

**2020/TDC(CBCS)/ODD/SEM/
COMSEC-501T/357**

(2)

**TDC (CBCS) Odd Semester Exam., 2020
held in March, 2021**

COMMERCE

(5th Semester)

Course No. : COMSEC-501T

(Computer Application in Business)

Full Marks : 35

Pass Marks : 12

Time : 3 hours

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

SECTION—A

Answer as directed of the following (any ten) :

1×10=10

1. What is word processing package?
2. Why is template used?
3. Shortcut key to open existing word file ____.
(Fill up the blank)

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4. Shortcut key to open Find and Replace dialog box ____.

(Fill up the blank)

5. What is first line indent?
6. Which shortcut key is used to open Printer option?
7. What is watermark?
8. How to insert word art?
9. What is slide layout?
10. What is slide master?
11. Which keyboard shortcut is used to run PowerPoint presentation?
12. What is slide transition?
13. Spreadsheet is a ____ software.
(Fill up the blank)
14. What is formula bar?
15. What is name box?

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16. Write down the purpose of 'Data tab'.
17. How many sheets are there in a worksheet by default?
18. What is the purpose of Quick Access toolbar in MS-Excel?
19. Write down the purpose of Now() in MS-Excel.
20. Write down the syntax of if().

SECTION—B

Answer any *five* of the following questions : $2 \times 5 = 10$

21. Write down the features of word processing package.
22. Write down the steps to format a word document.
23. Write down the steps to insert clip art.
24. Briefly mention different options in paragraph formatting.
25. What is custom animation? Mention some of the animation features.

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26. How to insert graph in a slide?
27. Write down the difference between workbook and worksheet.
28. Write down the steps to print a worksheet.
29. Mention the uses of ABS() and SQRT().
30. Give the syntax of SUM() and SUMIF().

SECTION—C

Answer any *five* of the following questions : $3 \times 5 = 15$

31. Briefly explain the AutoCorrect feature of MS-Word.
32. Write short notes on the following :
 - (a) Grammar and spell checking
 - (b) Auto Text
33. Explain the steps to insert Header and Footer in Word Document.
34. Explain mail merge feature of MS-Word.
35. Write down the steps to create PowerPoint presentation using template wizard.

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36. How to apply slide transition in PowerPoint Presentation?
37. Explain how worksheet data can be represented in a chart.
38. By taking suitable data—explain how sorting can be done in MS-Excel.
39. Explain briefly different logical functions used in MS-Excel.
40. Explain with examples of the following :
 - (a) ROUND()
 - (b) COUNT()
 - (c) AVERAGE()
