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4 (Sem-3/CBCS) CAB HC 1

2022

COMMERCE

(Honours)

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 : **(any four)**  
1×4=4
- (i) What is the basic unit of a PowerPoint presentation ?
- (a) Byte
  - (b) Slide
  - (c) Animation
  - (d) Slide transition
- (ii) The extension of Microsoft Excel file is
- (a) .docx
  - (b) .pdf

Contd.

- (c) .xlsx
  - (d) .pptx
- (iii) In DBMS the association among entities is called
- (a) a relationship
  - (b) a primary key
  - (c) an attribute
  - (d) None of the above
- (iv) The formula in MS Excel starts with
- (a) - (Minus)
  - (b) + (Plus)
  - (c) / (Divide)
  - (d) = (Equal)
- (v) Which of the following is not a font style ?
- (a) Bold
  - (b) Italic
  - (c) Times New Roman
  - (d) Superscript
- (vi) MS PowerPoint is which type of software ?
- (a) System software
  - (b) Application software
  - (c) Utility software
  - (d) None of the above

- (vii) Which of the following SQL command is used to retrieve data ?
- (a) Select
  - (b) Delete
  - (c) Find
  - (d) None of the above

2. Answer the following questions in brief :  
**(any three)** 2×3=6

- (i) Write the keyboard shortcuts for Print a page and Cut selected text in MS Word.
- (ii) What are the different views in PowerPoint ?
- (iii) What is cell reference in MS Excel ?
- (iv) What do you mean DDL ? State *one* SQL command under DDL.
- (v) What is a table in database terminology ?
- (vi) What a spreadsheet ?

3. Answer the following questions : **(any two)**  
5×2=10

- (i) Write about different page setup options in MS Word.
- (ii) What are the different types of *charts* available in MS Excel ? Write briefly.

- (iii) What is slide transition in MS PowerPoint ? Briefly write how to apply transition effects. Also mention the name of few transition effects.
- (iv) What is DBMS ? Write few applications of DBMS.
4. Answer the following questions : *(any two)*
- (i) What is entity relationship model ? Explain the basic building blocks of an ER diagram.  $5+5=10$
- (ii) What is ratio analysis ? Explain how with the help of MS Excel we can perform ratio analysis with ease.  $2+8=10$
- (iii) Describe *five* important mathematical and statistical spreadsheet (Excel) functions.  $2 \times 5 = 10$
- (iv) What do you mean by entity and attribute in database terminology ? Also explain about different relationship types among entities.  $4+6=10$
- (v) Explain advantages of using PowerPoint presentation in business and academic environments. Also write how to create a good PowerPoint presentation.  $6+4=10$