

2019

Part – II

COMPUTER APPLICATIONS IN BUSINESS

(Honours & General)

(Practical)

Paper – C4

(Set – V)

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. Create a 4 × 3 table and insert the following data in MS-Word :

<u>Roll No.</u>	<u>Part-I</u>	<u>Part-II</u>
VU/COM-II/009	235	490
VU/COM-II/011	250	510
VU/COM-II/013	220	470

- (i) Insert a new row at the top of the existing row.
- (ii) Type "Students Progress Report" in the first cell of the newly created row.
- (iii) Being the title "Students Progress Report" at *centre of the first row* and merge all the cells of the first row.

10

2. (a) You want to avail a House Building Loan from State Bank of India, Midnapore Branch, in the beginning of the month of August, 2019 amounting Rs. 15,00,000. The rate of interest being 9.3% p.a.. Repayment term is 16 years on monthly basis payable at the end of each month. The first payment is to be made at the end of August, 2019. Find the amount of monthly installment to be paid to the Bank and also show the interest and principal portion of the first five and last five installments. Assuming each month's installment remains same.
- (b) The following information regarding the expenditure of a household in the month of April, 2019 are as follows :

Fooding	Rs.	12,000
House Rent	Rs.	4,000
Clothing	Rs.	3,000
Educational Exp.	Rs.	6,000
Travelling Exp.	Rs.	2,000
Medical Exp.	Rs.	1,000
Other Exp.	Rs.	4,000

Show these expenditures with percentage in a pie diagram. 10+10

3. Create a company in your name using Tally Software. The following is the opening Balance Sheet.

Balance Sheet as on 01.04.2018

Liabilities	Amount Rs.	Assets	Amount Rs.
Capital A/C		Fixed Assets	
Amal Capital 1,20,000		Building 1,00,000	
Bimal Capita <u>1,00,000</u>	2,20,000	Furniture <u>70 000</u>	1,70,000
Loan A/C		Investment	
Mahindra Finance 15,000		SBI Sun Life 30,000	
Tata Finance <u>25,000</u>	40,000	ICICI Finance <u>20 000</u>	50,000
Reserve and Surplus		Sundry Debtors	
Capital Reserve 25,000		Jogesh Infotech 10,000	
General Reserve <u>20,000</u>	45,000	Sonai Software <u>20,000</u>	30,000
Sundry Crediors		Closing Stock	40,000
Dutta Electric 30,000		Profit & Loss A/C	5,000
Singha Electronics <u>15,000</u>	45,000	Cash in hand	50,000
Outstanding Liabilities		SBI	20,000
Salary 5,000		Bank of India	10,000
Rent <u>20,000</u>	25,000		
	<u>3,75,000</u>		<u>3,75,000</u>

Details of closing stock

- (i) 4 pcs Monitor @ Rs. 4,000 each
- (ii) 4 pcs Hard Disk @ Rs. 5,000 each
- (iii) 50 pair Mouse @ Rs. 80 per pair

Consider the following transactions :

02.04.2018 Amount paid to Kar Paper Center
for Stationery Rs. 500.

12.05.2018 Purchased from Dutta Electric 4
pes of monitor @ Rs. 4,000 each
and 20 pairs of Mouse @ Rs. 80
per pair, less discount 10%.

- 18.06.2018 5 pairs Mouse returned to Dutta Electric which was purchased on 12.05.2016
- 25.07.2018 Sold 8 pairs of Mouse @ Rs. 200 and 2 pes Hard Disk @ Rs. 6,000 less discount 10% to Sonai Software.
- 08.08.2018 Amount paid to Dutta Electric Rs. 15,000.
- 17.09.2018 Cash deposited into SBI Rs. 10,000.
- 19.10.2018 Salary paid to staff Rs. 15,000

Display :

- (i) Closing Profit and Loss A/C in detail
- (ii) Closing Balance Sheet in detail
- (iii) Closing stock position. 20

4. Show the process of purchasing of your reference book on Financial Accounting through online marketing using Amazon's website. 15
5. Develop an HTML document for a web page of your favourite National Leader. Design the page with an attractive colour combination, with suitable headings and horizontal rules. 15

[Viva-voce : 20 Marks]
