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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 : $2 \times 3 = 6$
(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)** $5 \times 2 = 10$
(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)** $10 \times 2 = 20$
(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. $2+3+5=10$
