4 SEM TDC CAB (CBCS) C 410

2025

(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 the shortcut key to open the open dialog box in MS-Word?

   (b) Which shortcut key is used to open a new blank document in MS-Word?

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

   (d) Which shortcut key is used to start and exit from slideshow?

(2)

(e) Address of the first cell in the worksheet is _____.

(Fill in the blank)

(f) It is impossible to copy a formula in MS-Excel.

(State True or False)

(g) What is an entity set?

(h) A row in a table is also known as _____.

(Fill in the blank)

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

(a) How will you show a text vertically in a cell?

(b) Write the steps to save a workbook in MS-Excel.

(c) What are the different types of chart available in Excel?

(d) Write the steps to add background to a slide.

(e) What are the four slide layouts available in PowerPoint?

(f) What is meant by ratio analysis?

(g) What are the different types of users in database system?

(h) What is depreciation accounting?

(3)

3. (a) Write the steps to insert a picture into the slide of a PowerPoint presentation.   3

(b) Write the steps of inserting and deleting text in table cells.   3

(c) Define relative and absolute references.   4

(d) Explain the components of an E-R diagram.   5

4. (a) Explain the following functions :   2×3=6

(i) COUNT( )

(ii) CONCATENATE( )

(iii) INT( )

(b) Consider the following relations :

Employee (eno, ename, dob, gender, doj, designation, basic_pay, DNo)

Department (DNo, Dname)

Write query for the following :   3+2+2=7

(i) Create the table employee.

(ii) Display eno, ename, designation and Dname for all the employees.

(iii) Find the names of the employees who work in the department with .DNo = IT.

(Turn Over)

(c) Draw an E-R diagram for a college which offers the general degree courses. Students can take admission into any one course by paying a prescribed fee. The college also provides various recreation activities such as sports, arts, NCC, etc. which any student is entitled to select.   7

(d) Briefly explain the applications of DBMS with its advantages and disadvantages.   7

5. (a) Write the steps to perform the following :   2×3=6

   (i) Change the line spacing in MS-Word.

   (ii) Change the height of a row in an Excel.

   (iii) Convert existing text to Word Art in PowerPoint.

   (b) Explain any two of the following :   4×2=8

   (i) Mail Merge facility in MS-Word

   (ii) Use of Spreadsheets in Business application

   (iii) Different data models available in RDBMS

★ ★ ★