

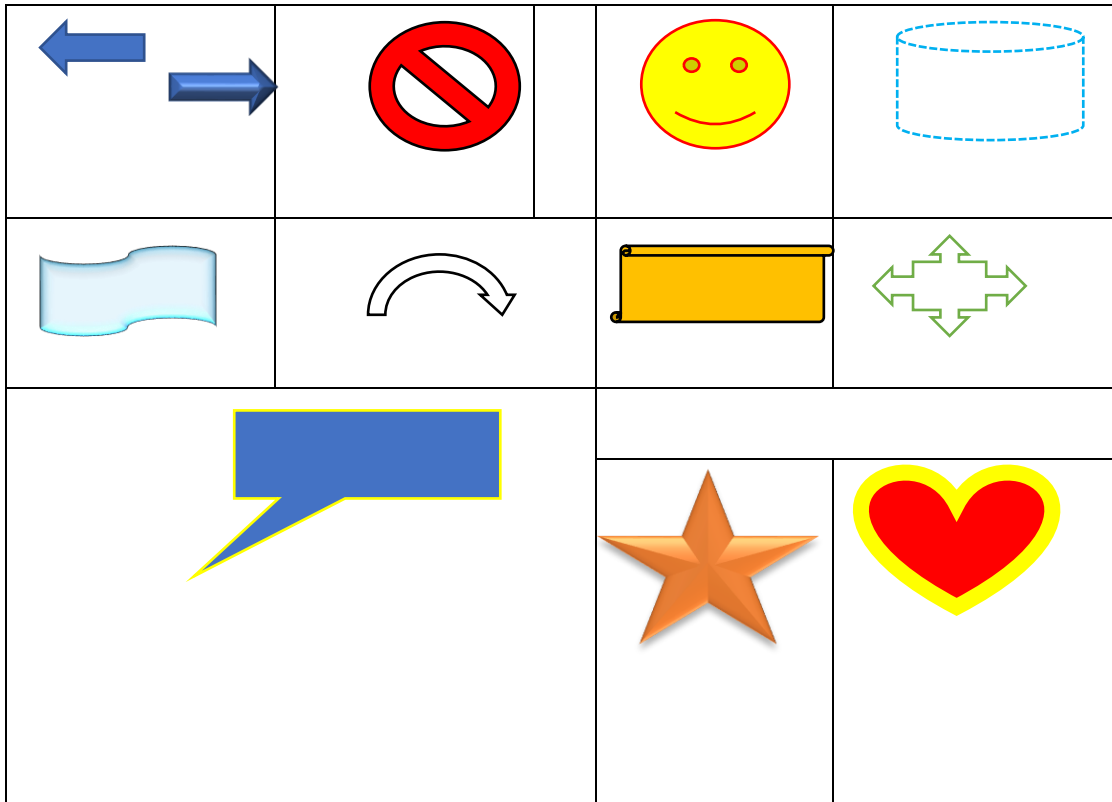
**COURSE: B. COM (H)**  
**SEMESTER: IV**  
**PAPER: COMPUTER APPLICATIONS IN BUSINESS**

**Internal Test Question Paper**

Exercise 1	V.K. Industries Ltd.						
<b>Plot No. 27</b> <b>Baddi Industrial Area,</b> <b>Himachal Pradesh, India</b>							
<b>Statement of Raw Materials</b>							
<b>Item Code:</b> _____ <b>Name of Item:</b> _____ <b>Date:</b> _____							
Date	Particulars	Receipts			Issues		
		Quantity	Price	Total	Quantity	Price	Total
1/1/2013	Nuts and Bolts	1000	10/-	1000	30	10/-	3000
1/7/2013							
<b>Total</b>							
<b>In charge Name</b>		<i>Signature</i>			Remarks		

**Exercise 2**

<b>RAJIV</b>	1				<b>RAJIV</b>	<b>LAWS</b>
		Z				
	V					
A	<i>Quick</i>				∴	¥
H <sub>2</sub> SO <sub>4</sub>	20 <sup>5</sup>				®	Σ



### Exercise 3

**Alloy Steel India Ltd.**

A Statement of materials is prepared for every item of raw material.

