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2019

Part – II

COMPUTER APPLICATIONS IN BUSINESS

(Honours & General

(Practical)

Paper – C4

(Set – I)

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. (a) Being a Secretary of the Company send a notice of 13th Annual General Meeting of the Company to the shareholders, to be held at the registered office of the Company (20/A, APC Road, Kolkata – 30) on 13th August, 2019 at 12.00 P.M. The following are the share holder's Names and Addresses (Using Mail Merge in Ms Word)

Name	Address
T.Ray	C-9, Bidhannagar, Durgapur – 721108
G.Sinha	G-40, Arambag, Hooghly – 15
N.Karan	27, Boubazar Street, Kolkata – 9

P.T.O

- (b) Create a 8 × 4 Table in MS Word and enter the following data.

Roll No.	Part-I	Part-II	Total
121	240	430	670
183	270	511	781
212	221	451	672
225	308	522	830
227	220	413	633
301	308	400	708
318	253	433	686

Type heading of the above table as "Students Progress Report".
10+10

2. (a) Write the HTML code to generate a Web Page in the format given below :

Consider the following while writing the HTML code :

- (i) Background colour of the page should be "Cyan".
 - (ii) Text style should be Comic Sans MS and colour should be Red.
 - (iii) Picture used in the page is the file "activity.jpg"
 - (iv) Table should have a border of color blue.
 - (v) Use the concept of nested lists for creating the list given in the web page with specified bullets
- (b) Paid Electricity Bill of your house through online.
10+10

3. (a) Create a database file in MS-Access for an Online Grocery Store having following fields and put imaginary data.

Name of shop

Address

List of Grocery items available

E - mail

Telephone number

- (b) Create two tables : Student and Book. Create the relationship between them.

10+ 10

4. (a) Create a company in Tally accounting package using your name, having the following balances as on 1.4.2018 :

Share capital Rs. 5,00,000

UBI (Dr.) Rs. 3,00,000

Cash Rs. 2,80,000

The following is the stock position of various parts :

Raw Materials :

Box 20 pcs @ Rs. 800

Picture Tube 15 pcs @ Rs.7,000

Switch (Composite) 24 pcs @ Rs. 300

Sound system 16 pcs @ Rs. 1,800

1C Board 20 pcs @ Rs. 1,200

Electric Chord 90 meters @ Rs.18

Finished Goods :

TV set 1 pc. 24000

02.05.2018: Purchased the following items from XYZ Ltd on 45 days credit.

Items	Purchased Pcs	Rate Rs.
Box	20	900
Picture Tube	10	5000
Switch	20	200
Sound System	15	1500
1C Board	20	900
Electric Chord	100	30

Display the stock summary report of the company.

- (b) Select any company from your computer and do the following functions :
- Online create a ledger
 - Display the Day Book contents
 - Create any two branches of the company and each branch has two departments namely Production and Marketing.
 - Delete any one ledger

14+(1 +1 +3+1)

[Viva-voce – 20 marks]