Rabindra Mahavidyalaya
P.O. - Champadanga, Dist. - Hooghly
B.Com. (General) Computer Practical Examination
Semester -IV

Subject: Computer Applications in Business: SEC-2 (Paper Code: 4.3 CG)

Group – A & Group – B
[Students should answer both Group-A and Group-B]

[*Semester-IV General. students will appear this examination on 30.07.2021 (Saturday) from their Home at time 11:30 am. – 01:30 pm. On performing, students will need to use the Burdwan University front page in their answer scripts and following the same, to answer the questions - they will write the working procedure needed to complete the tasks in the questions and make the screen shots of the same as far as possible to demonstrate the steps so performed and finally, they will submit their hand-written working procedures along with the screen shots in a PDF file to the examiner at his email:* pcsinha.rm@gmail.com .

Following the submission of answer scripts online, there will be a Viva-Vice Examination for all students at night during 7:00 pm – 9:30 pm. Students are strictly directed to be present the same. A student's absence in the Viva-Vice will be treated as absent in the examination of the paper and no-marks will be awarded for the paper. The link for Viva-Voce will be the usual class link of Dr. Paritosh Chandra Sinha (PCS) and the same can be found in the respective WhatsApp Group.]

Group – A

Answer any six of the following questions: **5 Marks * 6 = 30 Marks**

Q1. Use at least three tools each from the *Font* and *Paragraph* menu in any word processor.

Q2. Use the functional tools and insert a *Table*, *Picture*, *Shapes*, *Page Number, Header* and *Footer* in the MS Word of any version.

Q3. Use at least one tool available in the *Font*, *Alignment*, *Number* etc. in the **Home** Tab of MS Excel of any version.

Q4. Use your marks in different subjects and insert a chart to show it with the **Insert** Tab in MS Excel.

Q5. Open MS Power Point Presentation and create one slide with your personal details.

Q6. Use five functions available in the Insert Tab of MS Power Point.

Q7. Use any computerized accounting system and show the journal entries of Cash Sales and Credit Sales with hypothetical sales.

Q8. Use MS Access and create a data base for five customers' details.

Group – B

Answer any three of the following questions: **10 Marks * 3 = 30 Marks**

Q1. Write an application to the principal of your college for remedial classes in the MS Word and use the tools in the different tabs like ***Home***, ***Insert***, ***Layout, Reference*** etc.

Q2. Take ten students' marks in Accountancy from our college and those of your friends from Tarakeswar Degree College and use *function* (*fx*) menu and calculate the statistical measures like Average, Variance, Correlation, Slope and Intercept.

Q3. Take the necessary data and figures for purchase of a fixed asset with a life span of 10 years. Calculate its depreciation amounts over the years and show the written-down value in a table in MS Excel.

Q4. Create a Power Point Presentation of your own choice and use any five of the different tools in *Transitions* and *Animations* Tabs.

Q5. With at least five hypothetical transactions for capital, cash purchase, cash sales and etc. use any computerized accounting system like Tally and show generating reports like Cash Book, Ledger Accounts, Trial Balance, P&L A/C, and Balance Sheet.

Q6. Show the step-by-step procedure for how reports are generated in DBMS like MS Access.