ASI NO. ---

**This statement is useful in providing:**

**The format of the statement is given below:**

**Statement of Raw Material**

Item Code: \_\_\_\_\_ Name of Item: \_\_\_\_\_ ☎ 567834445

Date	Particulars	Receipts			Issues		
		Qty	Price	Total	Qty	Price	Total
.	∞	.	£22				
	A		€ 3				
	<b>Total</b>						

	<i>Balance c/d</i>			
--	--------------------	--	--	--

#### Exercise 4

To,

Date: 17<sup>th</sup> Nov, 2020

<< Title>> <<First Name>> <<Last Name>>

<<Address>>

<<City>>

Dear Sir,<<Sir/Madam>>,

You are hereby informed that you have been selected for the <<Course title>>. You are requested to report to Room No. 9, on << Date>> ,Commerce Department, Delhi University. The course fee is Rs. << Amount >>.

Thanking you,

Course Coordinator

**Exercise 5**



**INVOICE**

<Insert your Name> <b>FURNITURE STORE</b>				
<b>GSTIN: 07PTAFF9867H1Z4 ,</b>		<b>PAN No. &lt;Insert your Roll No.&gt;_____</b>		
OFF: -<your Residential Address>				
Email-<Insert your E-mail id>			Phone: <Insert your Mobile No.>	
<b>Client Name: &lt;Insert Your School Name&gt;</b>			Invoice Date: <Insert your Date of Birth>	
<b>Address: H-15, Sarita Vihar, New Delhi 110076</b>			Invoice No: Assign-14/2020	
<b>GSTIN: ASD 07PDUJS4678K1Z4</b>				
S. No	Description	Qty	Rate	Amount
1	<Insert Item Name>	<Insert>	<Insert>	<Insert>
2	<Insert Item Name>	<Insert>	<Insert>	<Insert>
3	<Insert Item Name>	<Insert>	<Insert>	<Insert>
4	<Insert Item Name>	<Insert>	<Insert>	<Insert>
<b>Total Value</b>				<Insert>
<b>Add :</b>		CGST	2 %	<Insert>
<b>Add :</b>		SGST	2 %	<Insert>
<b>Grand Total</b>				<Insert>
Amount in Words: _<Insert>_____				
For <Insert your Name> <b>FURNITURE STORE</b>				
Authorised Signature				

<Insert Watermark of your name>

**Exercise 6**

MS Access Create a Database **Employee Info** in MS-Access with the following tables.

<b>Employee Table</b> with the following record structure: <b>Field Name</b>	<b>Data Type</b>
EmpId	Number
Name	Text
Address	Text
Date of Appointment	Date/time
Department	Lookup Wizard

Field Name	Data Type
EmpId	Number
SalarySlipNo	Number
Basic	Currency
DA	Currency
TA	Currency

#### Conditions

1. Enter Primary Key for both tables. Set an appropriate relation between these two tables.
2. Prepare suitable Forms to enter 10 records each in Employee Table and Salary Table.
3. Enter the name of ONE employees as NITIN.
4. Ensure validation that the Basic salary paid in Salary Table is not less than Rs. 20000/-.
5. If this validation is violated, give a suitable message.
6. Bring out the record of employees whose name start with "N" and ends with "N" character, using wild card.
7. Bring out the complete record of employees whose name starts has FOUR characters.
8. Bring out the record of employee whose Department is "Finance".
9. Bring out the record of employees whose Date of Appointment after 1/1/2010.
10. Prepare a report containing Name, Address, Department and DA.

#### Exercise 7 on Loan Sheet

		NO. OF MONTHS PER YEAR	12	TOTAL AMOUNT PAID	(₹8,00,800)
COST OF CAR	₹10,00,000	INTERST RATE(YEARLY)	12%	AMOUNT BORROWED	₹6,00,000
DOWN PAYMENT	₹4,00,000	INTEREST RATE(MONTHLY)	1.00%	TOTAL INTEREST PAID	₹2,00,800
LOAN AMOUNT	₹6,00,000	REPAYMENT PERIOD(YRS.)	5		
MONTHLY INSTALMENT	(₹13,347)	TOTAL MONTHS	60		

