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4 SEM TDC CAB (CBCS) C 410

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(June/July)

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. Fill in the blanks/Answer (in one word or one sentence each) : 1×5=5
- (a) The intersection of a row and a column in MS-Excel is known as ____.
- (b) One difference between copy and cut is ____.
- (c) The full form of DDL is ____.
- (d) Define the word 'query'.
- (e) When we click on the file tab, the ____ appears on the screen.

(2)

2. Answer any five in brief : $2 \times 5 = 10$

- (a) Write the differences between Formulas and Functions in MS-Excel.
- (b) Explain entities and attributes.
- (c) What are the database reports?
- (d) Write the applications of MS-Word.
- (e) Write the differences between Delete and Truncate.
- (f) Write any two advantages of nested queries.
- (g) Mention the various objects that can be inserted in PowerPoint presentation.

3. Write the syntax to perform the following functions in SQL : $2 \times 5 = 10$

- (a) Select
- (b) Delete
- (c) ORDER BY clause
- (d) Create table
- (e) Insert values into tables

Or

Write the syntax to perform the following functions in MS-Excel :

- (a) VLOOKUP
- (b) HLOOKUP

(3)

- (c) Declining balance method
- (d) Square root
- (e) Average of values in a field of database list

4. Write the steps to perform the following in MS-Word 2010 : $3 \times 4 = 12$

- (a) To use bullets and numbering
- (b) To change case of a sentence
- (c) To print selected number of pages
- (d) Find and replace

Or

Write the steps to perform the following in MS-Excel 2010 :

- (a) To use conditional formatting
- (b) Sorting of records
- (c) Freezing rows and columns
- (d) Inserting charts and graphs

5. Define MS-PowerPoint. Explain the basic features of MS-PowerPoint 2010. $2 + 6 = 8$

Or

Define DBMS. Explain how DBMS is helping in the advancement in various fields of commerce.

8

(4)

6. What is ratio analysis? Explain the types of ratio analysis with formulas. $2+8=10$

Or

Explain the difference between the following :
 $5 \times 2 = 10$

- (a) SQL and SQL*plus
(b) DML and DDL
7. What do you understand by Depreciation Accounting? Describe how depreciation can be calculated in MS-Excel 2010. $2+8=10$

Or

Briefly explain MS-Word along with its features. $2+8=10$

8. Write short notes on any *three* of the following : $3 \times 5 = 15$

- (a) Cell referencing
(b) Capital budgeting
(c) Mail-Merge
(d) Nested queries
(e) Cardinality
(f) Loan and lease statement

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