

**2022/TDC (CBCS)/EVEN/SEM/
COMHCC-403T/142**

TDC (CBCS) Even Semester Exam., 2022

COMMERCE

(Honours)

(4th Semester)

Course No. : COMHCC-403T

(Computer Application in Business)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

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

SECTION—A

Answer any ten of the following questions :

2×10=20

- 1. Define what you mean by mail-merge.**
- 2. Discuss why header and footer are used.**
- 3. Write the steps to find and replace text.**

(2)

4. What do you mean by design template in Microsoft PowerPoint?
5. Distinguish MS-PowerPoint to MS-Word.
6. Write the steps to insert images in PowerPoint slides.
7. Discuss the features of MS-Excel.
8. What do you mean by cells in an excel sheet?
9. Can you protect workbooks in Excel? If yes, how?
10. What is MS-Access database?
11. What is a form in MS-Access database?
12. What are the objects of Access database?
13. Define relational database.
14. Discuss what you mean by database environment.
15. What do you mean by modules in DBMS?

(3)

SECTION—B

Answer any *five* of the following questions : $10 \times 5 = 50$

16. (a) Discuss the features of MS-Word. 5
(b) Explain how MS-Word is useful in business. 5
17. Discuss the uses of the following terms in MS-Word : $2 \times 5 = 10$
(a) Bullets and numbering
(b) Spell check
(c) AutoCorrect
(d) AutoText
(e) Paragraph formatting
18. Discuss custom animations in MS-PowerPoint. Highlight the steps to create custom animations. $5 + 5 = 10$
19. (a) What are slide layouts in PowerPoint? How can we change the layout in PowerPoint? $2 + 4 = 6$
(b) How to select one hyperlink after another during slide presentation? 4
20. (a) What do you understand by relative cell address? Explain with example. 5
(b) Discuss how you can format MS-Excel cells. 5

(4)

- 21.** (a) Discuss the steps to do the following : $2 \times 3 = 6$
 (i) Add new rows and columns
 (ii) Add comment to a cell
 (iii) Add cells to sheet
(b) Discuss the steps to create drop-down lists in Excel. 4
- 22.** (a) Discuss some of the most important uses of MS-Access. 6
(b) What are the protection features of MS-Access? 4
- 23.** (a) Discuss the steps to create a simple query in MS-Access. 7
(b) What is the use of pivot table? 3
- 24.** (a) Explain the different types of relations between different data. 6
(b) What is a super key? How is it different from candidate key? 4
- 25.** (a) Discuss the differences between traditional file and a database management system. 6
(b) What do you mean by entity-relationship model? 4

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