NO. OF MONTHS	INTEREST PAID
1	(₹6,000)
2	(₹5,927)
3	(₹5,852)
4	(₹5,777)
5	(₹5,702)
6	(₹5,625)
7	(₹5,548)
8	(₹5,470)
9	(₹5,391)
10	(₹5,312)
11	(₹5,231)
12	(₹5,150)

COST OF CAR	DOWN PAYMENT	ROI	REPAYMENT PERIOD
₹5,00,000	₹1,00,000	8%	1
₹6,00,000	₹2,00,000	9%	2
₹7,00,000	₹3,00,000	10%	3
₹8,00,000	₹4,00,000	11%	4
₹9,00,000	₹5,00,000	12%	5
₹10,00,000	₹6,00,000	13%	6
₹11,00,000	₹7,00,000	14%	7
₹12,00,000	₹8,00,000	15%	8
₹13,00,000	₹9,00,000	16%	9
₹14,00,000	₹10,00,000	17%	10

### Assignment Questions

**Assignment 1 Prepare Identity Card in PowerPoint**



# UNIVERSITY OF DELHI

Delhi- 110007



## STUDENT IDENTITY CARD



Name : **TARANPREET KAUR**

Parent Name : MR. JAGJIT SINGH

Date Of Birth : 12/08/2001

Roll No : BCH/19/0041

Course : B.COM(HON) 2<sup>nd</sup> YEAR

Mobile no. : 9821086889

E-mail : talwartaran2001@yahoo.com

Blood Group : B+

Emergency Contact No. : 9821086889

OFTG. PRINCIPAL

VALID UPTO: 25/05/2021

  
 STUDENT'S SIGN.

**Assignment 2** Individual Projects to Student on Different topics in PPT.

TOP 5 SOLAR POWER COMPANY IN 2018					
RANK	COMPANY	LOGO	REVENUE	COUNTRY	FLAG
1	CANADIAN SOLAR		\$3.7 BILLION	CANADA	
2	JINKO SOLAR		\$3.6 BILLION	CHINA	
3	TRINA SOLAR		\$3.0 BILLION	CHINA	
4	JA SOLAR		\$2.8 BILLION	CHINA	
5	LONGi SOLAR		\$2.3 BILLION	CHINA	

**Assignment 3** Individual Projects to Student on Different Countries in PPT.

**Assignment 4** Making of Bill in MS Word

**ALPHA GAMMA LTD.**  
33, HSIDC, HISSAR, HARYANA  
(-9532633202)

To,  
**Maruti Suzuki India Ltd.**  
Gurugram, HSIDC,  
Haryana

**Your order No. : 3286**  
**Dated: 02/09/2020**

Invoice No.-3286

S.NO	Particulars	Qty	Price	Amount
1.	Silencers	1000/-	3000/-	30,00,000/-
2.	Filters	300/-	100/-	30,000/-
	<i>Total</i>			30,30,000/-

(Rupees: Thirty lakh and thirty thousand only.)

