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4 (Sem-3/CBCS) CAB HC 1

2021

(Held in 2022)

COMMERCE

(Honours)

Paper : COM-HC-3016

(Computer Applications in Business)

Full Marks : 40

Time : Two hours

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

1. Choose the right alternative : $1 \times 4 = 4$
- (i) What do you mean by a word template?
- (a) A pre-created and formatted document style
 - (b) A word document
 - (c) An unformatted document
 - (d) None of the above

Contd.

(ii) The short key for find and replace option in MS Word :

(a) ctrl+f

(b) ctrl+r

(c) alt+f

(d) alt+r

(iii) The primary key of a database table —

(a) cannot identify a record uniquely

(b) can identify a record uniquely

(c) can identify tables

(d) None of the above

(iv) PMT calculates the —

(a) payment for a loan based on constant payments and a constant interest rate

(b) salary payments

(c) correlation coefficient

(d) None of the above

2. Answer the following questions in brief :

2×3=6

(i) Write the keyboard shortcuts for Undo and Centre Alignment in MS Word.

(ii) How to add text to a PowerPoint slide ?

(iii) What is mail merge ?

3. Answer the following questions : **(any two)**

5×2=10

(i) Write about different features available under the Page Layout menu of MS Word.

(ii) Write about different features available under the Insert menu of MS Excel.

(iii) Write about how to make better PowerPoint presentations including the 5/5/5 rule.

(iv) Define Candidate key, Primary key and Alternate key.

4. Answer the following questions : **(any two)**

10×2=20

(i) What is an ER diagram ? What are the common symbols for drawing an ER diagram ? Also write how an entity and its different attributes are represented with the help of a table in a database.

2+3+5=10

(ii) Write and describe *at least five* financial and statistical spreadsheet (Excel) functions. $2 \times 5 = 10$

(iii) What is Database Management System? Write the characteristics of DBMS. Also describe the applications of DBMS. $2+3+5=10$

(iv) State few word processing softwares. Explain different features and advantages of using MS Word and Google Docs. $4+6=10$

(v) Explain with the help of an example, how payroll statements can be easily prepared with the help of spreadsheet software like MS Excel or OpenOffice. 10
