B.Com Examination -2020
Paper Code-SEC 3.1 Chg
Subject: Information Technology & Its Application in Business
(Practical)
Full Marks -40
Attend any one Group

Group-A

Answer any Twenty   20X2=40

1. Advantages of Ms-Power Point
   i) Simplify   ii) Time Saving   iii) Presentation Outlook   iv) All of The above

2. For drafting a salary sheet we use-
   i) MS-Word   ii) MS Photoshop   iii) MS Paint   iv) MS Excel.

3. To Create a Document We use –
   i) MS Word   ii) MS Power Point   iii) MS Excel   iv) None.

4. HTML Stands for
   i) Hyper Text Markup Logistic.
   ii) Hyper Text Markup Language
   iii) Hyper Text Management Language
   iv) None

5. DBMS Stands For
   i) Data Base Management system.
   ii) Data Base Marketing System.
   iii) Data Base Monitory System.
   iv) None.

6. Which Function is suitable for calculating total value in Ms-Excel-
   i) TOTAL   ii) AVG   iii) SUM   iv) none of the above

7. CTRL + N means
   i) New File   ii) Open a File   iii) Print   iv) All of The Above

8. In MS Word we find—
   i) Header and Footer   ii) Table   iii) Macros   iv) All

9. Now a days all corporate has their own
   i) Profile   ii) Website   iii) Principal   iv) None

10. CTRL + S is used for
    i) Save   ii) Print   iii) Delete   iv) None

11. Which feature is used to make selected sentence to All Captital Letters or All Small Letters ?
    i) Change Letter   ii) Change Sentence   iii) Change Case   iv) Change Word

12. Which shortcut make selected text Italic ?

    i) Ctrl + I   ii) Ctrl + A   iii) Ctrl + S   iv) Ctrl + V

13. Which file format can be added to a power point show?

    i) .gif   ii) .jpg   iii) .wav   iv) All of above

14. To edit a chart, we can

    i) Click and drag the chart object   ii) Double click the chart object   iii) Triple click the chart object

    iv) Click the chart object

15. What would I choose to create a pre-formatted style?

i) Format   ii) Slide layout   iii) Slide sorter view   iv) None of above

16. What is the default file extension for all Word documents?
    i) .txts   ii) .word   iii) .docs   iv) .docx

17. Ctrl + Z
    i) Undo the last Action   ii) Redo the last Action iii) Add the new page
    iv) Paste the contents from clipboard

18. Ctrl + B
    i) Search the selected text   ii) Paste the selected text   iii) Bold the selected text
    iv) Open the specified file

19. Ctrl + A
    i) Align Right ii) Select All   iii) Change font   iv) Save document

20. Which would you choose to save a document with a new name?
    i) Press Ctrl+S   ii) Click File, Save iii) Click Tools, Options, Save   iv) Click File, Save As

21. PowerPoint presentations are widely used as
    i) note outlines for teachers   ii)project presentations by students   iii) communication of planning
    iv)All of above

22. Which short cut key inserts a new slide in current presentation?
    i) Ctrl+N   ii) Ctrl+M   iii) Ctrl+S iv) All of above

23. The effect applied to display when slides changes in slide show view is
    i) Slide Animation ii) Custom Animation iii) Custom Transition   iv) Slide Transition

24. Which file format can be added to a PowerPoint show?
    i) .jpg ii) .gif   iii) .wav iv) All of the above

25. Presentation designs regulate the formatting and layout for the slide and are commonly called
    i) Design plates ii) Templates   iii)Placeholders iv) Blueprints

Group-B

Answer any Two   2X20=20

1. Prepare your Curriculum Vita in MS-Word.

2. Create a workbook containing monthly sales of smartphones of two brands through a bar graph.

    Also show month wise sales (in percentage) of each brand of the total sales through a pie chart.

3. Create a presentation on Revised B.Com program (5 slides)

    (i) All the slides should follow common design i.e same title style, same footer with page number,

    date aid' venue of presentation.

    (ii) All slides should have slide notes.

    (iii) At least one or two slides should show some animation effects.