

Total No. of Printed Pages—4

**4 SEM TDC CAB (CBCS) C 410**

**2023**

( 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 questions : 1×8=8

- (a) What is Entity?
- (b) What is Database?
- (c) What is SQL?
- (d) What do you mean by Slideshow?
- (e) Define the term template in Word Processing.

- (f) What do you mean by Autocorrect?  
 (g) What is Worksheet?  
 (h) What is Active Cell in MS-Excel?

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

- (a) What are the different views in MS-PowerPoint?  
 (b) What is paragraph formatting in MS-Word?  
 (c) Write the steps to add background to a slide.  
 (d) What is Header and Footer in a document?  
 (e) Describe two functions used in MS-Excel.  
 (f) How will you show a text vertically in a cell?  
 (g) What is Relational Data Model?  
 (h) Write the names of two popular DBMS softwares.

3. (a) Explain the different components/symbols of an E-R model. 6  
 (b) Write the advantages and disadvantages of DBMS. 6  
 (c) Write SQL to create a table named student with attributes Reg\_No., Name Address, Marks, email. 5
4. (a) What is mail-merge? Write the steps for mail-merge in MS-Word.  $1+5=6$   
 (b) Write the steps for using 'chart' in Excel. 4  
 (c) Write the steps for using slide animation in MS-PowerPoint. 5
5. (a) Write the steps to perform the following (any four) :  $3 \times 4 = 12$   
 (i) Change the size of a font in MS-Word  
 (ii) Change the line spacing in MS-Word  
 (iii) Change the height of a row in an Excel  
 (iv) Enclose a cell in a shadow box in an Excel  
 (v) Convert existing text to Word Art in PowerPoint  
 (vi) Hide a slide from slide show

( 4 )

(b) Write short notes on (any three) :  $4 \times 3 = 12$

- (i) Ratio analysis
- (ii) Using DBMS in the area of accounting
- (iii) The importance of using spreadsheets in Business application
- (iv) Windows Operating System
- (v) Word Processing

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(b) Write short notes on (any *three*) :  $4 \times 3 = 12$

(i) Ratio analysis

(ii) Using DBMS in the area of accounting

(iii) The importance of using spreadsheets in Business application

(iv) Windows Operating System

(v) Word Processing

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