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BACHELOR OF COMMERCE (B.COM.)

EXAMINATION: - DECEMBER - 2022

FIRST SEMESTER

Subject: Computational Skills (BCOM19-105)

Date: 09 /12/2022

Total marks: 100

Time: 10.00 am to 1.00 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. A new presentation can be created from _____
 - a) Blank Presentation
 - b) From Existing Presentation
 - c) From Design Template
 - d) All of above
2. 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
3. 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
4. The key F12 opens a _____
 - a) Save As dialog box
 - b) Open dialog box
 - c) Save dialog box
 - d) Close dialog box
5. Expert system is an example of artificial Intelligence
 - a) True
 - b) False
 - c) Can't Say
 - d) None of these
6. The primary storage unit is also called as _____
 - a) Secondary Memory
 - b) Memory
 - c) Main Memory
 - d) none of these
7. 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
8. Which of the following helps to reduce spelling error in the document?
 - a) Auto Format
 - b) Smart Tags
 - c) Auto Correct
 - d) Auto Text
9. A new presentation can be created from _____
 - a) Blank Presentation
 - b) From Existing Presentation
 - c) From Design Template
 - d) All of above
10. In a _____ computer number and characters are represented as a series of 0's and 1's
 - a) personal
 - b) super
 - c) Digital
 - d) hybrid

11. 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.
12. How many ways you can save a document?
 - a) 2
 - b) 3
 - c) 1
 - d) 5
13. 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

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

1. Define Input Devices
2. Define Output Devices
3. How many Computer Generations are there?
4. Name parts of CPU
5. Full form of GB
6. Full Form of MB
7. Full Form of CPU

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

1. Header and Footer in MS Word
2. Page Set up option in MS Word
3. Insert bar in MS Word
4. Status Bar
5. Limitations of Computer
6. Scanner

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

- 1 Define a computer. Write down the characteristics of computers.
- 2 Discuss what volatile and non volatile memory is.
- 2 Explain any three formulas in MS excel.
- 4 Explain any three tabs in MS excel.
- 5 Discuss what storage units are. What are the types of storage units? Describe the characteristics of the storage units

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

- 1 Define Computer? Write down the characteristics of the computer.
- 2 What are the uses of Microsoft Word?
- 3 Explain Formula toolbar in MS Excel.
- 4 What are the uses of Microsoft PowerPoint?
