

DIRECTORATE OF DISTANCE EDUCATION

Programme: Bachelor of Commerce

Course Title: Computer Applications in Business

Course Code: BCOM 104

Important Instructions

1. Attempt all questions given below.
2. All questions are to be attempted in legible handwriting with necessary pictorial presentation on white A-4 size, one side ruled paper and to be assembled in a file.
3. Minimum numbers of pages should be 20.
4. For any query regarding practical you can contact on programmebcom21@gmail.com

Practical Questions

1. Explain MS Word application software and explain the different part of the parent window of MS Word with appropriate image. Also explain the different ribbon tabs in MS Word.
2. Define table. What are the different methods to create table in MS Word? Create a table with given attributes (Name, Roll. No, Father's Name, Mother's name, Course name, CGPA) and also provide data of any six students.
3. What do you mean by Relative cell referencing and Absolute cell referencing in MS Excel explain with an example?
4. How do we apply advanced filters in Excel write with an example?
5. Create a presentation for a teacher to present in his class about Computer Generations. The presentation should contain 3 slides, one for each generation. The text should appear flying in when slide show. (Use Pictorial Presentation)
6. Make a presentation within 3 slides to describe about yourself. Use automatic slide advancement effect by 5 seconds. (Use Pictorial Presentation)