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BACHELOR OF COMMERCE (B.COM.)
EXAMINATION: - MAY- 2025
FIRST SEMESTER
Subject: Computational Skills (BCOM19-105)

Date: 14/05/2025

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. How can you apply exactly the same formatting you did to another text?
 - a) Copy the text and paste in new location. Then type the new text a
 - b) Copy the text and click on Paste Special tool on new place
 - c) Select the text then click on Format Painter and select the new text
 - d) All the above
2. How many ways you can save a document?
 - a) 2
 - b) 3
 - c) 1
 - d) 5
3. A new presentation can be created from _____
 - a) Blank Presentation
 - b) From Existing Presentation
 - c) From Design Template
 - d) All of above
4. The title bar is a bar located at the top of a window or a dialog box that displays the name of the window or software program being used
 - a) True
 - b) False
 - c) Sometimes true
 - d) Sometimes false
5. In which menu can you find features like Slide Design, Slide Layout etc.?
 - a) Insert Menu
 - b) Format Menu
 - c) Tools Menu
 - d) Slide Show Menu
6. Shortcut key for Underline Text is _____
 - a) Ctrl + V
 - b) Ctrl + U
 - c) Ctrl + P
 - d) Ctrl + H
7. Shortcut key for Slideshow of presentation is _____
 - a) F7
 - b) F3
 - c) F5
 - d) F4
8. Shortcut key to Find particular text is _____
 - a) Ctrl + V
 - b) Ctrl + F
 - c) Ctrl + Z
 - d) Ctrl + J
9. Shortcut key for Undo changes in presentation is _____
 - a) Ctrl + V
 - b) Ctrl + C
 - c) Ctrl + Z
 - d) Ctrl + J
10. Shortcut key for Justify selected text is _____
 - a) Ctrl + V
 - b) Ctrl + C
 - c) Ctrl + P
 - d) Ctrl + J

11. Functions in MS Excel must begin with _____
a) An () sign
b) An Equal Sign
c) A Plus Sign
d) A > Sign
12. Shortcut key to Save Document is _____
a) Ctrl + V
b) Ctrl + U
c) Ctrl + S
d) Ctrl + H
13. Shortcut key for Bold text is _____
a) Ctrl + V
b) Ctrl + U
c) Ctrl + B
d) Ctrl + H

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

(10)

1. Define Monitor
2. Define slideshow
3. Name parts of CPU
4. Name three parts of Page layout Toolbar
5. Name two memories
6. Name three tabs of M.S. Word
7. Full form of GB

Q. 2) Write Short Note (Any 4)

(20)

1. Memory
2. Find and Replace Option in MS Word
3. Status Bar
4. Quick Access Toolbar
5. Keyboard
6. Smart art Option in MS Word

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

(30)

- 1 Explain various types of Chart
- 2 Discuss what volatile and non-volatile memory is.
- 2 Explain Page Layout tab in MS word
- 4 Explain Steps in creating new document in MS Word
- 5 Explain any three formulas in MS excel.

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

(30)

- 1 What are the uses of Microsoft PowerPoint?
- 2 Explain Insert Tab in MS word
- 3 Explain Formula toolbar in MS Excel
- 4 What are the uses of Microsoft Word?
