

POST-GRADUATE COURSE
Term End Examination : June, 2017
COMMERCE

Paper-XX : Computer Applications in Business

Time : 2 Hours **Full Marks : 50**

(Weightage of Marks : 80%)

Special credit will be given for accuracy and relevance in the answer. Marks will be deducted for incorrect spelling, untidy work and illegible handwriting. The weightage for each question has been indicated in the margin.

MODULE – I

Answer any *two* questions : $15 \times 2 = 30$

1. Describe the relationship between : $5 \times 3 = 15$
 - a) ROM, RAM and CUP
 - b) Operating system and Application software
 - c) Internet and world-wide web.
2. State why : $5 \times 3 = 15$
 - a) a modem is needed
 - b) RAM and Hard Disk are both storage devices but are made of different materials
 - c) a CPU clock is needed.
3. State the differences between : $5 \times 3 = 15$
 - a) Data and Information
 - b) Machine language and other languages
 - c) LAN and WAN.

4. State the meaning of the following terms : $3 \times 5 = 15$
 - a) Protocol
 - b) Booting
 - c) Internet technology
 - d) Virtual office
 - e) Clock speed.

MODULE – II

Answer any *two* questions : $10 \times 2 = 20$

5. Write the steps for the following in word processor : $5 \times 2 = 10$
 - a) Create Table of contents with heading 1, heading 2 and heading 3. This can be cited with an example.
 - b) Insert MS-Excel chart, picture, symbols, page numbers and shapes.
6. Write the steps for the following in MS-Excel : $2 \times 5 = 10$
 - (i) Calculate IRR
 - (ii) Goal seek
 - (iii) Generate of series of number
 - (iv) Insert a Trigonometric function
 - (v) Change the format of a cell from "general" to "date".

7. Write the steps for the following in MS-Power Point : $2 \times 5 = 10$
- a) Create a bullet of shape "Q"
 - b) Insert picture
 - c) Animate using "FLY IN"
 - d) Hiding a slide
 - e) Insert slide number, date and time and footer note.
8. Write steps for the following in Tally software : $2 \times 5 = 10$
- a) Creation of a Company
 - b) Creation of Ledger
 - c) Creation of Cost Centre
 - d) Generation of Profit and Loss statement
 - e) Bank Reconciliation statement.
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