

MARWARI COLLEGE RANCHI

Course: B.Com(Hons)

Sem-IV

Paper: CC- 10

Sub: Computer Application in Business

Marks:- 15

Assignment Questions

Q1) What is Word Processor? What are the Standard features of Word Processor?

Q 2) Write the steps of the followings in Word Processor:-

- a) Saving a Document.
- b) Cut and Paste text.
- c) To use the Bold, Italic, and Underline Command.
- d) Insert a Blank Table.

Q3) What is Power Point Software? Write the steps for Inserting Online Pictures.

Q 4) What is Spreadsheet? Write ten features of Spreadsheet.

Q 5) Write steps of the followings in Spreadsheet:-

- a) Create a Workbook.
- b) Saving a Workbook.
- c) Copying a Worksheet.
- d) Moving Worksheet.

Q 6) Write Steps to Calculate Correlation in Ms Excel.

Q 7) Write steps to Prepare Payroll statement in Ms Excel.

- Employee Name (A1)
- Pay Rate (B1)
- Total Hours (C1)
- Overtime Pay Rate (D1)
- Overtime Total Hours (E1)

- Gross Pay (F1)
- Income Tax (G1)
- Other Deductions (if any)
- Net Pay (H1)

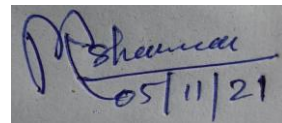
Q 8) Write Steps for Mail Merge in Ms Word.

Q 9) What is Data-Base Management System? What are its Advantages.

Q 10) Write steps to make Presentation of any product in Ms Power Point.

Note:-

- 1. All assignment questions are compulsory.**
- 2. Answer assignment questions in practical text book in a neat and clean hand written presentation.**
- 3. Assignment shall be carried by the students on their scheduled exam date.**
- 4. For any enquiry contact Mr. KRISHNA KANT Sir @9570183493.**



Head & Dean

Department of Commerce