



বিদ্যাসাগর বিশ্ববিদ্যালয়
VIDYASAGAR UNIVERSITY
Question Paper

B.Com. General Examinations 2021

(Under CBCS Pattern)

Semester - III

Subject : B. COM. (GENERAL)

Paper : SEC 1 - T & P

(Computer Applications in Business)

Full Marks : 40 (Theory-25 + Practical-15)

Time : 2 Hours

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

(Theory)

Group - A

1. Answer any **two** of the following questions : 5×2=10
- (a) What do you mean by mail merge? Why do we use mail merge function? 2+3
- (b) What is the difference between computer hardware and software ? 5
- (c) Define the role of data base administrator. 5

Group - B

2. Answer any **one** of the following questions : 15×1=15
- (a) (i) Give example of at least five formula function used in MS-Excel.

- (ii) What are the various types of graphs in MS-Excel? Explain the steps for creating a group in a worksheet. 10+5
- (b) Relating to MS-Power Point explain the process of : 3×5
- (i) Delete a slide
- (ii) Insert an additional slide
- (iii) Insert date and time on the slide
- (iv) Edit a slide
- (v) Insert a table on a slide

(Practical)
Paper - SEC 1-P
(Computer Applications in Business)

Marks : 15

Group - A

1. Answer any **one** of the following questions : 10×1=10
- (a) Write the syntax of PMT function along with its parameters and explain its significance in MS Excel. Write down the syntax of PV and FV. 2+2+2+2+2
- (b) How do you set margin in MS-Word? How do you insert symbol and page number in MS-Word? 4+3+3

Group - B

2. Answer any **one** of the following questions : 5×1=5
- (a) Show the process of online payment of electricity bill of your own using your personal data. 5
- (b) How do you create and display the slides created by you in MS-Power Point? 2+3
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