



'সমানো মন্ত্র: সমিতি: সমানী'

UNIVERSITY OF NORTH BENGAL
B.Com. Honours 5th Semester Examination, 2021

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. What do you mean by mail-merging? How will you prepare a text file (main document) and data source in MS-Word? (Mention all steps required to create Mail Merge) 2+10
2. What are the features of Word-processing programs? What are the features of MS-Power Point Presentation? 6+6
3. What is charts? Discuss different types of chart used in spreadsheet with an example. 2+10
4. (a) What is graphical representation of data? Describe with example. 2+4
(b) What is hyperlink? Describe steps to insert hyperlink in document. 2+4

GROUP-B

5. Answer any ***four*** questions from the following:

6×4 = 24

- (a) What is Referencing and discuss different types of Referencing with an example. 1+5
- (b) Discuss any three Mathematical function generally used in Spread Sheet with syntax, example. 2+2+2
- (c) What is table? Give an example, Insert five rows and five columns with specific student details using MS-Word. 2+4
- (d) How will you apply spell-check in MS-Word?

- (e) Write short note on “THESAURUS” in word processing system. 6
- (f) How can you create Custom Animation? Explain the procedure for creating a custom show for the audience. 2+4

GROUP-C

6. Answer any *four* questions from the following: 3×4 = 12
- (a) What do you mean by word processing?
- (b) What is header and footer?
- (c) What is the utility of MS-Power Point?
- (d) What are the different types of layouts of slides?
- (e) How can you insert a table in a slide?
- (f) What is relative Reference? Give an example.

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