

3 SEM TDC CAB (CBCS) SEC 3.1

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(Held in April–May, 2021)

COMPUTER APPLICATION IN BUSINESS

(Skill Enhancement Course)

Paper : SEC–3.1

Full Marks : 40

Pass Marks : 16

Time : 2 hours

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

1. (a) State whether the following statements are True or False : 1×3=3
- (i) Header and Footer are not in insert menu.
 - (ii) After mail merging, the word creates only two documents.
 - (iii) Animation does not exist in a slide layout.

- (b) Fill in the blanks with appropriate words : 1×3=3
- (i) _____ command brings you to the first slide in your presentation.
 - (ii) In a spreadsheet, letters are used to represent _____.
 - (iii) In a computer spreadsheet, a workbook is a group of _____.

- 2. What do you understand by word processing? 2
- 3. How can you insert hyperlink in MS-Word? 2
- 4. What is presentation on a computer? 2
- 5. What is transition effect in computer? 2
- 6. What is spreadsheet? 2
- 7. How to insert object in Word document? 4
- 8. How to prepare presentation in PowerPoint? 4
- 9. Evaluate the usage of spreadsheet in the area of capital budgeting. 4

(3)

10. (a) What are graphs in computer? How do graphs help in organizing data? 2+4=6

Or

- (b) What is worksheet in a computer? How do you enter data into a worksheet? 2+4=6

11. (a) What is lease and loan statement? How to create a loan statement using spreadsheet? 2+4=6

Or

- (b) What is graphical representation of data in a spreadsheet? Write the basic process to make graphical representation in Excel. 2+4=6
