

**RABINDRA MAHAVIDYALAYA**  
**CHAMPADANGA, HOOGHLY, PIN - 712401**  
**Internal Assessment Examination, 2021**  
**B. Com. (General) Semester – IV**  
**Paper – 4.3 CG, Subject: Computer Applications in Business (SEC - 2)**

**Examination Time: 11:00 A.M. – 11:30 A.M.**

**Examination Date: 16.06.2021**

**Time: 30 Minutes**

**Full Marks: 10 (5\*2 = 10)**

*[Students will take the Internal Assessment Examination at home and upload their Answer Scripts to the Email Address of Dr. Paritosh Chandra Sinha (PCS) at pcsinha.rm@gmail.com within 11:40 AM of the Examination Date as notified.]*

*[The Proforma of the Cover Page of the Answer Script is given below]*

**(Answer any five questions out of the followings)**

- Q1. What is a Word Processing Software?**
- Q2. What are uses of a Word Template?**
- Q3. What are Review Functions available in Ms. Word 2019?**
- Q4. What are the functions available in “Layout” menu in MS Word 2019?**
- Q5. What are the uses of “Mailings” in MS Word?**
- Q6. What are the uses of any presentation software?**
- Q7. What is a spread sheet? Give an example of spread sheet software.**
- Q8. What are the uses of function in MS Excel?**
- Q9. What are the logical operations available in MS Excel?**
- Q10. What do you mean by a computerized accounting system? Give an example.**
- Q11. What do you mean by Data Based Management?**
- Q12. What is the limitation of the DBMS in accounting?**

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**Name of Student:**

**Class Roll No.**

**BU Roll.**

**No.**

**Registration No.**

**of**

**-**