2019

Part – II

COMPUTER APPLICATIONS IN BUSINESS

(Honours & General)

(Practical)

Paper – C4

(Set – IV)

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 12th Annual General Meeting of the Company to the shareholders, to be held at the registered office of the Company (17, Bidhan Sarani, Kolkata-6) on 10th August, 2019 at 1.00 P.M. The following are the share holder's Names and Addresses (Using Mail Merge in Ms Word)

Name	Address
D.Roy	D-9, Bidhannagar, Midnapur, 721101
G..Taparia	G-44, Ghoshpara, Howrah-12
S. Sharma	67, Surya Sen 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
101	228	412	640
103	251	480	731
109	218	458	676
115	310	525	835
118	200	403	603
122	298	400	698
128	325	480	805

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

2. (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 :

Radio	20 pcs @ Rs.1,000	Cash Rs. 23,000
TV	15 pcs @ Rs. 5,000	Bank Rs. 2,00,000
Iron Boxes	20 pcs @ Rs.900	Capital Rs. 4,00,000
DVD	16 pcs @ Rs. 4,000	

2.5.18 sold the following items. He collected cheque.

Item	Sales Qty.	Rate
Radio	10	1200
TV	5	5500
DVD	4	5000

02.07.18 purchased the following item from ABC Ltd.

Item	Sales Qty.	Rate
Radio	12	1000
TV	6	5100
DVD	15	4500
Iron Boxes	5	1200

02.08.18 sold the following items to A to Z Ltd.

Item	Sales Qty	Rate
Iron Boxes	8	1200
Radio	8	1500
DVD	5	5200

2.1.19 paid Rs. 80,000 by ABC Ltd. by cheque.

Display the Stock summary.

(b) Select any company from your computer and do the following functions :

(i) Online create a ledger.

(ii) Display the Day Book contents in detail.

(iii) Create any two branches of the company and each branch has two departments namely Production and Administration.

(iv) Delete any one ledger having voucher entry. *13+(1+1+3+2)*

3. (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.   12+8

4. (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

[Viva-voce – 20 marks]

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