

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF COMMERCE(B.COM.)**  
**EXAMINATION: DECEMBER 2022**  
**FOURTH SEMESTER**  
**Sub: MS – Office – Practical (BCOM19-206)**

<b>Date: 10/12/2022</b>	<b>Total Marks: 100</b>	<b>Time: 2.00 pm to 5.00 pm</b>
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**Q. 1. Solve the following (Any2) (40)**

1. Type the given matter in MS word. Correct the underlined spelling mistakes using spell check option and highlight the corrected word.  
(खालील मजकुरामध्ये स्पेलिंग च्या १० चुका अधोरेखित (अंडरलाईन) केले आहेत. सर्व मजकूर वर्ड फाईल मध्ये टाईप करा आणि स्पेल चेक वापरून स्पेलिंग च्या चुका दुरुस्त करा. सुधारणा केलेले शब्द हायलाईट करा).

Stress management consists of making changes to your life if you are in a constant stressful situation, preventing stres by practicing self-care and relaxation and managing your rspnse to stressful situations when they do occur. Before we move on to stress management tchniques, it's important to noe that not all stress is bad. Stress is actually a survival response whn our body thinks that it is in daner. That is why our sympathetic nervous system kicks in and mkes our heart rate increase and gives us a burst of the energy hormone, adrenaline, so that we can del with whatever situation is being thrown at us. This is also called our flight or fght response.

2. Write a letter in Ms-Word to the H.O.D. of your department asking for 5 days of leave.  
(पांच दिवसांच्या रजेच्या मागणीसाठी विभागप्रमुखांना Ms-Word मध्ये पत्र लिहा.)

3. Type the given matter in MS word. Correct the underlined spelling mistakes using spell check option and highlight the corrected word.

खालील मजकुरामध्ये स्पेलिंगच्या चुका अधोरेखित (अंडरलाईन) केलेल्या आहेत. सर्व मजकूर वर्ड फाईलमध्ये टाईप करा आणि स्पेल चेक वापरून स्पेलिंग च्या चुका दुरुस्त करा. सुधारणा केलेले शब्द ठळक (हायलाईट) करा.

Both solid and liquid municipal wastes can be the surces of enrgy. Biodegradable materials in the municipal waste can be converted into bio-gas through bacterial anaerobic digestion in proerly designed digesters. Solid municipal wastes can be dried and pelletized to produce fuel pellets. Also large scale power prodction can be achieved by burning solid municipal wste by 'Laser Torches'.

Some of these technologies are, however, under trial production only

4. Prepare a letter with proper Alignment with Font Size 12 points Times New Roman

टाइम्स न्यू रोमन फॉन्ट प्रकार 12 फॉन्ट आकार वापरून योग्य दिलेले पत्र तयार करा

Lotus INC  
72 Parker Street  
Hinjewadi, Pune  
9<sup>th</sup> November 2018  
Sneha Kale  
239, Padmawati  
Pune

Dear Sneha,

With reference to your letter received on 5<sup>th</sup> November 2018, we are sorry to inform you that we do not have any vacancies available at the moment. We are impressed with your qualification and work experience and will definitely consider your candidature when vacancies arise in future.

Please feel free to contact us again if we can help in any way.

Yours Sincerely

Pankaj Rathod  
HR Manager of Lotus INC

- Q. 2. Solve the following (Any2)

(40)

1. Prepare a Pie chart in excel for the given data

दिलेल्या डेटासाठी एक्सेलमध्ये चार्ट तयार करा.

Name of the student	Marks
Sonal Gupta	35
Gaurav Joshi	Absent
Saloni Gaikwad	Absent
Kedar Pingle	45
Manish Kale	32
Kiran Sinha	31

2. Insert the below data in MS excel and take the total of the same using sum formula  
एमएस एक्सेलमध्ये खालील मजकूर लिहा आणि सम फॉर्म्युलाचा वापर करून त्याची एकूण संख्या लिहा.

Course	Admissions
F.Y.B.C.A.	119
S.Y.B.C.A.	219
T.Y. C.A.	159
F.Y.M. C.A.	179
S.Y.M. C.A.	299

3. Prepare a Bar chart in excel of given students year wise admission record.

खालील दिलेल्या विद्यार्थ्यांच्या वर्षानुसार प्रवेश तपशीलाचे एक्सेल मध्ये बार चार्ट बनवा.

Academic Year	Male	Female
2022-23	152	252
2023-24	153	230
2023-25	169	260
2026-27	178	289

4. Prepare a Column chart in excel of given students year wise admission record.

खालील दिलेल्या विद्यार्थ्यांच्या वर्षानुसार प्रवेश तपशीलाचे एक्सेल मध्ये चार्ट बनवा.

City	Climate
Pune	35d.c.
Mumbai	43 d.c.
Gujrat	42 d.c.
Rajastan	39 d.c.

Q. 3. Solve the following (Any1)

(20)

1. Prepare an advertisement slide using proper font, font size, alignment, color combination and background design

योग्य फॉन्ट, फॉन्ट आकार, रंग संयोजन आणि पार्श्वभूमी डिझाईन वापरून जाहिरात स्लाईड तयार करा.

For sale

Five acres of planted rubber, 5 years old, at Saharanpur

Call:- 9850654896, 10 Km from the highway road

2. Prepare one slide in PowerPoint using any background and design for the advertisement of a Refrigerator.

योग्य फॉन्ट, फॉन्ट आकार, रंग संयोजन आणि पार्श्वभूमी डिझाईन वापरून रेफ्रिजरेटर ची जाहिरात स्लाईड तयार करा.