

M. Com. 2nd Semester 2009

COMPUTER APPLICATIONS IN BUSINESS

PAPER—CM-1215

Full Marks : 50

Time : 2 hours

The figures in the right-hand margin indicate marks

Candidates are required to give their answers in their own words as far as practicable

Illustrate the answers wherever necessary

SET—IV

UNIT—I

Answer the following questions :

1. (a) Prepare your Bio-Data in MS-Word having the following points and also consider the additional information :

(i) Name (in block letter) :

(Turn Over)

(ii) Guardian's Name :

(iii) Address :

(iv) Date of Birth :

(v) Nationality :

(vi) Academic Records :

Additional Information :

(I) The heading Bio-Data must be written in upper case, font size must be 16 and the heading is to be written at the centre of the entire text. Further, it should be in bold and underlined.

(II) Academic records are to be presented in a table of 5 × 6 format, of which the columns heading are Name of Examination, Institution/Board, Year of Passing, Total marks, Marks obtained and Division/class respectively.

(III) Each point mentioned in (a) to (f) is to be worked through bullet and between the points line spacing would be 1.5.

(IV) Text font size must be 12.

(b) Create a Break-even Chart and mention the Break-even Point from the following information using MS-Excel.

Level of activity (units): 500, 1000, 1500,
2000, 2500, 3000,
3500

Variable cost per unit : Rs. 20

Selling price per unit : Rs. 40

Fixed cost : Rs. 50,000

6 + 4

2. (a) Create a database file using your name in FOXPRO package and enter the following contents:

| <u>Fields</u> | <u>Name</u> | <u>D_O_B</u> | <u>Marks</u> |
|---------------|-------------|--------------|--------------|
| | R. Laha | 10/29/1989 | 220 |
| | M. Roy | 03/25/1990 | 250 |
| | S. Bag | 08/20/1988 | 280 |

(b) Display the name and marks fields contents for marks greater than 240 of the above DBF.

(c) Arrange the name field contents in descending order.

(d) Enter a new field Ph_no to enter the phone number of the candidates of the above DBF and entering some imaginary phone number display the result.

4 + 2 + 2 + 2

UNIT—II

Answer the following questions :

3. Show the process of getting following information through e-banking system :

5

(a) Clearing status of cheque

(b) Statement of Term Deposit.

(c) Clients Profile Information.

4. Using the Pay Pac pay roll software generate the Pay register for the month of April 2009 : 15

(a) Name of the Company : As per your choice

(b) Create at least 6 employees all belonging to Accounts Department.

(c) Basic of the employee : As per your choice.

(d) Dearness Pay @ 50% on Basic.

(e) D.A. @ 60% on Basic + DP.

(f) HRA @ 15% on Basic + DA.

(g) Conveyance Allowance Rs. 800 per month.

(h) Contribution to PF @ 12% on Basic + DP.

[Viva Voce : 10 Marks]