

(b) Write short notes on (any three) : $4 \times 3 = 12$

- (i) Ratio analysis
- (ii) Using DBMS in the area of accounting
- (iii) The importance of using spreadsheets in Business application
- (iv) Windows Operating System
- (v) Word Processing

4 SEM TDC CAB (CBCS) C 410

2023

(May/June)

COMMERCE

(Core)

Paper : C-410

(**Computer Applications in Business**)

Full Marks : 80

Pass Marks : 32

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Answer the following questions : 1×8=8

- (a) What is Entity?
- (b) What is Database?
- (c) What is SQL?
- (d) What do you mean by Slideshow?
- (e) Define the term template in Word Processing.



- (f) What do you mean by Autocorrect?
- (g) What is Worksheet?
- (h) What is Active Cell in MS-Excel?

2. Answer the following questions : 2×8=16

- (a) What are the different views in MS-PowerPoint?
- (b) What is paragraph formatting in MS-Word?
- (c) Write the steps to add background to a slide.
- (d) What is Header and Footer in a document?
- (e) Describe two functions used in MS-Excel.
- (f) How will you show a text vertically in a cell?
- (g) What is Relational Data Model?
- (h) Write the names of two popular DBMS softwares.

- 3. (a) Explain the different components/symbols of an E-R model. 6
- (b) Write the advantages and disadvantages of DBMS. 6
- (c) Write SQL to create a table named student with attributes Reg_No., Name Address, Marks, email. 5
- 4. (a) What is mail-merge? Write the steps for mail-merge in MS-Word. 1+5=6
- (b) Write the steps for using 'chart' in Excel. 4
- (c) Write the steps for using slide animation in MS-PowerPoint. 5
- 5. (a) Write the steps to perform the following (any four) : 3×4=12
 - (i) Change the size of a font in MS-Word
 - (ii) Change the line spacing in MS-Word
 - (iii) Change the height of a row in an Excel
 - (iv) Enclose a cell in a shadow box in an Excel
 - (v) Convert existing text to Word Art in PowerPoint
 - (vi) Hide a slide from slide show

