

**2023/TDC(CBCS)/ODD/SEM/
COMSEC-501T/339**

TDC (CBCS) Odd Semester Exam., 2023

COMMERCE

(5th Semester)

Course No. : COMSEC-501T

(Computer Applications in Business)

Full Marks : 35

Pass Marks : 14

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

SECTION—A

Answer *ten*, selecting *two* from each Unit as
directed : 1×10=10

UNIT—I

1. State two advantages of MS-Word.
2. How is spell check performed in MS-Word?
3. What is AutoCorrect in MS-Word?

UNIT—II

4. What is the shortcut key to print a document?
5. What is the shortcut key to save a word document?
6. Define 'footer' in MS-Word.

UNIT—III

7. Slide number can be inserted from which menu?
8. What is the shortcut key to exit from slideshow?
9. What is slide layout?

UNIT—IV

10. Define a cell in a worksheet.
11. Lookup function is used in excel to return a value from an _____.
(Fill in the blank)
12. Total number of cells in MS-Excel sheet is _____.
(Fill in the blank)

UNIT—V

13. What is ribbon in MS-Excel?
14. What are sheets in MS-Excel?
15. What is autosum in MS-Excel?

SECTION—B

Answer *five* questions, selecting *one* from each

Unit : 2×5=10

UNIT—I

16. What is formatting in MS-Word?
17. What are bullets and numbering?

UNIT—II

18. How to insert a picture in MS-Word document?
19. What is meant by mail merge?

UNIT—III

20. Define what you mean by custom animation.
21. What do you understand by motion path in MS-PowerPoint?

UNIT—IV

22. How to add insert rows and columns in Excel?
23. What are the uses of comments in Excel?

UNIT—V

24. Discuss how we can resize a column.
25. What is the use of MACRO in Excel?

SECTION—C

Answer *five* questions, selecting *one* from each

Unit :

3×5=15

UNIT—I

26. Explain the benefits of word processing package.
27. Write the steps involved in find and replace a text in MS-Word.

UNIT—II

28. What is the importance of paragraph formatting function?
29. Write how to insert a table in MS-Word.

UNIT—III

30. Write the business benefits of MS-PowerPoint.
31. Write the steps to convert a presentation into a video.

UNIT—IV

32. Write the steps to freeze panes in MS-Excel.
33. What are the terms COUNT, COUNTA, COUNTIF?

UNIT—V

34. Discuss the business benefits of MS-Excel.
35. Discuss different cell formatting options in Excel.

★ ★ ★