DIRECTORATE OF DISTANCE EDUCATION
Programme: Bachelor of Commerce

Course Title: Computer Applications in Business
Course Code: BCOM 104

Important Instructions
1. **Attempt all questions given below.**
2. **All questions are to be attempted in legible handwriting with necessary pictorial presentation on white A-4 size, one side ruled paper and to be assembled in a file.**
3. **Minimum numbers of pages should be 20.**

PRACTICAL QUESTIONS

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Q. 1   The following worksheet contains Roll.Nos. & Marks in 5 subject of a student. Calculate his grades as per the following :

Marks	Grades
0-40	4
40-50	3
50-60	2
60 & above	1

	A	B	C	D	E	F
1	Roll No.	ENG	HINDI	SCIENCE	MATHS	SO. SCI
2	110	45	56	67	**78**	**60**
3	GRADE					
4						
5						
6						
7						
8						
9						
10						
11						

Q2.

The following worksheet contains Name & Sales of 10 salesmen .Calculate commission
as per the following:

Sales	Commission
First 30,000	5%
Next 40,000	10%
Excess	15%

	A	B	C
1	NAME	SALE	COMMISSION
2			
:			
:			
11			

Q3. What do you understand by mailings tab in MS Word? Define mail merge and different
steps involved in mail merge in detail.

Q4. Describe Paragraph in MS Word. Explain different type of line spacing and paragraph
spacing in MS Word. Also write a paragraph in MS Word and format that paragraph, write
the steps for paragraph formatting.

Q5. What are the main components of the PowerPoint home screen?

Q6. Explain how to create new PowerPoint presentations.