



'সমানো মন্ত্র: সমিতি: সমানী'

UNIVERSITY OF NORTH BENGAL
B.Com. Honours 5th Semester Examination, 2022

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

12×2 = 24

1. Explain the purpose of Word Processing. Write commands sequence to run step by step mail merge wizard. 2+10
2. What is the utility of MS-Power Point? How can you create customised animations? Explain the procedure for creating a customised show for the audience. Define the terms slide, presentation and slide show. 2+2+4+4
3. What is chart? Discuss different types of charts used in spreadsheet with an example. 4+8
4. What is AutoFilter? Write command sequence to create customised filter with a suitable table. 4+8

GROUP-B

5. Answer any **four** questions: 6×4 = 24
 - (a) What is Referencing and discuss different types of Referencing with examples. 2+4
 - (b) What is hyperlink? Describe steps to insert hyperlink in a document. 2+4
 - (c) What is table? "Insert five rows and five columns with specific student details using MS-Word" — Write the steps to be taken to do the above. 2+4
 - (d) What is graphical representation of data? Describe with example. 2+4
 - (e) Discuss the steps involved in calculation of correlation and regression in MS-Excel. 6
 - (f) Write a short note on "THESAURUS" in word processing systems. 6

GROUP-C

6. Answer any *four* questions: 3×4 = 12
- (a) What is relative Reference? Give examples. 3
 - (b) What are Header and Footer? 3
 - (c) What are the different types of layouts of slides? 3
 - (d) How will you apply spell-check in MS-Word? 3
 - (e) What is the purpose of auto-fit tab available with layout tab? 3
 - (f) What is the purpose of preview presentation? Distinguish between Normal View and Slide Sorter View. 1+2

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