

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: sec2

Send your assignments to (email id): brcbcomgsec2@gmail.com

Date- 18/11/2020

Time: 1pm-1:30pm

Full Marks: 10

Date:- 18/11/2020

Time:- 1:00 to 1:30 P.M

Bcom 4th Semester

Internal Assessment

Examination (GT)

Subject:- Computer Application
in Business

SEC - 2

There is strictly
on-line mode
of submission
of answer
paper. NO
offline mode
is permitted.

Answer any five of the following questions: $2 \times 5 = 10$

1. Write down the extension of MS-Word, MS-Excel.
2. What is Mail-Merge?
3. Write down the steps to create Mail-Merge.
4. How to create table in MS-Office?
5. What is Balance-sheet?
6. What is chart, ribbon in MS-Word?
7. What Journal and Vouchers?
8. Compare ^{between} fund flow and cash flow Statement.

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.**