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4 SEM TDC CAB (CBCS) C 410

2026

(May/June)

COMMERCE

(Core)

Paper : C-410

(Computer Application 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) Write the full form of DBMS.
- (b) Write the full form of SQL.
- (c) Write the full form of ER model.
- (d) Write the full form of RDBMS.
- (e) What is mail merge in MS Word?
- (f) What is a slide in a presentation?

(2)

- (g) What is a worksheet in MS-Excel?
- (h) What is a primary key in a database?

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

- (a) Define word processing.
- (b) What is the use of templates in MS Word?
- (c) What is the difference between Slide Transition and Animation?
- (d) What is the use of Charts and Graphs in spreadsheets?
- (e) What is data validation in spreadsheets?
- (f) Define database and table.
- (g) What is SQL query?
- (h) Write any two advantages of DBMS.

3. Answer the following questions (any four) :

4×4=16

- (a) Explain formatting and page setup in MS Word.
- (b) Write a short note on slide design and layout in presentations.
- (c) Write a short note on loan and lease statements in spreadsheet.

- (d) Explain the Entity-Relationship model in DBMS.
- (e) Write a short note on forms and reports in DBMS.

4. Answer the following questions (any *four*) :

10×4=40

- (a) Explain the features of word processing and describe the steps to insert tables, pictures and mail merge in MS Word.
- (b) Explain the process of creating a business presentation using slides, animations, transitions and multimedia elements.
- (c) Describe spreadsheet concepts and explain worksheet management, data entry, formatting and formulas in detail.
- (d) Explain spreadsheet functions (mathematical, financial, logical, date and time, lookup and reference) with examples.
- (e) Explain SQL queries with examples of INSERT, DELETE, UPDATE and SELECT statements.

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