

2024/TDC (CBCS)/EVEN/SEM/  
COMHCC-403T/185

TDC (CBCS) Even Semester Exam., 2024

COMMERCE

( 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

UNIT—I

1. Answer any *two* of the following questions :

2×2=4

- (a) What do you mean by template in Word Processing?
- (b) What tab in MS-Word will you use to access mail merge options?
- (c) What do you mean by header and footer?

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( Turn Over )



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2. Answer any *one* of the following questions : 6

- (a) What do you mean by spell check in Word Processing? How to use spell check in Word Processing?
- (b) What is mail merge? How to use it? Write the advantages and disadvantages of mail merge.

UNIT—II

3. Answer any *two* of the following questions : 2×2=4

- (a) What do you understand by a slide show?
- (b) What is the purpose of creating a master slide?
- (c) What do you mean by design template in Microsoft PowerPoint?

4. Answer any *one* of the following questions : 6

- (a) "PowerPoint demonstrates different views of slide." Discuss.
- (b) Discuss the steps to do the following : 2×3=6
  - (i) Embed fonts in slide
  - (ii) To insert symbol in slide
  - (iii) To insert table in PowerPoint

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( Continued )

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UNIT—III

5. Answer any *two* of the following questions : 2×2=4

- (a) How can you insert a sheet from your workbook?
- (b) Explain the steps of inverting a worksheet.
- (c) Discuss the use of MS-Excel in business.

6. Answer any *one* of the following questions : 6

- (a) Show the steps involved in inserting the functions in MS-Excel.
- (b) What do you understand by relative cell address? Explain with example.

UNIT—IV

7. Answer any *two* of the following questions : 2×2=4

- (a) What are the objects of Access database?
- (b) Define correlation.
- (c) What is capital budgeting?

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8. Answer any *one* of the following questions : 6

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

(b) Discuss the steps to create a simple query in MS-Access.

UNIT—V

9. Answer any *two* of the following questions :

2×2=4

(a) What is RDBMS?

(b) How is superkey different from candidate key?

(c) What is ER diagram used for?

10. Answer any *one* of the following questions : 6

(a) How can application of DBMS enhance accounting processes across various industries?

(b) What considerations should be made when selecting a DBMS for implementing a RDM design?

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