

B.COM.
FOURTH SEMESTER (SPECIAL REPEAT)
COMPUTER APPLICATIONS IN BUSINESS
BCM-403

(Use separate answer scripts for Objective & Descriptive)

Duration : 1 hr.30mins.

Full Marks : 35

[PART-A: Objective]

Time : 10 min.

Marks : 10

Choose the correct answer from the following:

1X10=10

- To move data from one part of the document to another, following combination is used.
 - Cut and Paste
 - Cut and Delete
 - Copy and Undo
 - Cut and Insert
- To see the document before the printout is taken, the following option should be used.
 - Insert Table
 - Print Preview
 - Paste
 - Format Painter
- Which of these is not a font style?
 - Bold
 - Underline
 - Italic
 - Footer
- A cell range is represented as follows
 - (A6,A8)
 - (A6-A8)
 - (A6:A8)
 - (A6,A8)
- Workbook is a collection of
 - Page Setup
 - Buttons
 - Worksheets
 - Charts
- A presentation is created using the, which contains text, graphics, and animations.
 - Page Setup
 - Slides
 - Animation
 - Transition
- AutoShapes contain several categories of shapes, including
 - Lines
 - Basic shapes
 - Flowchart elements
 - All of these
- What does SQL stands for?
 - Structured question language
 - Structured query language
 - Structured question language
 - Structured quarantine language
- Which type of justification aligns text on both the right and left margin of a document?
 - Justify
 - Center
 - Right
 - Balanced

10. A language that is used to specify the database scheme through a set of definitions is called
- a. SQL
 - b. DML
 - c. DDL
 - d. ISO

(PART-B : Descriptive)

Time : 1 hr.20mins.

Marks : 25

[Answer question no.1 & any four (4) from the rest]

1. What is DBMS? State its various components. 3+2=5
2. What is mail merge? Explain advantages of mail merge. 2+3=5
3. Describe the steps involved in creating a chart in excel. 5
4. What are headers and Footers in word? Give the steps for creating a table. 3+2 =5
5. What do you mean by word processing? Give some example of word-processor packages. 3+2=5
6. What are the benefits of DBMS? 5
7. Describe the steps involved in creating a new presentation. 5
8. Explain the AutoSum feature with the help of an example. 5

= = *** = =