**2022/TDC/ODD/SEM/
COMSEC–501T/467**

TDC (CBCS) Odd Semester Exam., 2022

COMMERCE

(5th Semester)

Course No. : COMSEC–501T

(Computer Application in Business)

Full Marks : 35

Pass Marks : 14

Time : 3 hours

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

UNIT—I

1. Answer any *two* of the following as directed :

1×2=2

   (a) Which press function is used to open the Windows in MS-Word document?

   (b) Portrait is the example of page orientation.

   (Write True or False)

   (c) What is AutoCorrect in MS-Word?

2. Answer any *one* question from the following : 2

   (a) What is the use of find and replace in MS-Word?

   (b) Write any two uses of templates.

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(2)

3. Answer any *one* question from the following : 3

(a) Explain the concept of word processing package.

(b) Write down the steps involved in formating of text in MS-Word.

UNIT—II

4. Answer any *two* questions from the following : 1×2=2

(a) How to save a word document?

(b) Write the shortcut key to print a document.

(c) Define 'header' in MS-Word.

5. Answer any *one* question from the following : 2

(a) What are the different types of paragraph formatting?

(b) What is mail merge?

6. Answer any *one* question from the following : 3

(a) Discuss the steps to insert a picture in MS-Word.

(b) Explain briefly the uses of 'header' and 'footer' in MS-Word.

UNIT—III

7. Answer any *two* questions from the following : 1×2=2

(a) Slide Sorter can be accessed from which menu?

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(3)

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

(c) How to select one hyperlink after another during a slide presentation?

8. Answer any *one* question from the following : 2

(a) Which shortcut keys are used to start and exit from slide show?

(b) What do you understand by trigger in context of animation?

9. Answer any *one* question from the following : 3

(a) Discuss the steps of slide show in MS-PowerPoint.

(b) Explain briefly the steps to encrypt a PowerPoint file with a password.

UNIT—IV

10. Answer any *two* of the following as directed : 1×2=2

(a) What is the intersection of a column and a row on a worksheet called?

(b) Which function in Excel checks whether a condition is true or not?

(c) AVG is not a function in MS-Excel.

(Write True or False)

11. Answer any *one* question from the following : 2

(a) Define worksheet in MS-Excel.

(b) What do you mean by 'freeze panes' in Excel?

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(4)

12. Answer any *one* question from the following : 3

    (a) What are the different features in MS-Excel?

    (b) Explain the steps to insert a graph in MS-Excel.

UNIT—V

13. Answer any *two* questions from the following : 1×2=2

    (a) State any one statistical function used in MS-Excel.

    (b) What is lookup function?

    (c) Which function is used to get the total of the values in Excel?

14. Answer any *one* question from the following : 2

    (a) What are text functions in Excel?

    (b) What is the meaning of financial function in Excel?

15. Answer any *one* question from the following : 3

    (a) Write any three mathematical functions used in MS-Excel.

    (b) What is database? How to create database in MS-Excel?

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