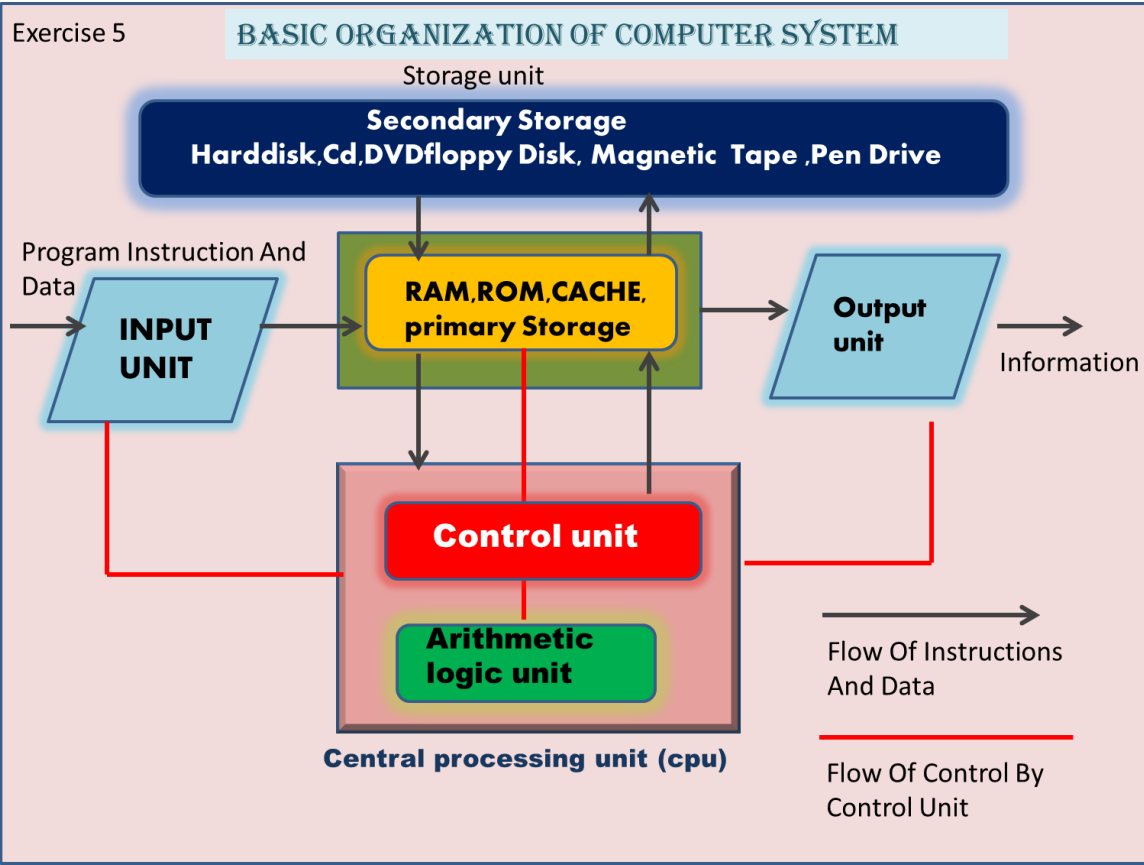
Terms and Conditions:

- (a) All disputes within jurisdictional of Haryana Courts.
- (b) Goods once sold shall not be returned.
- (c) All prices are inclusive of taxes.
- (d) Transportation charges shall be borne by the buyer.

