

2019

Part – II

COMPUTER APPLICATIONS IN BUSINESS

(Honours & General)

(Practical)

Paper – C4

(Set – III)

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 15th Annual General Meeting of the Company to the shareholders, to be held at the registered office of the Company (DB-20, Salt Lake City, Kolkata – 79) on 21st September, 2019 at 12.30 P.M. The following are the share holder's Names and Addresses (Using Mail Merge in Ms Word)

Name

Address

P.Roy 1-9, Bidhannagar, Midnapur, 721101

B.K.Jain G-44, Behala Silpara, Kolkata-29

S.Agarwal 37, Boubazar street, Kolkata-9

(b) There are four employees in an organization whose Name, Designation and Date of Joining (D-O-J) are as follows :

Employee Name	Designation	D-O-J	Basic Pay (p.m.)
R.Das	Manager	11/5/1999	42,000
S.Laha	Accountant	07/10/2005	22,000
K.Manna	Worker	10/07/2002	13,800
P.Roy	Peon	11/12/2004	10,500

Others information :

DA : 55% of Basic for all type of Employees.

HRA : 20% of Basic+D.A for Manager.

15% of Basic+D.A for Accountant.

10% of Basic+D.A for Workers & Peon.

M.A. : 12% of Basic for D-O-J early 1/1/01. 5% of Basic for D-O-J after 1/1/05. 10% of Basic for others.

P.Tax Rs. 110 per month for all types of employees.

Prepare a salary sheet in MS-Excel using various logical operators for the current month and show the net pay of all employees in a Pie diagram.

10+10

4. (a) Create a company using your name in Tally Accounting Package. The following is the stock position of various items at the beginning of the financial year 2018-2019.

Item : 12

Radio 20 pcs @ Rs.1,200 Cash Rs. 23,000
 TV 15 pcs @ Rs.17,500 Bank Rs. 2,00,000
 Iron Boxes 20 pcs @ Rs.1,000 Capital Rs. 5,94,000
 DVD 16 pcs @ Rs. 6,000

2.5.18 sold the following item and received cheque of SBI.

Item	Sales Qty	Rate
Radio	10	1800
TV	5	19500
DVD	4	6800

01.07.18 purchased the following item from ABC Ltd.

Item	Sales Qty.	Rate
Radio	12	1380
TV	6	18900
DVD	15	6500
Iron Boxes	5	1020

02.08.18 sold the following items to A to Z Ltd.

Item	Sales Qty.	Rate
Iron Boxes	8	1600
TV	8	18500
DVD	5	5900

02.1.19 Paid Rs. 70,000 by ABC Ltd by SBI cheque.

Display the Stock summary, VAT reports and VAT Form.

- (b) Put the following Ledger balances in system ledger of FACT package, enter the opening balance and tag them properly : 8

Particulars	Rs.
Land & Building	4,00,000
Plant	4,00,000
Closing Stock	2,00,000
Sundry Debtors: Mr. Bose	1,00,000
S.B.I	2,00,000
Cash	1,00,000
Capital	8,00,000
Profit & Loss	2,00,000
Capital Reserve	2,00,000
Sundry Creditors:	
Moumita Ltd.	1,00,000
Mishor Ltd.	1,00,000

3. (a) Incorporate the following in a single HTML document. BOLD, ITALICS, SMALL, SUPERScript, SUBSCRIPT, UNDERLINE.
- (b) Show the Online account opening system in a public sector bank. 10+10
4. (a) Create two table in Ms-Access and display the contents. In the first table the fields are Roll, Name, Address and in second table the fields are Roll, D-O-A and Marks. The first table records are as follows :

<u>Roll</u>	<u>Name</u>	<u>Address</u>
27	Pradeep	Kharagpur
39	Amit	Midnapur
40	Pradip	Midnapur
52	Soumitra	Tamluk

The Second table records contents are as follows :

<u>Roll</u>	<u>D-O-A</u>	<u>Marks</u>
27	07/11/2016	250
39	08/15/2016	240
40	03/18/2016	185
52	05/16/2016	205

- (b) Relate the above two tables using Roll field as Primary Key and display the following :
- (i) The Name, Address and Marks fields contents whose marks is more than or equal to 210.
 - (ii) The Name, Address, D-O-A and Marks fields contents whose address is Midnapur and marks is more than 200.

10+10

[Viva-voce – 20 Marks]
