2023/TDC(CBCS)/ODD/SEM/
COMSEC–501T/339

TDC (CBCS) Odd Semester Exam., 2023

COMMERCE

(5th Semester)

Course No. : COMSEC–501T

(Computer Applications in Business)

Full Marks : 35

Pass Marks : 14

Time : 3 hours

The figures in the margin indicate full marks
for the questions

SECTION—A

Answer *ten,* selecting *two* from each Unit as
directed :   1×10=10

UNIT—I

1. State two advantages of MS-Word.

2. How is spell check performed in MS-Word?

3. What is AutoCorrect in MS-Word?

UNIT—II

4. What is the shortcut key to print a document?

5. What is the shortcut key to save a word document?

6. Define 'footer' in MS-Word.

(2)

UNIT—III

7. Slide number can be inserted from which menu?

8. What is the shortcut key to exit from slideshow?

9. What is slide layout?

UNIT—IV

10. Define a cell in a worksheet.

11. Lookup function is used in excel to return a value from an _____.

(Fill in the blank)

12. Total number of cells in MS-Excel sheet is _____.

(Fill in the blank)

UNIT—V

13. What is ribbon in MS-Excel?

14. What are sheets in MS-Excel?

15. What is autosum in MS-Excel?

SECTION—B

Answer *five* questions, selecting *one* from each Unit :   2×5=10

UNIT—I

16. What is formatting in MS-Word?

17. What are bullets and numbering?

(3)

UNIT—II

18. How to insert a picture in MS-Word document?

19. What is meant by mail merge?

UNIT—III

20. Define what you mean by custom animation.

21. What do you understand by motion path in MS-PowerPoint?

UNIT—IV

22. How to add insert rows and columns in Excel?

23. What are the uses of comments in Excel?

UNIT—V

24. Discuss how we can resize a column.

25. What is the use of MACRO in Excel?

SECTION—C

Answer *five* questions, selecting *one* from each Unit :   3×5=15

UNIT—I

26. Explain the benefits of word processing package.

27. Write the steps involved in find and replace a text in MS-Word.

(4)

UNIT—II

28. What is the importance of paragraph formatting function?

29. Write how to insert a table in MS-Word.

UNIT—III

30. Write the business benefits of MS-PowerPoint.

31. Write the steps to convert a presentation into a video.

UNIT—IV

32. Write the steps to freeze panes in MS-Excel.

33. What are the terms COUNT, COUNTA, COUNTIF?

UNIT—V

34. Discuss the business benefits of MS-Excel.

35. Discuss different cell formatting options in Excel.

★ ★ ★