

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMMERCE (B.COM.)

EXAMINATION: - DECEMBER 2024

FIRST SEMESTER

Subject: Computational Skills (BCOM19-105)

Date: 05/12/2024

Total marks: 100

Time: 10.00 am to 1.00 pm

- Instructions:** 1) Attempt all Questions
2) Figures to the right indicate full marks

Q.1. A. Answer the multiple Choice questions. (Any 10) (10)

1. Which key should be pressed to start a new paragraph in MS-Word?
 - a) Down Cursor Key
 - b) Enter Key
 - c) Shift + Enter
 - d) Ctrl + Enter
2. Shortcut key for spell check is.....
 - a) F7
 - b) F3
 - c) F5
 - d) F1
3. Shortcut key to Exit is.....
 - a) Ctrl + H
 - b) Ctrl + U
 - c) Alt + F4
 - d) Ctrl + S / F12
4. Essential business letter elements include the.....
 - a) date line and inside address
 - b) message
 - c) signature block
 - d) all of the above
5. PowerPoint feature will you use to apply motion effects to different objects of a slide
 - a) Slide Transition
 - b) Slide Design
 - c) Animation Objects
 - d) Animation Scheme
6. In a computer number and characters are represented as a series of 0's and 1's
 - a) personal
 - b) super
 - c) Digital
 - d) hybrid
7. The set of instructions to perform various operations is called.....
 - a) software
 - b) computations
 - c) computer program
 - d) program
8. Essential business letter elements include the.....
 - a) date line and inside address
 - b) message
 - c) signature block
 - d) all of the above
9. Shortcut key for paste the text.....
 - a) Ctrl + P
 - b) Ctrl + V
 - c) Alt + PC
 - d) Ctrl + S
10. Shortcut key for Print the document.....
 - a) Ctrl + P
 - b) Ctrl + V
 - c) Alt + PC
 - d) Ctrl + S

11. Shortcut key for cut the text.....
 - a) Ctrl + P
 - b) Ctrl + V
 - c) Alt + PC
 - d) Ctrl + X
12. Shortcut key for power point presentation.....
 - a) F7
 - b) F3
 - c) F5
 - d) F1
13. Shortcut key for copy the text.....
 - a) Ctrl + C
 - b) Ctrl + V
 - c) Alt + C
 - d) Ctrl + S

Q.1. B. Answer in one Sentence (Any 5)

(10)

1. Define Monitor
2. Full form of MB
3. Full form of GB
4. Name parts of CPU
5. Name three formulas from Excel
6. Name three parts of Insert toolbar
7. Define Mouse

Q. 2) Write Short Note (Any 4)

(20)

1. Status Bar
2. Page Background Option in MS Word
3. Keyboard
4. Printer
5. Header and Footer in MS Word
6. Page Set up option in MS Word

Q. 3) Answer the following question in 150 words. (any 3)

(30)

- 1 Explain Home tab in MS Word.
- 2 Explain Page Layout tab in MS word
- 2 Explain Steps in creating new document in MS Word
- 4 Explain Insert Tab in MS word
- 5 Discuss what storage units are. What are the types of storage units? Describe the characteristics of the storage units

Q. 4) Answer the following question in 300 words. (any 2)

(30)

- 1 Define Computer. Write down the characteristics of the computer.
- 2 What are the uses of Microsoft Word?
- 3 Explain Formula toolbar in MS Excel
- 4 What are the uses of Microsoft PowerPoint?
