2023/TDC (CBCS)/EVEN/SEM/ COMHCC–403T/400

TDC (CBCS) Even Semester Exam., 2023

COMMERCE

(Honours)

(4th Semester)

Course No. : COMHCC–403T

(Computer Applications in Business)

Full Marks : 50
Pass Marks : 20

Time : 3 hours

The figures in the margin indicate full marks for the questions

SECTION—A

Answer any *ten* of the following questions : 2×10=20

1. Discuss why mail merge is used.

2. Define header and footer in word document.

3. Discuss how to creates an extra worksheet.

4. How can you create a new workbook?

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(*Turn Over*)

(2)

5. What do you mean by name box and why is it used?

6. Differentiate between primary key and foreign key.

7. What is the use of find and replace in word document?

8. Discuss the steps to insert video in MS-PowerPoint.

9. What do you mean by AutoSum command in MS-Excel?

10. Discuss the use of MS-Excel in business.

11. What are the features of primary key?

12. Write the steps to create table in MS-Access database.

13. Define two properties of relational database.

14. Define record and attribute in database.

15. Discuss what you mean by foreign key in database.

(Continued)

(3)

SECTION—B

Answer any *five* of the following questions : 6×5=30

16. Explain the different types of paragraph formatting technique in word document.

17. Define the following terms in MS-Word : 2×3=6

   (a) Header and footer

   (b) Indents

   (c) Clipart

18. What do you mean by custom animation?

19. Discuss the steps to change design template and slide layout design in PowerPoint.

20. Discuss the steps to do the following : 2×3=6

   (a) Apply average formula

   (b) Do text wrap

   (c) Count function

21. Discuss the drawbacks of traditional file management system.

22. What is RDBMS? Write the properties of RDBMS. 3+3=6

(Turn Over)

23. Explain how you can source and import data from other sources into access database.

24. Mention how you can create a simple query in access database.

25. Explain the steps to create a form in MS-Access.

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