK MAHARASHTRA VIDYAPEETH, PUNE

## **BACHELOR OF COMMERCE (B.COM.)**

**EXAMINATION: - MAY 2022** 

## FIRST SEMESTER

**Subject: Computational Skills (BCOM19-105)** 

Date: 27/05/2022		Total marks:	100	Time: 2.00 pm to 5	pm to 5.00 pm	
	Instructions:	<ol> <li>Attempt all Questions</li> <li>Figures to the right indicate</li> </ol>	e full marks			
Q.1. A.	Answer the m	ultiple Choice questions. (Any	10)		(10)	
1.	How can you a	pply exactly the same formatting	ng you did to anoth	er text?		
	a) Copy the tex	at and paste in new location.	b) Copy the text a	nd click on Paste		
	Then type th	ne new text a	Special tool on	new place		
	c) Select the te	xt then click on Format	d) All the above	_		
	Painter and	select the new text				
2.	How many way	ys you can save a document?				
	a) 2		b) 3			
	c) 1		d) 5			
3.	A new presenta	ation can be created from				
	a) Blank Prese	ntation	b) From Existing 1	Presentation		
	c) From Design	n Template	d) All of above			
4.	The title bar is	a bar located at the top of a win	dow or a dialog bo	ox that displays the		
	name of the wi	ndow or software program bein	g used			
	a) True		b) False			
	c) Can't Say		d) None of these			
5.	In which menu	can you find features like Slide	e Design, Slide Lay	out etc.?		
	a) Insert Menu		b) Format Menu			
	c) Tools Menu		d) Slide Show Me	nu		
6.	Shortcut key f	or Underline Text is				
	a) Ctrl + V		b) Ctrl + U			
	c) Ctrl + P		d) Ctrl + H			
7.	Shortcut key f	for Slideshow of presentation is				
	a) F7		b) F3			
	c) F5		d) F4			
8.		Find particular text is				
	a) Ctrl + V		b) Ctrl + F			
	c) Ctrl + Z		d) Ctrl + J			
9.	•	or Undo changes in presentation				
	a) Ctrl + V		b) Ctrl + C			
	c) Ctrl + Z		d) Ctrl + J			
10.	•	or Justify selected text is				
	a) Ctrl + V		b) Ctrl + C			
	c) Ctrl + P		d) Ctrl + J			
11.	<u> </u>					
	a) An () sign		b) An Equal Sign			
	c) A Plus Sign		d) $A > Sign$			
12.		o Save Document is	-			
	a) Ctrl + V		b) Ctrl + U			
	c) Ctrl + S		d) Ctrl + H			
13.	-	or Bold text is	1) 0.1. **			
	a) Ctrl + V		b) Ctrl + U			
	c) Ctrl + B		d) Ctrl + H			

1.	Define Word	
2.	Name three tabs of M.S. Word	
3.	Name two memories	
4.	Define slideshow	
5.	Name three parts of Page layout Toolbar	
6.	Define Scanner	
7.	Define Printer	
Q. 2)	Write Short Note (Any 4)	(20)
1.	Find and Replace Option in MS Word	
2.	Smart art Option in MS Word	
3.	Keyboard	
4.	Status Bar	
5.	Quick Access Toolbar	
6.	Mouse	
Q. 3)	Answer the following question in 150 words. (any 3)	(20)
$\mathbf{Q}$	Auswei the following duestion in 150 words, (any 5)	7.3111
		(30)
1	Explain the Formatting option in MS Word	(30)
1 2	Explain the Formatting option in MS Word Explain various types of Chart	(30)
1 2 2	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel.	(30)
1 2 2 4	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word	(30)
1 2 2	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel.	(30)
1 2 2 4	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word Explain Page Layout tab in MS word  Answer the following question in 300 words. (any 2)	(30)
1 2 2 4 5	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word Explain Page Layout tab in MS word  Answer the following question in 300 words. (any 2) What are the uses of Microsoft Word?	
1 2 2 4 5 <b>Q. 4</b> )	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word Explain Page Layout tab in MS word  Answer the following question in 300 words. (any 2)	
1 2 2 4 5 <b>Q. 4</b> )	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word Explain Page Layout tab in MS word  Answer the following question in 300 words. (any 2) What are the uses of Microsoft Word?	
1 2 2 4 5 <b>Q. 4</b> ) 1 2	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word Explain Page Layout tab in MS word  Answer the following question in 300 words. (any 2) What are the uses of Microsoft Word? Explain Formula toolbar in MS Excel	
1 2 2 4 5 <b>Q. 4</b> ) 1 2 3	Explain the Formatting option in MS Word Explain various types of Chart Explain any three formulas in MS excel. Explain Steps in creating new document in MS Word Explain Page Layout tab in MS word  Answer the following question in 300 words. (any 2) What are the uses of Microsoft Word? Explain Formula toolbar in MS Excel What are the uses of Microsoft Excel?	

Q.1. B. Answer in one Sentence (Any 5)

**(10)**