

**2024/FYUG/EVEN/SEM/
COMSEC-151T/113**

FYUG Even Semester Exam., 2024

COMMERCE

(2nd Semester)

Course No. : COMSEC-151T

(Computer Applications in Business)

Full Marks : 50

Pass Marks : 20

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

SECTION—A

Answer any *fifteen* of the following questions :

1×15=15

- 1. What is data?**
- 2. What is process?**
- 3. What is information?**
- 4. What is system?**

5. What is Template?
6. What is AutoText?
7. What is footnote?
8. What is reference?
9. What is PowerPoint?
10. What is animation?
11. What is the function of Clip Art?
12. What is multimedia?
13. What is worksheet?
14. What is Spreadsheet?
15. What is Flash fill?
16. What is conditional formatting?
17. What is mathematical function in Spreadsheet?
18. What is financial function in Spreadsheet?
19. What is statistical function in Spreadsheet?
20. What is database?

SECTION—B

Answer any *five* of the following questions : $2 \times 5 = 10$

21. How do data and information differ?
22. What is network?
23. What are the uses of Word processor?
24. What are the uses of Editor?
25. What is hyperlink?
26. What is slide transition?
27. What are Spreadsheet functions?
28. What are error functions?
29. What is Average function?
30. What is Skew function?

SECTION—C

Answer any *five* of the following questions : $5 \times 5 = 25$

31. Discuss the applications of data processing in business.

32. What is computing? Discuss the changing nature of computing.
33. Discuss the editing operations of Word processor.
34. Discuss the mail merge operation with example.
35. Discuss the process of preparing the business presentation for a new product (using PowerPoint steps).
36. What are the advantages of using PowerPoint presentation?
37. Discuss the business application of Spreadsheet.
38. How may we insert charts, graphs and formula in Spreadsheet?
39. Discuss in detail the steps to use statistical functions in Spreadsheet.
40. Discuss in detail the steps to use mathematical function in Spreadsheet.