**For Alpha Gamma Ltd.**

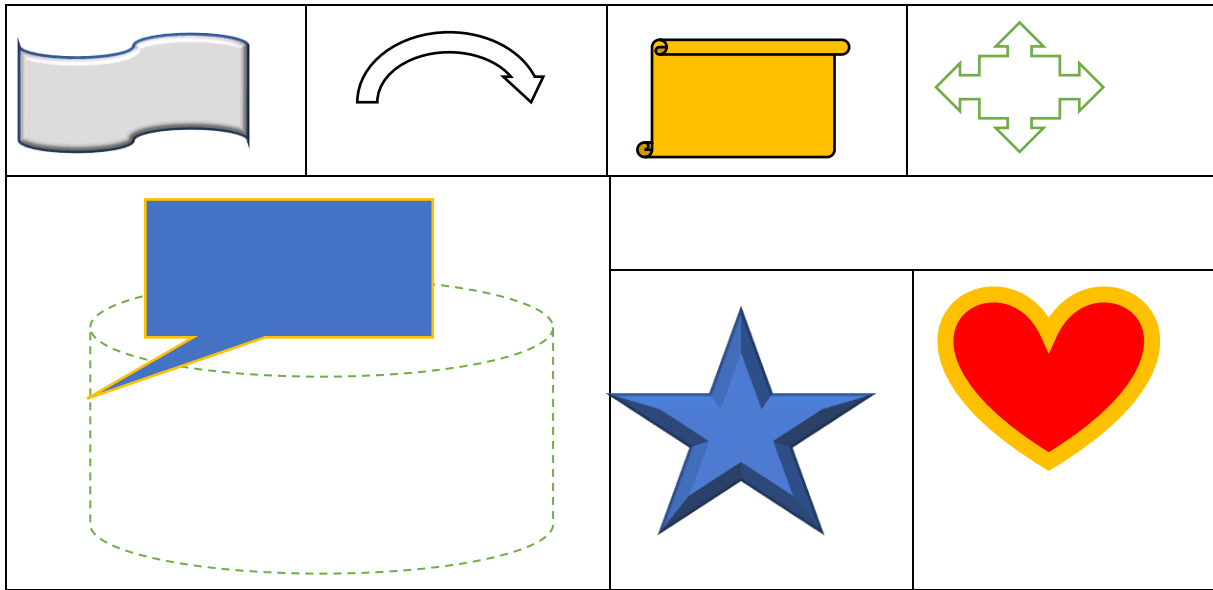
**(Authorized Signatory)**





**Assignment 6 Use of Table and insertion of symbols**

SHIVANK	1					SHIVANK	LAWS
		Z					
	Roll No. - 3286						
α	Quick					÷	¥
H <sub>2</sub> SO <sub>4</sub>	20 <sup>5</sup>					®	Σ



**Assignment 7 Payroll**

23%

E.CODE	NAME	CAT	BASIC PAY	DA	HRA	CCA	NO. OF CHILDREN	CEA	GROSS
1	HIMANSHU JAIN	A	35445	8152	7089	7798	2	1600	60084
2	KARAN	C	30466	7007	12186	8530	5	2400	60589
3	PANKAJ KUMAR	C	47815	10997	19126	13388	4	2400	93726
4	SAKSHAM GARG	C	40026	9206	16010	11207	5	2400	78849
5	SHIVANK TRIPATHI	A	30929	7114	6186	6804	5	2400	53433
6	SURAJ RAWAT	B	31450	7234	9435	7548	4	2400	58067
7	NEHA	B	44660	10272	13398	10718	3	2400	81448
8	ABHISHEK	A	44661	10272	8932	9825	4	2400	76090
9	RAHUL	A	33304	7660	6661	7327	1	800	55752
10	SNEHA	C	35563	8179	14225	9958	4	2400	70325

	IF()	VLOOKUP()
CAT	HRA	CCA
A	20%	22%
B	30%	24%
C	40%	28%

### Assignment 8 on Loan Sheet

LOAN	10000			
RATE	12%	P.A.	1.00%	RATE PER MONTH
TIME	1	Years	12	MONTHS

MONTH	INTEREST	PRINCIPAL	INSTALMENT	PMT
1	(₹100)	(₹788)	(₹888)	(₹888)
2	(₹92)	(₹796)	(₹888)	
3	(₹84)	(₹804)	(₹888)	CUMPRINC
4	(₹76)	(₹812)	(₹888)	-₹2,413
5	(₹68)	(₹821)	(₹888)	
6	(₹60)	(₹829)	(₹888)	CUMIPMT
7	(₹51)	(₹837)	(₹888)	-₹252
8	(₹43)	(₹845)	(₹888)	
9	(₹35)	(₹854)	(₹888)	
10	(₹26)	(₹862)	(₹888)	
11	(₹18)	(₹871)	(₹888)	
12	(₹9)	(₹880)	(₹888)	
	(₹662)	(₹10,000)	(₹10,662)	

### Assignment 9 on Payroll.

DESIGNATION	MONTH & YEAR	CAT.	IS HRA TO BE PAID	BASIC	TA	CCA	DP	DA	HRA	GROSS	ESI	PF	I
MANAGER	Jan-20	A	Y	25000	5000	1000	13000	15580	12540	72120	1442	7212	5

SUPERVISOR	Jan-20	B	N	20000	4000	800	10400	12464	0	47664	953	4766	3
WORKER	Jan-20	C	Y	15000	3000	500	7800	9348	7524	43172	863	4317	3
WORKER	Jan-20	C	N	15000	3000	500	7800	9348	0	35648	713	3565	2
SUPERVISOR	Jan-20	B	Y	20000	4000	800	10400	12464	10032	57696	1154	5770	4
MANAGER	Jan-20	A	N	25000	5000	1000	13000	15580	0	59580	1192	5958	4
SUPERVISOR	Jan-20	B	Y	20000	4000	800	10400	12464	10032	57696	1154	5770	4
MANAGER	Jan-20	A	N	25000	5000	1000	13000	15580	0	59580	1192	5958	4
WORKER	Jan-20	C	Y	15000	3000	500	7800	9348	7524	43172	863	4317	3
SUPERVISOR	Jan-20	B	N	20000	4000	800	10400	12464	0	47664	953	4766	3









