

4. Answer any one of the following questions : 10

- (a) What is page? How are page formatings set up in a page? Explain. 3+7=10
- (b) What is Depreciation Accounting? Explain briefly.

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2023

( Held in 2024 )

COMMERCE

Paper : COMSEC1013

( Computer Application in Business )

Full Marks : 40

Pass Marks : 16

Time : 2 hours

The figures in the margin indicate full marks for the questions

1. Choose the correct option : 1x5=5

(a) Microsoft Word is \_\_\_\_\_ software.

- (i) application
- (ii) compiler
- (iii) system
- (iv) programming

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(b) What is the blank space outside the printing area on a page?

- (i) Clip art
- (ii) Margins
- (iii) Header
- (iv) Footer

(c) Which of the following is an example of page orientation?

- (i) Landscape
- (ii) Subscript
- (iii) Superscript
- (iv) A4

(d) Press \_\_\_\_\_ to open the help window in the MS-Word document.

- (i) F1
- (ii) F2
- (iii) F9
- (iv) F11

(e) What does we use for presentation?

- (i) PowerPoint
- (ii) Word
- (iii) Office
- (iv) Documents

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

- (a) What is template?
- (b) What are bullets and numbering?
- (c) What are components of a slide?
- (d) What is watermark?
- (e) How would you change font style on single slide?
- (f) What is spreadsheet risk?
- (g) How would you change table style in Excel?

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

- (a) What is header and footer? How can you use header and footer in your document? Explain.
- (b) What is mailmerge? How can you use in MS-Word? Explain.
- (c) What is font? What is font size? Write its features.
- (d) What is ratio analysis? What are the advantages of ratio analysis?
- (e) What is payroll statement? Explain.

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