

Total No. of Printed Pages—4

**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

( 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.

- (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

★ ★ ★