

Set No.:
Mode(PC/Laptop/Mobile):

College Roll No.:
Exam Roll No.:

SET - 2

**B.Com. II Year, Semester III
Practical Examination, Nov 2020
Paper BC-3.4 (a)- Computer Applications in Business**

Time: 4 Hours(3+1)

Max. Marks: 75

Attempt All Questions. Marks (for Machine Handling =5, A=7, B =8, C=12, D=8, E=10, F=10, G=15)

Instructions:

1. Create a folder on desktop with your current university examination roll number.
2. Save a question with a filename starting with question number followed by the last four digits of your examination roll number. For example: A4000
3. In case of a mail merge question, save the data source also in your folder on the desktop.
4. Write the college roll no and exam roll no on all pages of your question paper.

Question # A: MS Word

Create a MS Word document as shown below:

Inventory Status							
A statement of material is prepared for every item of raw material. This statement is useful in providing:							
Description of items received and issued							
Total quantity received and issued							
The format of this statement is given below:							
Statement of Raw Material							
Item Code: #1234*4567#				Name of the item: <i>Pump set</i>			
Date	Particulars	Receipts			Issues		
3/16/2020	Pump Pipe Motor	Qty	Price	Total	Qty	Price	Total
		10	\$50	\$500	2	\$50	\$100
3/3/2020		15	\$45	\$675	5	\$45	\$225
Total							Balance c/d

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Question # B: MS Word

Create the following document in MS Word:

CELL REFERENCE:

A cell reference identifies a cell or group of cells in a workbook. When you include cell references in a formula, the formula is linked to the referenced cells. The resulting value of the formula is dependent on the values in the referenced cells and changes automatically when the values in the referenced cell change.

Types of references are:

1. Relative reference
2. Absolute reference
3. Mixed reference

Relative reference	Absolute reference	Mixed reference
Position in relation to the cell that contains the formula.	Position in the worksheet.	Reference and an absolute reference

Question # C: MS Excel

Amount of Loan: Rs. 250000/-

Rate of Interest: 12.5% p.a.

Period of Repayment: 6 years

Periodicity of payment: Half - yearly

Instalment: (Computed)

You are required to prepare the *Loan Repayment Schedule* in the following format:

Loan Repayment Schedule

Period	Opening Balance	Interest Due	Instalment	Closing Balance

Question # D: MS Excel

- a. Explain absolute and relative cell referencing in MS Excel.
- b. Explain the function SUMIF with the syntax and an example.

Question # E: MS Excel

Develop a spreadsheet to conduct the following trend series analysis by utilizing the standard technique of least square regression.

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Years	2002	2003	2004	2005	2006	2007	2008	2009	2010
Output	289	300	345	370	415	519	578	625	675

- What shall be trend value of output for the year 2011? Prepare a suitable graph to depict actual and estimated output year-wise.
- Also find out Coefficient of Correlation between Years and output.

Question # F: MS PowerPoint

Prepare three slides of PowerPoint presentation.

Slide 1: Type title as “Types of Network” using Arial Black, size 14.

Slide 2: Insert following clip art picture on right side of text.



Slide 3:

- Local Area Network
- Metropolitan Area Network
- Wide Area Network

Slide 4: Titled as “Difference between LAN and WAN”

Basis	Local Area Network	Wide Area Network
Ownership	Single Organization	Collective or distributive
Data Transmission	Very high rate	Lower than LANs
Cost	Relatively Lower	Costly Affair

Give Slide Design and animation effect to the table.

Slide 5: Type Thank you using suitable Word Art and insert time and date.

Question # G:MS Access

- a. What do you understand by ‘relationship’ in a database? What is the significance of this in relational data base?
- b. What is a primary key? What are the objectives of a primary key?