

**BCOM/I/CC/03 (CBCS)**

**2016**

**( CBCS )**

**COMMERCE**

**( Computer Application in Business )**

*Full Marks : 75*

*Time : 3 hours*

**( PART : B—DESCRIPTIVE )**

**( Marks : 50 )**

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

1. What are the different types of computer system? Explain in brief the different factors that influence the PC performance. 5+5=10

**OR**

2. What is an operating system? Explain the difference between System software and Application software. 3+7=10

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*( Turn Over )*

( 2 )

3. What is word processing? Explain the different features of word processing. 3+7=10

OR

4. What is mail merge? Write down the features and benefits of using mail merge. 3+7=10
5. What are the uses of MS-Excel? Explain with an example of relative, absolute and mixed reference in Excel. 4+6=10

OR

6. Explain the following with respect to MS-PowerPoint :  $2\frac{1}{2} \times 4 = 10$
- (a) Slide Transition
  - (b) Rehearse Timing
  - (c) Custom Animation
  - (d) Shortcut key Ctrl + M
7. What is a database? What are the advantages and limitations of MS-Access? 4+6=10

( 3 )

OR

8. Explain the following with respect to MS-Access :  $2\frac{1}{2} \times 4 = 10$

- (a) Information
- (b) Records
- (c) Query
- (d) Relationship

9. What is Tally Accounting Software? Explain the characteristics of Tally Software.  $4 + 6 = 10$

OR

10. What do you mean by Voucher? Explain the different types of Tally ERP Vouchers. State the procedure for creation of stock.  $2 + 4 + 4 = 10$

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*Personalised  
This is a process to create letters or  
pre-address envelopes or mailing tables for mass  
mailing from a form letter to a word that  
processing documents which contains fixed text  
for the word. Within a document*