

**2019**

**Part – II**

**COMPUTER APPLICATIONS IN BUSINESS**

**(Honours & General)**

**(Practical)**

**Paper – C4**

**(Set – VII)**

*Full Marks – 100*

*Time : 3 Hours*

*The figures in the right-hand margin indicate marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

**Answer all questions.**

1. Using the Mailmerge facility send a notice of Annual General Meeting of a Public Limited Company of any five persons stating their names, address and phone No. . 15
2. (a) Create two tables in MS-Access and display the contents. The records of the first table are as follows :

Roll	Name	Address
01	Souvik	Midnapore
02	Barnana	Jhargram
03	Jayanta	Kharagpur
04	Somnath	Midnapore
05	Kousik	Durgapur

The second table records contents are as follows :

Roll	Date of Admission	Marks
01	07/15/2019	220
02	07/17/2019	250
03	07/16/2019	235
04	07/18/2019	242
05	07/14/2019	214
06	07/16/2019	218
07	07/15/2019	231

- (b) Relate the above two tables using Roll fields as primary key and display the following :
- The Name, Address and Marks fields whose marks is more than or equal to 235.
  - The Name, Address, Date of admission and Marks field's contents in descending order, whose address is Midnapore.

10+10

3. The following ledger balances as at 1<sup>st</sup> April, 2018 are given below :

<u>Particulars</u>	<u>Debit</u> Rs.	<u>Credit</u> Rs.
Mr. Sen's Capital A/C		2,00,000
Drawing A/C	10,000	
Reserve and Surplus		40,000
Furniture and Fixtures	80,000	
Land and Building	1,00,000	
Sundry Debtors:		
R. Paul	15,000	
S. Haldar	20,000	
Sundry Creditors:		
P. Maity		35,000
A. Dey		30,000
Cash-in-hand	20,000	
Cash at ICICI Bank	60,000	
	3,05,000	3,05,000

Following transactions took place during the year:

04.04.2018 : Mr. Sen rented an office space for Rs. 2,500 per month. He paid the security deposit of Rs. 25,000 by cheque.

08.05.2018 : Mr. Sen hired Mr. P. Das as Manager on a monthly salary of Rs. 25,000.

- 14.07.2018 : Issued cheque and purchase the following Fixed Assets –  
 A cell phone for office use for Rs. 8,000 (Useful life : 5 years).  
 An air conditioner for Rs. 20,000 (Useful life : 6 years).
- 12.09.2018 : Purchased stationery consumables worth Rs. 12,500.
- 18.10.2018 : Mr. Sen withdrew Rs. 7,500 cash for personal use.

Display :

- (a) Balance Sheet in Statement form in details.  
 (b) Profit & Loss Account in T-form in details.  
 (c) Day Book 20

4. Show the process of payment of electricity bill of your own using your consumer ID with any nationalized bank in your vicinity. 10
5. Write a HTML code for making table to containing different option for different questions. 15

Which is your favourite colour?	Who is your national leader?	Who is the highest test centuries person in India?
Red	Sardar Patel	Sunil Gavaskar
Green	Gandhiji	Kapil Dev
Yellow	Indiraji	Sachin Tendulkar
Blue	Nehruji	Ajay Jadeja

[Viva-voce : 20 Marks]