

Total number of printed pages-4

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

**2023**

**COMMERCE**

**(Honours Core)**

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) Which of the following shortcut command is used to print the active document ?

(a) Ctrl + P

(b) Alt + P

(c) Ctrl + Shift + P

(d) Ctrl + Alt + Del

Contd.

(ii) Portrait and Landscape are :

- (a) Paper Size
- (b) Page Layout
- (c) Page Orientation
- (d) None of the above

(iii) Which view of PowerPoint is mainly used for rearranging slides?

- (a) Slide Sorter
- (b) Notes pages
- (c) Outline
- (d) Normal

(iv) Which of the following is the basic unit of data entry in Excel?

- (a) Spreadsheet
- (b) Cell
- (c) Column
- (d) Row

2. Answer the following questions in brief :  
 $2 \times 3 = 6$

- (i) What do you mean by transition in MS PowerPoint?
- (ii) What do you mean by ratio analysis?
- (iii) What is Field and Record of a database table?

3. Answer the following questions : **(any two)**  
 $5 \times 2 = 10$

- (i) What are Header and Footer? Write the steps to add header and footer on a page.
- (ii) Write about the Home tab in MS Word.
- (iii) What is database? Describe its utility.
- (iv) Define cell referencing. What is relative and absolute cell referencing?

4. Answer the following questions : **(any two)**  
 $10 \times 2 = 20$

- (i) What do you mean by a digital presentation? Describe different parts of the PowerPoint Window.



- (ii) What is word processing? Describe the advantages of using word processing software.
- (iii) Describe about the Entity- Relationship Model (E-R Model).
- (iv) Describe how to prepare payroll statement using spreadsheet.

3. Answer the following questions : (any two)

5×2=10

(i) What are Header and Footer? Write the steps to add header and footer on a page.

(ii) Write about the Home tab in MS Word.

(iii) What is database? Describe its utility.

(iv) Define cell referencing. What is relative and absolute cell referencing?

4. Answer the following questions : (any two)

10×2=20

(i) What do you mean by a digital presentation? Describe different parts of the PowerPoint Window.