4 SEM TDC CAB (CBCS) C 410

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(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 as directed : 1×8=8

    (a) What is meant by word processing?

    (b) Why is an Excel file called workbook?

    (c) Define the term table in database.

    (d) What is autocorrect in a Word document?

    (e) What is a slide?

    (f) DBMS stands for _____.
    (Fill in the blank)

    (g) The result of a SELECT statement can contain duplicate rows.
    (State True or False)

(*Turn Over*)

(h) Which of the following diagrams is used for an attribute in ER model?

   (i) Rectangle

   (ii) Oval

   (iii) Diamond

   (iv) Triangle

        (Choose the correct answer)

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

(a) Where is the horizontal split bar located in MS-Word screen?

(b) Write the steps to change the width of a column in an Excel sheet.

(c) Which PowerPoint view works best for adding slide transition?

(d) Write the steps to right-align a paragraph in a document.

(e) What is difference between DBMS and RDBMS?

(f) Write the steps to make a text bold, italic and underline.

(g) What do you mean by capital budgeting?

(h) What is the purpose of a data model?

3. (a) Differentiate between normal view and outline view.   3

(b) What is the difference between Animation and Transition?   5

    (Continued)

(c) (i) Write the steps for inserting sound in a PowerPoint presentation.   3

        Or

   (ii) Write the steps for inserting video in MS-PowerPoint.

4. (a) Explain the following functions in brief :   6

   (i) SUM()

   (ii) ABS()

   (iii) RAND()

(b) Write the shortcut key combination used for navigating :   3

   (i) to the top of the worksheet (cell A1)

   (ii) to the end of a column in the worksheet

(c) (i) How graphical representation of spreadsheet data can be helpful in business?   3

        Or

   (ii) Explain three statistical functions available in MS-Excel.

5. (a) (i) What is a footer? How is a footer created for a document?   3

        Or

   (ii) Write the difference between header and footer.

    (Continued)

(b) (i) What is the use of 'Find and Replace'? Write the steps to perform 'Find and Replace' in a word document. 3

Or

(ii) Explain the process of sorting data in MS-Excel.

(c) Write the shortcut key for the following : 5

(i) Undo last action

(ii) Increase font size

(iii) Switch to print view

(iv) Page break

(v) Single-line spacing

6. (a) Write SQL to create a table named *ABC* Company with attributes ITEM CODE, ITEM NAME, QUANTITY, DATE OF RECEIVED, DATE OF DESPATCHED, AMOUNT. 5

(b) Design an E-R diagram for your College Library System. 5

7. Write short notes on the following : 4×3=12

(a) Basic functions of Windows operating system

(b) Loan and lease statement in business

(c) Relational data model

(d) Paragraph formatting

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