

Burdwan Raj College
Department of Commerce
Internal Assessment: Home Assignment

(To be Submitted to designated email id mentioned below by November 2020)

Semester: IV

Subject: *Hons/Pass Computer Application in Business*

Paper: cc9

Send your assignments to (email id): brcbcomhcc9@gmail.com

Date- 18/11/2020

Time: 12pm- 12:30pm

Full Marks: 15

Date:- 18/11/2020

Time:- 12 Noon
to
12:30 P.M.

BCom 4th Semester (Burdwan Raj Collage)

Internal Assessment

Examination (H)

Subject: Computer Application
in B.Com

Paper - CC - 9

There is
Strictly on-line
mode of
Submission of
answer Paper
No offline
mode is
permitted.

Answer any five of the following questions: $3 \times 5 = 15$

1. What is Templates?
2. Write down the extension of MS-Word, MS-Excel.
3. What is mail-Merge?
4. How to insert image in MS-Word?
5. How to create company in tally?
6. How vouchers can be entered in tally?
7. How to create table in MS-Access?
8. What is balance sheet and how to display P/L A/c in tally?

ONLY ONLINE
SUBMISSION

Procedure of Appearing in the Internal Examination:

- 1. Download the question paper from the “online examination” section of the College portal: www.burdwanrajcollege.ac.in**
- 2. Write your assignment on blank white A4 size papers.**
- 3. The assignment must carry the following details of the student:**
 - a. Name of the Student
 - b. University Roll Number
 - c. University Registration Number
 - d. Name of the Paper
 - e. Mobile Number of the Student
- 4. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the College in a single pdf file.**
- 5. On the subject-line of the mail write your Name and University Roll No.**