Regular (60:40)
Batch (2017-18 till 22-23)
External (60:40)
Batch (2017-18 till 2019-20)

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## **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:	<ol> <li>Attempt all Questions</li> <li>Figures to the right ind</li> </ol>	icate full marks	
<b>Q. 1)</b>	Answer the multiple Choice questions. (Any 10) Shortcut key to replace particular text is			(10)
	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 mear	ns to		
	a) confirm		b) calculate	
	c) connect		d) complete	
7.	Full form of R	OM is		
	a) Read Only I	Memory	b) Round Only Memor	ry
	c) Read Out M	lemory	d) Read Only Machine	)
8.	Shortcut key t	o 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?			mitting a document to
	a) find comma	nd	b) Replace command	
	c) Spelling and	d Grammar	d) Thesaurus	

10.	The set of instructions to perform various operations is called				
	a) software	b) computations			
	c) computer program	d) program			
11.	Full form of EPROM is				
	a) Erasable Product Read Only Memory	b) Erasable Programmable Random Only			
	c) Editable Product Read Only Memory	Memory d) Erasable Programmable Read Only Memory.			
12.	The key F12 opens a				
	a) Save As dialog box	b) Open dialog box			
	c) Save dialog box	d) Close dialog box			
13.	Short cut key for Find				
	a) Ctrl + V	b) Ctrl +H			
	c) Ctrl + F	d) Ctrl +D			
Q. 2)	Write Short Note (Any 3)		(15)		
1.	Optical Scanner				
2.	Scanner				
3.	Limitations of Computer				
4.	Keyboard				
5.	Printer				
Q. 3)	Answer the following question in 150 words. (any 2)				
1.	Define Computer? Write down the characteristics of the computer.				
2.	Explain Page Layout tab in MS word				
3.	Write down Evolution of Computers				
4.	. Explain Insert tab in MS Excel				
Q. 4)	Answer the following question in 300 wo	rds. (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?				