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4 SEM TDC CAB (CBCS) C 410

2024

(May/June)

COMMERCE

(Core)

Paper : C-410

(Computer Applications in Business)

Full Marks : 80

Pass Marks : 32

Time : 3 hours

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

1. Answer the following as directed : 1×8=8

- (a) What is meant by word processing?
- (b) Why is an Excel file called workbook?
- (c) Define the term table in database.
- (d) What is autocorrect in a Word document?
- (e) What is a slide?
- (f) DBMS stands for _____.
(Fill in the blank)
- (g) The result of a SELECT statement can contain duplicate rows.
(State True or False)

(2)

(h) Which of the following diagrams is used for an attribute in ER model?

(i) Rectangle

(ii) Oval

(iii) Diamond

(iv) Triangle

(Choose the correct answer)

2. Answer the following questions : $2 \times 8 = 16$

(a) Where is the horizontal split bar located in MS-Word screen?

(b) Write the steps to change the width of a column in an Excel sheet.

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

(d) Write the steps to right-align a paragraph in a document.

(e) What is difference between DBMS and RDBMS?

(f) Write the steps to make a text bold, italic and underline.

(g) What do you mean by capital budgeting?

(h) What is the purpose of a data model?

3. (a) Differentiate between normal view and outline view. 3

(b) What is the difference between Animation and Transition? 5

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(Continued)

(3)

(c) (i) Write the steps for inserting sound in a PowerPoint presentation. 3

Or

(ii) Write the steps for inserting video in MS-PowerPoint.

4. (a) Explain the following functions in brief : 6

(i) SUM()

(ii) ABS()

(iii) RAND()

(b) Write the shortcut key combination used for navigating : 3

(i) to the top of the worksheet (cell A1)

(ii) to the end of a column in the worksheet

(c) (i) How graphical representation of spreadsheet data can be helpful in business? 3

Or

(ii) Explain three statistical functions available in MS-Excel.

5. (a) (i) What is a footer? How is a footer created for a document? 3

Or

(ii) Write the difference between header and footer.

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(Continued)

- (b) (i) What is the use of 'Find and Replace'? Write the steps to perform 'Find and Replace' in a word document. 3
- Or
- (ii) Explain the process of sorting data in MS-Excel.
- (c) Write the shortcut key for the following : 5
- (i) Undo last action
 - (ii) Increase font size
 - (iii) Switch to print view
 - (iv) Page break
 - (v) Single-line spacing
6. (a) Write SQL to create a table named ABC Company with attributes ITEM CODE, ITEM NAME, QUANTITY, DATE OF RECEIVED, DATE OF DESPATCHED, AMOUNT. 5
- (b) Design an E-R diagram for your College Library System. 5
7. Write short notes on the following : 4×3=12
- (a) Basic functions of Windows operating system
 - (b) Loan and lease statement in business
 - (c) Relational data model
 - (d) Paragraph formatting
