



'সমানো মন্ত্র: সমিতি: সমানী'

UNIVERSITY OF NORTH BENGAL
B.Com. Honours 5th Semester Examination, 2023

CC11-COMMERCE
COMPUTER APPLICATIONS IN BUSINESS

Time Allotted: 2 Hours

Full Marks: 60

The figures in the margin indicate full marks.

GROUP-A

Answer any two questions from the following

12×2 = 24

1. Explain the features of MS PowerPoint. Discuss the various types of transition effects used in MS PowerPoint. Outline the steps involved in applying transition effects to a presentation. 2+4+6
2. How is file management performed in Microsoft Word? Explain operations of the following functions in a Word Document: 4+(2×4)
 - (a) Creating a Document
 - (b) Opening an Existing File
 - (c) Saving File Option
 - (d) Inserting a Table in a Word Document.
3. (a) Mr. X borrowed a loan of ₹1,00,000 from Mr. Z for a period of 5 years to be paid in equal quarterly installments (EQI) of an interest rate of 15% p.a. Explain the steps that would be involved in creating the loan statement. 8
- (b) Calculate the Correlation Coefficient of the given data using spreadsheet formula: 4

X	12	15	18	21
Y	2	4	5	8

4. (a) What do you mean by Cell Address? Explain the process of formatting MS-Excel Cells. 2+4
- (b) Explain the concepts of a Chart used in Spreadsheet. How do charts enhances data visualisation and interpretations? 2+4

GROUP-B

5. Answer any **four** questions from the following: 6×4 = 24
 - (a) Write command sequence to create customised filter with a suitable table. 6
 - (b) State the uses of VLOOKUP and HLOOKUP function in MS-Excel. 6

- (c) Write the steps to insert a new slide and to change the layout of an existing slide. 6
- (d) What are the functions of MS-Excel? Describe the steps involved in computing the summation of data ranging from cells D1 to D6. 2+4
- (e) Briefly discuss the 'Page Layout Tab' in MS-Word. 6
- (f) What are the different steps involved in creating mail-merge in MS-Word? 6

GROUP-C

6. Answer any **four** questions: 3×4 = 12
- (a) What is a formula in MS-Excel? 3
 - (b) Distinguish between Correlation and Regression. 3
 - (c) Mention at least three types of Business Presentations? 3
 - (d) Distinguish between Header and Footer in MS-Word. 3
 - (e) Discuss the steps involved in creating borders and filling cells with colours in a table in MS-Word. 3
 - (f) How is data represented in a Spreadsheet? 3

—x—