

*Total number of printed pages—4*

**4 (Sem-3/CBCS) CAB HC 1**

**2022**

**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 : ***(any four)***  
***1×4=4***
- (i) What is the basic unit of a PowerPoint presentation ?
- (a) Byte
  - (b) Slide
  - (c) Animation
  - (d) Slide transition
- (ii) The extension of Microsoft Excel file is
- (a) .docx
  - (b) .pdf

***Contd.***

- (c) .xlsx
  - (d) .pptx
- (iii) In DBMS the association among entities is called
- (a) a relationship
  - (b) a primary key
  - (c) an attribute
  - (d) None of the above
- (iv) The formula in MS Excel starts with
- (a) - (Minus)
  - (b) + (Plus)
  - (c) / (Divide)
  - (d) = (Equal)
- (v) Which of the following is not a font style ?
- (a) Bold
  - (b) Italic
  - (c) Times New Roman
  - (d) Superscript
- (vi) MS PowerPoint is which type of software ?
- (a) System software
  - (b) Application software
  - (c) Utility software
  - (d) None of the above

(vii) Which of the following SQL command is used to retrieve data ?

- (a) Select
- (b) Delete
- (c) Find
- (d) None of the above

2. Answer the following questions in brief :  
(any three) 2×3=6

- (i) Write the keyboard shortcuts for Print a page and Cut selected text in MS Word.
- (ii) What are the different views in PowerPoint ?
- (iii) What is cell reference in MS Excel ?
- (iv) What do you mean DDL ? State one SQL command under DDL.
- (v) What is a table in database terminology ?
- (vi) What a spreadsheet ?

3. Answer the following questions : (any two)  
5×2=10

- (i) Write about different page setup options in MS Word.
- (ii) What are the different types of charts available in MS Excel ? Write briefly.

- (iii) What is slide transition in MS PowerPoint ? Briefly write how to apply transition effects. Also mention the name of few transition effects.
- (iv) What is DBMS ? Write few applications of DBMS.

4. Answer the following questions : *(any two)*

- (i) What is entity relationship model ? Explain the basic building blocks of an ER diagram. 5+5=10
- (ii) What is ratio analysis ? Explain how with the help of MS Excel we can perform ratio analysis with ease. 2+8=10
- (iii) Describe *five* important mathematical and statistical spreadsheet (Excel) functions. 2×5=10
- (iv) What do you mean by entity and attribute in database terminology ? Also explain about different relationship types among entities. 4+6=10
- (v) Explain advantages of using PowerPoint presentation in business and academic environments. Also write how to create a good PowerPoint presentation. 6+4=10