**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?

(Turn Over)

(2)

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

(3)

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?

(4)

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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