

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMMERCE (B.COM)
EXAMINATION: DECEMBER 2023
FIRST SEMESTER
Subject: Computational Skills (BCOM19-105)

Date: 11/12/2023

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. Shortcut key to replace particular text is _____
 - a) Ctrl + V
 - b) Ctrl + H
 - c) Ctrl + Z
 - d) Ctrl + J
2. Shortcut key for spell check is _____
 - a) F7
 - b) F3
 - c) F8
 - d) F4
3. Shortcut key to take a print of selected text or picture is _____
 - a) Ctrl + V
 - b) Ctrl + C
 - c) Ctrl + P
 - d) Ctrl + Enter
4. Personal computers are also called as _____
 - a) Main computers
 - b) Minicomputers
 - c) super computer
 - d) Microcomputers
5. How many ways you can save a document?
 - a) 2
 - b) 3
 - c) 1
 - d) 5
6. Compute means to _____
 - a) confirm
 - b) calculate
 - c) connect
 - d) complete
7. Full form of ROM is _____
 - a) Read Only Memory
 - b) Round Only Memory
 - c) Read Out Memory
 - d) Read Only Machine
8. Shortcut key to Exit is _____
 - a) Ctrl + H
 - b) Ctrl + U
 - c) Alt + F4
 - d) Ctrl + S / F12
9. 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

