

Total number of printed pages-4

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 :

$2 \times 3 = 6$

- (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)**

$5 \times 2 = 10$

- (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)**

$10 \times 2 = 20$

- (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
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