TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMMERCE (B.COM.)
EXAMINATION: DECEMBER 2023
SECOND / FOURTH SEMESTER
Sub: MS – Office – Practical (BCOM19-206 / BCS-401)

Date: 12/12/2023   **Total Marks: 60**   **Time: 2.00 am to 4.30 pm**

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1. Write a letter in Ms-Word to H.O.D. of your department asking for 5 days of leave.   **(20)**
    (पांच दिवसांच्या रजेच्या मागणीसाठी विभागप्रमुखांना Ms-Word मध्ये पत्र लिहा.)

<div align="center">OR</div>

Type a 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)

The Goods and services tax is a static indiect tax levied on all gods and services produced in the **coutry** and also on all goods and services imported from abroad. GST will be a single uniform indirect tax which will treat India as one maket. It will repace all Central and state indirect taxes like CENVAT, excise, customs, VAT, state excise, etc. It was **introduced** as The Constitution (One Hundred and Twenty Second Amendment) Act 2017, following the pssage of Constitution 122nd Amendment Bill. The GST is governed by GST Council and its **Chaiman** is **Unin Finace** Minister of India - Arun Jaitley.

2. Prepare a Pie chart in excel of given students year wise admission record   **(20)**

    (खालील दिलेल्या शैक्षणिक वर्षानुसार प्रवेश तपशीलाचे एक्सेल मध्ये Pie चार्ट बनवा)

Academic Year	Male	Female
2018-2019	62	52
2019-2020	102	48
2020-2021	45	92
2021-2022	105	45
2022-2023	110	92

<div align="center">OR</div>

Insert the following data in MS Excel and calculate Sum and Percentage using

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formulas from excel   (Marks are out of 100 for each Subjects)

एमएस एक्सेलमध्ये खालील डेटा घाला आणि एक्सेलमधून सूत्र वापरुन सममूल्य आणि टक्केवारी मोजा (प्रत्येक विषयासाठी 100 पैकी गुण आहेत)

Name	Science Marks	English Marks
Aman Shah	55	50
Komal Verma	88	49
Kishor Kale	92	25
Preeti Kulkarni	10	85
Krishna Sinha	100	102

3. Prepare an advertisement slide using proper font, font size, alignment, color combination and background design **(20)**

(योग्य फॉन्ट, फॉन्ट आकार, संरेखन, रंग संयोजन आणि पार्श्वभूमी डिझाइन वापरून जाहिरात स्लाइड तयार करा)

City International School, Pune
Welcome for
Open day – 1st December 2022

OR

Prepare a advertisement slide using proper font, font size, alignment, color combination and background design

(योग्य फॉन्ट, फॉन्ट आकार, संरेखन, रंग संयोजन आणि पार्श्वभूमी डिझाइन वापरून जाहिरात स्लाइड तयार करा)

Excel institute of foreign trade

Sixth convocation – 2012

Masters Program in International Business

12th November 2018

Welcome

To The

GUEST OF HONOR

Shri.A.S. Murthy

Chief Technology Officer

Tech. Satya, Hyderabad.

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