### Assignment10 on Salary Slip.

										0.52	0.41
EMP. CODE	EMP NAME	DESIGNATION	MONTH & YEAR	CAT.	IS HRA TO BE PAID	BASIC	TA	CCA	DP	DA	
3286	SHIVANK TRIPATHI	MANAGER	Jan-20	A	Y	₹25,000	₹5,000	₹1,000	₹13,000	₹15,500	
3287	SAKSHAM GARG	SUPERVISOR	Jan-20	B	N	₹20,000	₹4,000	₹800	₹10,400	₹12,400	
3288	PANKAJ KUMAR	WORKER	Jan-20	C	Y	₹15,000	₹3,000	₹500	₹7,800	₹9,340	
3289	HIMANSHU JAIN	WORKER	Jan-20	C	N	₹15,000	₹3,000	₹500	₹7,800	₹9,340	
3290	SURAJ RAWAT	SUPERVISOR	Jan-20	B	Y	₹20,000	₹4,000	₹800	₹10,400	₹12,400	
3291	KARAN	MANAGER	Jan-20	A	N	₹25,000	₹5,000	₹1,000	₹13,000	₹15,500	
3292	NEHA	SUPERVISOR	Jan-20	B	Y	₹20,000	₹4,000	₹800	₹10,400	₹12,400	
3293	AMAN	MANAGER	Jan-20	A	N	₹25,000	₹5,000	₹1,000	₹13,000	₹15,500	
3294	ANIL	WORKER	Jan-20	C	Y	₹15,000	₹3,000	₹500	₹7,800	₹9,340	
3295	ARJUN	SUPERVISOR	Jan-20	B	N	₹20,000	₹4,000	₹800	₹10,400	₹12,400	
<b>TOTAL</b>						<b>₹2,00,000</b>	<b>₹40,000</b>	<b>₹7,700</b>	<b>₹1,04,000</b>	<b>₹1,24,000</b>	









EMPLOYEE CODE	3286	EMPLOYEE NAME	SHIVANK TRIPATHI
DESIGNATION	MANAGER	MONTH & YEAR	Jan-20
CATEGORY	A	HRA PAID OR NOT	Y

EARNINGS		DEDUCTIONS	
BASIC PAY	₹25,000	ESI	₹1,442
TA	₹5,000	PROVIDENT FUND	₹7,212
CCA	₹1,000	INCOME TAX	₹5,770
DP	₹13,000		
DA	₹15,580		
HRA	₹12,540	TOTAL DEDUCTION	₹14,424
GROSS	₹72,120	NET SALARY	₹57,696





## TOP TEN UNIVERSITIES

RANK	UNIVERSITY	LOGO	CAMPUS	COUNTRY	FLAG
1.	MASSACHUSETTS INSTITUTE OF TECHNOLOGY (MIT)		166 acres (67.2 ha)	UNITED STATES	
2.	Stanford university		8180 acres	UNITED STATES	
3.	Harvard University		210 acres	UNITED STATES	
4.	California institute of technology		120 acres	UNITED STATES	

## TOP TEN UNIVERSITIES

RANK	UNIVERSITY	LOGO	Campus	COUNTRY	FLAG
<b>5.</b>	University of oxford		963 acres	United kingdom	
<b>6.</b>	ETH Zurich		120 acres	Switzerland	
<b>7.</b>	University of Cambridge		710 acres	United kingdom	
<b>8.</b>	Imperial college London		23 acres	United kingdom	

## TOP TEN UNIVERSITIES

RANK	UNIVERSITY	LOGO	Campus	COUNTRY	FLAG
9.	University of Chicago		217 acres	United states	
10.	UCL UNIVERSITY OF LONDON		23 acres	UNITED KINGDOM	

### PLEASE NOTE:

1. This is a practical paper, therefore, no MCQs are asked to students.