

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF COMMERCE (B.COM.)****EXAMINATION: - JUNE 2022****FIRST SEMESTER****Subject: Computational Skills (BCOM19-105)****Date: 10/06/2022****Total marks: 100****Time: 2.00 pm to 5.00 pm**

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

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

1. Shortcut key to replace particular text is \_\_\_\_\_  
a) Ctrl + V  
b) Ctrl + H  
c) Ctrl + Z  
d) Ctrl + J
2. Shortcut key for spell check is \_\_\_\_\_  
a) F7  
b) F3  
c) F8  
d) F4
3. Shortcut key to take a print of selected text or picture is \_\_\_\_\_  
a) Ctrl + V  
b) Ctrl + C  
c) Ctrl + P  
d) Ctrl + Enter
4. Which of the following helps to reduce spelling error in the document?  
a) Auto Format  
b) Smart Tags  
c) Auto Correct  
d) Auto Text
5. Which of the following do you use to change margins?  
a) formatting toolbar  
b) page setup dialog box  
c) Standard toolbar  
d) paragraph dialog box
6. Which of the following commands should you always use before submitting a document to others?  
a) find command  
b) Replace command  
c) Spelling and Grammar  
d) Thesaurus
7. What lets you to create new presentation by selecting ready-made font color and graphics effects?  
a) Design Template  
b) Presentation Template  
c) Master Slide  
d) Object Color
8. A new presentation can be created from \_\_\_\_\_  
a) Blank Presentation  
b) From Existing Presentation  
c) From Design Template  
d) All of above
9. 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
10. 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
11. The key F12 opens a \_\_\_\_\_  
a) Save As dialog box  
b) Open dialog box  
c) Save dialog box  
d) Close dialog box
12. A new presentation can be created from \_\_\_\_\_  
a) Blank Presentation  
b) From Existing Presentation  
c) From Design Template  
d) All of above
13. The primary storage unit is also called as \_\_\_\_\_  
a) Secondary Memory  
b) Memory  
c) Main Memory  
d) none of these

**Q.1. B. Answer in one Sentence (Any 5) (10)**

1. Define Mouse
2. Name three parts of Insert toolbar
3. Name three formulas from Excel
4. Name parts of CPU
5. Full form of GB
6. Full form of MB
7. Define Monitor

**Q. 2) Write Short Note (Any 4) (20)**

- 1 Header and Footer in MS Word
- 2 Page Set up option in MS Word
- 3 Printer
- 4 Scanner
- 5 Keyboard
- 6 Memory

**Q. 3) Answer the following question in 150 words. (any 3) (30)**

- 1 Define Computer? Write down the characteristics of the computer.
- 2 Explain Page Layout tab in MS word
- 3 Explain Steps in creating new document in MS Word
- 4 Discuss what storage units are. What are the types of storage units? Describe the characteristics of the storage units
- 5 Discuss what volatile and non-volatile memory is.

**Q. 4) Answer the following question in 300 words. (any 2) (30)**

- 1 What are the uses of Microsoft Word?
- 2 Explain Formula toolbar in MS Excel
- 3 What are the uses of Microsoft PowerPoint?
- 4 Explain Insert Tab in MS word

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