2019

Part – II

COMPUTER APPLICATIONS IN BUSINESS

(Honours & General)

(Practical)

Paper – C4

(Set – VIII)

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. Prepare your Bio-data having the following contents in MS-Word and consider additional information :

   a.   Name (in block letter)
   b.   Father's / Guardian,s Name
   c.   Address
   d.   Date of Birth
   e.   Nationality
   f.   Sex
   g.   Academic Records
   h.   Extra Curriculum *if any*

Additional information :

    i.   The heading Bio-data be written in upper case, font size be 16 and the heading is to be written at the centre of the entire text. Further more it should be bold and underlined.

    ii.   Academic records are to be presented in 5 × 8 format table, of which columns are : Name of the Examination, Year of Passing, Board/ Council/ University, Total Marks, Marks Obtained, Percentage of Marks, Division/ Class, Rank (if any).

    iii.   Each of the points mentioned earlier is to be separated by bullet and double line spacing.

    iv.   Text font size be 12.   15

2.   There are five employees in an organization whose name, designation, date of joining (D - O - J) and basic pay are as following :

Emp. Name	Designation	D-O-J	Basic Pay
Ranjan Paul	Manager	10/15/1999	31,000
Sudipta Das	Accountant	05/22/2005	24,000
Abhijit Roy	Cashier	06/08/2008	20,000
Amit Karak	Staff	09/17/2000	19,500
Asit Rana	Peon	01/03/2010	10,500

Other allowances are :

DA :   40% of Basic for all types of employees

HRA :   20% of Basic plus DA for Manager
          15% of Basic plus DA for Accountant
          10% of Basic plus DA for Cashier. Staff and Peon

MA : *15% of Basic for D-O-J early 01/01/2000*
5% of Basic for D-O-J after 01/01/2010
10% of Basic for *others.*

P. Tax : Rs.150 per month for all types of employees.

Prepare a Salary Sheet for the current month using the logical function in MS-Excel and show the net pay of all employees in a Pie diagram.   20

3. The following is the Balance Sheet of Alpha Ltd on 31.03.2018.

Liabilities	Rs.	Assets	Rs.
Capital	1,20,000	Plant and Machinery	1,00,000
General Resource	30,000	Furniture	50,000
Long Term Loan	1,00,000	Closing Stock	40,000
Sundry Creditors (PQR Ltd)	35,000	Sundry Debtors (ABC Ltd)	30,000
		Bills Receivable	10,000
Bill Payable	15,000	SBI Balance	40,000
		Cash In Hand	30,000
	3,00,000		3,00,000

Detail of Closing Stock :

Item	Quantity	Rate/unit	Amount
Hard Disks	2	4,500	9,000
Ram	4	2,500	10,000
Monitor	4	5,250	21,000

Additional Information :

1. On 01.04.2018 : 2 monitors @ Rs. 5500 from PQR Ltd purchased

2. On 02.04.2018 : Sold 2 Hard Disks @ Rs. 5000 each

Required

I. Open a company using FACT software, create necessary ledger and tag them properly. Also make the necessary journal entries

II. Show vendors and suppliers account

III. Show stock summary

IV. Also show the Trial Balance   20

4. Show the process of online account opening with SBI branch of Midnapore.   10

5. Pick 5 corporations and track down their current stock prices. Place them in a neatly arranged table with their name, symbol, last price, 52wk high, 52wk low and PE ratio. The end result should look like the following. Notice that the first column is aligned left and the rest are centered.   15

My tech stock picks					
NAME	SYMBOL	CURRENT	52WK HIGH	52 WK LOW	P/E RATIO
Microsoft	MSFT	86-3/8	119-15/16	75-1/2	56.09
Cisco Systems	CSCO	72-1/8	82	24-13/16	400.69
America Online	AOL	63	95-13/16	38-15/32	350.00
Qwest Communications	Q	44-7/16	66	25-3/4	74.06
Dell Computers	DELL	53-59/64	59-11/16	31-3/8	86.97

[Viva-voce : 20 Marks]