

● 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 :
 $2 \times 3 = 6$

- (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)*
 $5 \times 2 = 10$

- (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)*
 $10 \times 2 = 20$

- (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.