

2018

CBCS

1st Semester

COMMERCE

PAPER—C2T

(Honours in Marketing)

Full Marks : 40

Time : 2 Hours

*The figures in the right-hand margin indicate full marks.*

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

*Illustrate the answers wherever necessary.*

**Computer Application in Business**

**Group—A**

1. Answer any *five* questions :

5×2

(a) Explain the use of the following shortcut commands used in Word Processing Softwares :

(i) Ctrl+A

(ii) Ctrl+U

(Turn Over)

- (b) How do you insert date/time in a word document ?
- (c) What is 'Function Library' in spreadsheet application ?
- (d) Give four examples of data formats available in Excel.
- (e) What is the use of Macros in Ms-Excel ?
- (f) Define Super Key.
- (g) What is SQL ?
- (h) Define atomicity.

**Group—B**

Answer any *four* questions : 4×5

- 2. Explain the meaning of header and footer and give steps of inserting them in a document.
  
- 3. (a) Differentiate between foot notes and end-notes. 2

- (b) Define the following terms used in mail merge :
- (i) data source
  - (ii) main document
  - (iii) merge fields 1×3
4. (a) What is Pivot table in spread sheet application ? Why it is used ? 3
- (b) What are the ways to protect a workbook in Ms-Excel ? 2
5. (a) Differentiate between formulas and functions in Ms-Excel. 2
- (b) With a suitable example, explain the IF function in Ms-Excel. 3
6. Briefly discuss the advantages and disadvantages of database management system over file base system. 5
7. (a) Define entity with an example. Differentiate between weak and strong entities. 1+2
- (b) What is RDBMS ? 2

**Group—C**

Answer any *one* question : 1×10

8. With suitable diagrams and examples, briefly explain four different kinds of charts available in a spreadsheet application.

4×2½

9. Write short notes : 4×2½

- (a) Autocorrect
  - (b) DDL
  - (c) Linear regression
  - (d) Accounting Softwares.
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