

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMMERCE (B.COM.)
EXAMINATION: MAY 2024
SECOND / FOURTH SEMESTER
Sub: MS – Office – Practical (BCOM19-206 / BCS-401)

Date: 9/05/2024

Total Marks: 60

Time: 2.00 am to 4.30 pm

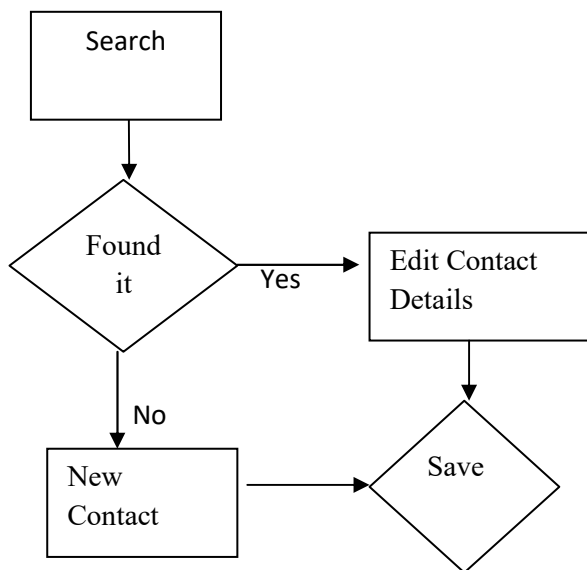
- Q. 1. Type the given matter in MS word. Correct the underlined spelling mistakes using spell check option and highlight the corrected word. (20)

(खालील मजकुरामध्ये स्पेलिंग च्या १० चुका अधोरेखित (अंडरलाईन) केल्या 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 conuntry. 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.

OR

Draw the given chart in MS Word
(एमएस वर्ड मध्ये दिलेला चार्ट काढा)



- Q. 2.** Insert the following data in MS Excel and calculate Sum and Percentage using formulas from excel (Marks are out of 100 for each Subjects) **(20)**

एमएस एक्सेलमध्ये खालील डेटा घाला आणि एक्सेलमधून सूत्र वापरून सममूल्य आणि टक्केवारी मोजा (प्रत्येक विषयासाठी १०० पैकी गुण आहेत)

Name	Science Marks	English Marks
Kiran Dahale	75	76
Saurabh Shukla	83	99
Girish Pande	20	13
Pranay Pradhan	25	42
Umesh Ganarva	10	25

OR

Prepare a bar chart in excel for the given data

(दिलेल्या डेटासाठी एक्सेलमध्ये बार चार्ट तयार करा)

Name of the student	Marks
Nikhil Bhosale	Absent
Harish Satpute	Absent
Salil Labme	37
Sahil Lokhande	40
Pratip Rathi	79
Suhas Gupa	90

- Q. 3.** Prepare one slide in PowerPoint for your project using the proper design and background **(20)**

आपल्या प्रकल्पासाठी पॉवरपॉइंटमध्ये एक स्लाइड तयार करा योग्य रचना आणि पार्श्वभूमी (background) घ्या

OR

Prepare an 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)

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