

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: 60

Time: 2.00 pm to 4.30 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. Compute means to _____
a) confirm
b) calculate
c) connect
d) complete
2. Full form of ROM is _____
a) Read Only Memory
b) Round Only Memory
c) Read Out Memory
d) Read Only Machine
3. Shortcut key to Exit is _____
a) Ctrl + H
b) Ctrl + U
c) Alt + F4
d) Ctrl + S / F12
4. 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
5. The set of instructions to perform various operations is called _____
a) software
b) computations
c) computer program
d) program
6. Full form of EPROM is _____
a) Erasable Product Read Only Memory
b) Erasable Programmable Random Only Memory
c) Editable Product Read Only Memory
d) Erasable Programmable Read Only Memory.
7. The primary storage unit is also called as _____
a) Secondary Memory
b) Memory
c) Main Memory
d) none of these
8. Arithmetic logic unit is a part of _____
a) Central Processing Unit
b) generation
c) Main memory
d) none of these
9. The unit of the computer which gives the results of the process and computations is the _____
a) Input unit
b) Output Unit
c) memory
d) central processing unit
10. _____ designed the Analytical Engine
a) Peter Druker
b) Blaise Pascal
c) Charles Babbage
d) none of these
11. Expert system is an example of artificial Intelligence
a) True
b) False
c) Sometimes true
d) Sometimes false

12. Personal computers are also called as _____
- | | |
|-------------------|-------------------|
| a) Main computers | b) Minicomputers |
| c) super computer | d) Microcomputers |
13. How many ways you can save a document?
- | | |
|------|------|
| a) 2 | b) 3 |
| c) 1 | d) 5 |

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

1. Keyboard
2. Limitations of Computer
3. Scanner
4. Printer
5. Insert bar in MS Word

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

1. What is volatile and non-volatile memory.
2. Explain any three formulas in MS excel.
3. Discuss what storage units are. What are the types of storage units? Describe the characteristics of the storage units
4. Explain Page Layout tab in MS word

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

1. Define Computer? Write down the characteristics of the computer.
2. What are the uses of Microsoft Word?
3. What are Input Devices & Output Devices ?
