

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.

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.