

TILAK MAHARASHTRA VIDYAPEETH, PUNE

BACHELOR OF COMMERCE (B.COM)

EXAMINATION: DECEMBER 2023

FIRST SEMESTER

Subject: MS Office (Internal) (BCOM23-106)

Date: 12/12/2022

Total Marks: 50

Time: 10.00 pm to 12.30 pm

1. Write a letter in M.S. Word to a sports shop for getting quotation of sports equipments for your school. Set Font Times New Roman & font size 12. (20)

तुमच्या शाळेच्या क्रिडा साहित्यासाठी एका क्रिडा साहित्य दुकानदारास कोटेशन मागण्यासाठी एम.एस.वर्ड मध्ये पत्र लिहा. फॉन्ट टाइम्स न्यू रोमन ठेवा व साईज १२ ठेवा.

OR

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 हायलाइट करा)

Change yourself, not the world. Once upon a time, there was a king who ruled a prosperous country. One day, he went for a trip to smoe distant areas of hin conutry. When he wsa back to his palace, he complaned that his feet were very painfull, because it was the first time that he had gone for such a loung trip, and the road that he went through was very rough and stonny. He then ordered his people to cover every road of the entire country with leather. One of his wise servants dared to tell the king, why do you have to Spent that unnecessary amount of money? Why do not you just cut a little piece of leather to cover your feet? King agreed happily.

The moral is to make this world a happy place to live, you better change yourself

Prepare a bar chart in excel for the given data

(20)

2. दिलेल्या डेटासाठी एक्सेलमध्ये बार चार्ट तयार कर.

Name of the student	Marks
Nikhil Bhosale	40
Harish Satpute	Absent
Salil Labme	35
Sahil Lokhande	40
Pratip Rathi	39
Suhas Gupa	37

OR

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.Com	79
S.Y.B.Com	59
T.Y.B.Com	55
F.Y.M.Com	25
S.Y.M.Com	29

3. Prepare an advertisement slide using proper font, font size, alignment, color (10) 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

OR

Prepare one slide in the PowerPoint use any background and design for the advertisement of Refrigerator.

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