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BACHELOR OF COMMERCE (B.COM.)
EXAMINATION - DECEMBER 2022
SEMESTER - II

Subject: Computational Skills (Paper II) (BCOM-114)

Date: 19/12/2022

Total marks: 60

Time: 10.00 am to 12.30 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. Insert Date, Format Page Number, and Insert AutoText are buttons on the _____ toolbar.
a) Formatting
b) Header and Footer
c) Standard
d) Edit
2. The key F12 opens a _____
a) Save As dialog box
b) Open dialog box
c) Save dialog box
d) Close dialog box
3. A new presentation can be created from _____
a) Blank Presentation
b) From Existing Presentation
c) From Design Template
d) All of above
4. 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) Sometimes true
d) Sometimes false
5. 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
6. Functions in MS Excel must begin with _____
a) An () sign
b) An Equal Sign
c) A Plus Sign
d) A > Sign
7. Shortcut key to Save Document is _____
a) Ctrl + V
b) Ctrl + U
c) Ctrl + S
d) Ctrl + H
8. Shortcut key for Bold text is _____
a) Ctrl + V
b) Ctrl + U
c) Ctrl + B
d) Ctrl + H
9. Shortcut key to replace particular text is _____
a) Ctrl + V
b) Ctrl + H
c) Ctrl + Z
d) Ctrl + J
10. Shortcut key for spell check is _____
a) F7
b) F3
c) F8
d) F4
11. Shortcut key to take a print of selected text or picture is _____
a) Ctrl + V
b) Ctrl + C
c) Ctrl + P
d) Ctrl + Enter

- 12 Which of the following helps to reduce spelling error in the document?
- a) Auto Format
 - b) Smart Tags
 - c) Auto Correct
 - d) Auto Text
- 13 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

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

1. Header and Footer in MS Word
2. Charts in MS Excel
3. Insert bar in MS Word
4. Ribbon In Word
5. Microsoft Office Button

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

1. Explain Cut, copy and paste options in MS Word
2. Explain Steps in creating new document in MS Word
3. Explain the Formatting option in MS Word
4. Explain various types of Chart

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

1. What are the uses of Microsoft Word?
2. Explain Formula toolbar in MS Excel
3. What are the uses of Microsoft PowerPoint?
