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4 (Sem-3/CBCS) CAB HC 1

2025

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 : $1 \times 4 = 4$

(i) PMT calculates the —

(a) payment for a loan based on
constant payments and a
constant interest rate

(b) salary payments

(c) correlation coefficient

(d) None of the above

(ii) The primary key of a database table —

- (a) cannot identify a record uniquely
- (b) can identify a record uniquely
- (c) can identify tables
- (d) None of the above

(iii) The short key for find and replace option in MS Word :

- (a) ctrl+f
- (b) ctrl+r
- (c) alt+f
- (d) alt+r

(iv) What do you mean by a word template ?

- (a) A pre-created and formatted document style
- (b) A word document
- (c) An unformatted document
- (d) None of the above

2. Answer the following questions in brief :

2×3=6

- (i) What is mail merge ?
- (ii) Write the keyboard shortcuts for Undo and Centre Alignment in MS Word.
- (iii) How to add text to a PowerPoint slide ?

3. Answer the following questions : **(any two)**

5×2=10

- (i) Define Candidate key, Primary key and Alternate key.
- (ii) Write about how to make better PowerPoint presentations including the 5/5/5 rule.
- (iii) Write about different features available under the Insert menu of MS Excel.
- (iv) Write about different features available under the Page Layout menu of MS Word.

4. Answer the following questions : **(any two)**

10×2=20

- (i) Explain with the help of an example, how payroll statements can be easily prepared with the help of spreadsheet software like MS Excel or OpenOffice.

- (ii) State few word processing softwares. Explain different features and advantages of using MS Word and Google Docs. $4+6=10$
- (iii) What is Database Management System ? Write the characteristics of DBMS. Also describe the applications of DBMS. $2+3+5=10$
- (iv) Write and describe *at least five* financial and statistical spreadsheet (Excel) functions. $2 \times 5 = 10$
- (v) What is an ER diagram ? What are the common symbols for drawing an ER diagram ? Also write how an entity and its different attributes are represented with the help of a table in a database. $2+3+5=10$
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