CENTRE FOR DISTANCE AND ONLINE EDUCATION
Programme: B.Com.

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.**

Practical Questions

Q.1 Insert text in a slide and format it using different font styles, sizes, colours, bullets, and numbering.

Q.2 Create a table showing student marks in 5 subjects. Format the table with borders, shading, and alignment.

Q. 3 The following worksheet contains Customer No. , Number of units consumed for 10 customers.

Calculate their bill amount as per the following :

Number of units	Rate
< 200	Rs. 3
>=200, < 500	Rs. 6
>= 500	Rs. 10

	A	B	C	D			H	I
1	Cust. No.	No.of Units	Rate	Bill Amount			Units	Rate
2	1101	340					0	3
3	1102	180					200	6
4	1103	400					500	8
5	1104	600						
6	1105	350						
7	1106	470						
8	1107	890						
9	1108	200						
10	1109	500						
11	1110	360						

Q.4

A worksheet contains following data :

	A	B	C	D	E
1	NAME	GENDER	CLASS	CATEGORY	FEES
2	Deep	M	FY	Open	3000
3	Jayesh	M	SY	Reserved	1000
4	Yash	M	TY	Reserved	1000
5	Sara	F	FY	Reserved	500
6	Gita	F	FY	Open	3000
7	Jinal	F	TY	Open	5000
8	Kavita	F	SY	Open	4000
9	Minal	F	SY	Reserved	1000
10	Karan	M	TY	Reserved	1000
11	Abhay	M	TY	Open	5000
12	Bina	F	FY	Open	3000
13	Seema	F	FY	Reserved	500
14	Naresh	M	FY	Reserved	500
15	Rima	F	TY	Open	5000
16	Gajendra	M	SY	Open	4000

Filter the worksheet to show

a) Female students from Reserved category
b) Male students from TY
c) Open category students paying fees > 3000

Q. 5 Define table. Explain the methods of creating a table in MS Word. Create a table with given attributes (Name, Roll. No, Father's Name, Mother's name, Course name, CGPA).

Q. 6 What do you understand by mailings tab in MS Word? Define mail merge and different steps involved in mail merge in detail.