

Total number of printed pages-4

4 (Sem-3/CBCS) CAB HC 1

2023

COMMERCE

(Honours Core)

Paper : COM-HC-3016

(Computer Applications in Business)

Full Marks : 40

Time : Two hours

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

1. Choose the right alternative : $1 \times 4 = 4$
- (i) Which of the following shortcut command is used to print the active document?
- (a) Ctrl + P
 - (b) Alt + P
 - (c) Ctrl + Shift + P
 - (d) Ctrl + Alt + Del

Contd.

- (ii) Portrait and Landscape are :
- (a) Paper Size
 - (b) Page Layout
 - (c) Page Orientation
 - (d) None of the above
- (iii) Which view of PowerPoint is mainly used for rearranging slides ?
- (a) Slide Sorter
 - (b) Notes pages
 - (c) Outline
 - (d) Normal
- (iv) Which of the following is the basic unit of data entry in Excel ?
- (a) Spreadsheet
 - (b) Cell
 - (c) Column
 - (d) Row

2. Answer the following questions in brief :
2×3=6

- (i) What do you mean by transition in MS PowerPoint ?
- (ii) What do you mean by ratio analysis ?
- (iii) What is Field and Record of a database table ?

3. Answer the following questions : **(any two)**
5×2=10

- (i) What are Header and Footer? Write the steps to add header and footer on a page.
- (ii) Write about the Home tab in MS Word.
- (iii) What is database ? Describe its utility.
- (iv) Define cell referencing. What is relative and absolute cell referencing ?

4. Answer the following questions : **(any two)**
10×2=20

- (i) What do you mean by a digital presentation ? Describe different parts of the PowerPoint Window.

- (ii) What is word processing? Describe the advantages of using word processing software.
 - (iii) Describe about the Entity- Relationship Model (E-R Model).
 - (iv) Describe how to prepare payroll statement using spreadsheet.
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