

(d) What is statistical parameters ? Explain with examples.

(e) Write the differences between function and formula.

4. Answer **any one** of the following questions: 10

(a) What is a chart ? Explain the different types of charts. How to insert a chart in MS-Power Point. 2+4+4

(b) Explain the different types of statistical and logical functions found in MS-Excel. 5+5

Total number of printed pages-4

63(FY)SEM-1/COMSEC1013

2024

COMMERCE

Paper : COMSEC1013

(Computer Application in Business)

Full Marks : 60

Pas Marks : 16

Time : Two hours

The figures in the margin indicate full marks for the questions.

1. Choose the correct option : 1×5

(a) Which of the following is the file extension of the Powerpoint application ?

(i) .ppt

(ii) .jpg

(iii) .html

(iv) .docs

(b) Formatting is performed on -

- (i) Table
- (ii) Text
- (iii) Menu
- (iv) Both (i) & (ii)

(c) Which of the following software is used to make resume?

- (i) MS Excel
- (ii) Ms Powerpoint
- (iii) Java
- (iv) MS Word

(d) Excel formulas start with -

- (i) /
- (ii) f
- (iii) =
- (iv) -

(e) Which enables us to send the same letter to different people?

- (i) Macros
- (ii) Template

(iii) Mailmerge

(iv) Autotext

2. Answer **any five** of the following questions:
2×5=10

- (a) What are macros in MS-Word?
- (b) Write two differences between editing & formatting.
- (c) What is master slide in MS Powerpoint?
- (d) What is cell referencing in MS-Excel?
- (e) What is the use of V Lookup and H Lookup?
- (f) Define hyperlink
- (g) What is footnote and endnote?

3. Answer **any three** of the following questions:
5×3=15

- (a) What is capital budgeting? What are the advantages of capital budgeting?
- (b) What is header and footer? How can you insert header and footer into your document?
- (c) What are the applications of MS-Powerpoint?