



**SRI GURU NANAK DEV KHALSA COLLEGE**  
(UNIVERSITY OF DELHI)  
Dev Nagar, New Delhi-110005.

Phone : 28729399 Fax : 011-28728909 E-mail : principal @sgndkc.du.ac.in

**Ref. No.** \_\_\_\_\_

**Dated:-** \_\_\_\_\_

**Notice for University Practical Exam**

Dear students,

This is to inform you about the details regarding the conduct of Paper: Computer Applications in Business

Date: 08th June, 2020

Time: 9:30 am - 11:30am

Duration: 2hour.

(Paper for 2 hours

Email time 30 minutes)

(Question Paper will be sent through what's app at 9.15 am on class groups.

Last time for submission of answer 12.00 noon

Maximum marks: 50

You will be required to attempt 5 questions in all

- 1 question on Ms Word
- 1 question on PPT
- 2 questions on Excel
- 1 question on Access

**Guidelines for submission**

1. Save all questions with your college roll no

For example if roll no is 19

Then save like this

19word

19ppt

19excels

19excelb

19access

In the above excels/ excelb

a and b stand for question no. a and b

2. In case of mail merge question- attach: a) The typed letter and b) database with your roll no only as 19mail

3. Mail your answers to my mail id  
[rajivmidha2@gmail.com](mailto:rajivmidha2@gmail.com)
4. There will be no reexaminations after this time or date
5. Please make arrangements for your computer well in advance.

Practical exam shall be from all those topics which have been covered in the class.

If there is any query please ask me.

Hoping that you will perform well

Best of luck

Dr. Rajiv Midha  
Associate Professor