Suggestions and Model Questions for B.Com Part II – IT Practical Examination (C21G), 2016
(Information Technology and its Application in Business)

Students may practice the following

1. Creating Folders files. Shifting files from one folder to another. Modifying files. Deleting folder and files etc.
2. Use of Word Processor software (Open Office). Learn different formatting properties like font name, size, bold etc.
3. Learn mail merge facility provided by the software.
4. Use of different table properties. Use of different function on table.
5. Learn Spread sheet, use of different FUNCTIONS-Mathematical, Logical, Financial.
6. GRAPHS-LINE, BAR, AREA, PIE etc.
7. Linking data using Cell References.
8. Learn database. Table creation, defining primary key, data insertion, use of queries etc.
9. Learn Tally: Creation of company, creation of ledger, passing of voucher, showing trial balance, showing balance sheet etc.
Some Model Questions

1. Write the paragraph using word processor:

Commerce is the activity of buying and selling, especially on a large scale. The system includes legal, economic, political, social, cultural and technological systems that are in operation in any country or internationally. Thus, commerce is a system or an environment that affects the business prospects of economies. It can also be defined as a component of business which includes all activities, functions and institutions involved in transferring goods from producers to consumers.

   a) Change the font of the paragraph with Arial, bold italic, size 20.
   b) Change the alignment with justified.
   c) Give line spacing double.
   d) Replace the keyword “Commerce” to “Business”.

2. Write the following text in a file using word processor and save the file in a folder named BESCOLLEGE on the desktop. Give the file name as your roll no.

Books are really our best companion. Books not only provide us information but strength our vocabulary also. Different genre of books enhances our concentration and patience of reading.

   e) Write this paragraph using font size:15, font name : Arial, font style: Bold
   f) Give the line spacing 1.5.
   g) Give a heading as “Book Reading” using the header.
   h) Replace the word “book” with “digital media”.
   i) Set the color of the word “digital” as Blue.

3. Write the paragraph using a word processor:

An easy way to keep track of documents on your computer is to use the Documents library. By default, the Documents library shows all the documents located in the My Documents folder, but you can include other folders in your Documents library too. For more information, see Include folders in a library.

   a) Change the font of the paragraph with courier new, bold italic, size 18
   b) Change the alignment with justified
   c) Give line spacing double
   d) Replace the word “Documents” with “doc”.
   e) Set the margin of the content as follows:
      Left 1.5”   Right .5”
      Top 1”     Bottom .5”

4. Prepare a properly formatted CV using a word processor.
5. Use mail merge feature of word processor to do the following:

Write a letter to invite applicants for job interview.

Whole letter should have the following format:

a) Font type = “Arial”
b) Font Size = 10
c) Use Header and write “Letter for Job Interview”
d) Create a data source with fields: FName, LName, City, Pin, Job Title, Venue, Date.
e) Enter 10 different meaningful data in the data source.
f) Insert the data field accordingly.
g) Merge the letter to produce different letters.

6. Write an application using word processor to the Teacher-In-Charge of The Bhawanipur Education Society College to request her for leave for 10 days. Use the text “Application for Leave” in the header.

Use the following formatting:

a) Change the font to Times New Roman
b) Size 14 and bold only for the header.
c) Size 12 for the remaining text

Use Mail Merge feature to send the same letter to the Vice Principal, HOD, Administrative Department, College Office and System Control Room.

7. Create a table in word processor as follows.

<table>
<thead>
<tr>
<th>BASIC SALARY</th>
<th>DA</th>
<th>TA</th>
<th>NET SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>50,000</td>
<td>2000</td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>1,00,000</td>
<td>5000</td>
<td>2000</td>
<td></td>
</tr>
</tbody>
</table>

Complete rest of the cells with proper data except net salary column.

a) Write formula to compute net salary in each cell (of net salary column) using sum function.
b) Calculate the total net salary using sum function

8. Create the following structure in Spreadsheet:-

<table>
<thead>
<tr>
<th>Roll No</th>
<th>Name</th>
<th>FA</th>
<th>Tax</th>
<th>IT</th>
<th>Total Marks</th>
<th>Maximum Marks</th>
<th>Minimum Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basu</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Roy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>R. Das</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Roy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
a) Write down the formula to find out the **Total Marks, Maximum Marks** and **Minimum Marks**.

b) Using formula (IF) calculate the Grade according the following rule.

<table>
<thead>
<tr>
<th>Total marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 &gt;=</td>
<td>Star</td>
</tr>
<tr>
<td>60 &gt;=</td>
<td>First class</td>
</tr>
<tr>
<td>45 &gt;=</td>
<td>Second class</td>
</tr>
<tr>
<td>&lt;45</td>
<td>Fail</td>
</tr>
</tbody>
</table>

c) Create a pie chart to show the Name and his/her Total marks.

9. Create the following structure in Spreadsheet :-

<table>
<thead>
<tr>
<th>U_ID</th>
<th>Name</th>
<th>Basic Salary</th>
<th>DA</th>
<th>Gross Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>Nisha Jain</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H2</td>
<td>Joy Dutta</td>
<td>5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H3</td>
<td>Soham Rai</td>
<td>30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H4</td>
<td>Sachin Aggarwal</td>
<td>35,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) Write down the formula to find out the DA and Gross Salary. (DA 50% on Basic Salary).

b) Sort the Items in descending order depending on the Gross Salary.

c) Create a bar chart to show the Name and his/her Gross Salary.

10. Create a table using Spreadsheet having the following fields: Roll, Name, Math, Comp. Sc, Accounts, English, Total, Percentage, Highest, and Grade. Fill the data for Roll, Name, Math, Comp. Sc, Accounts, and English. Insert 10 meaningful records. Use auto fill feature to fill the roll column. Do the following for all entries.

a) Write formula for Total in the “Total” column

b) Write Formula for Percentage in the “Percentage” column.

c) Write Formula to display the highest scored subject in the “Highest” column

11. Create the following structure in Spreadsheet.

<table>
<thead>
<tr>
<th>Book ID</th>
<th>Book Name</th>
<th>Author</th>
<th>QTY</th>
<th>Rate</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>B01</td>
<td>Let Us C</td>
<td>Y. Kanetkar</td>
<td>12</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td>B02</td>
<td>Computer Network</td>
<td>Tenenbaum</td>
<td>15</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td>B03</td>
<td>Data Communication</td>
<td>Forouzan</td>
<td>10</td>
<td>320</td>
<td></td>
</tr>
<tr>
<td>B04</td>
<td>TCP/IP Protocol</td>
<td>S. K Timber</td>
<td>40</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>B05</td>
<td>Operating System</td>
<td>Tanenbaum</td>
<td>11</td>
<td>360</td>
<td></td>
</tr>
</tbody>
</table>
Answer the following questions and write the steps.

a) Write down the formula to calculate price for the 1st book and drag down the formula for other books.
b) Write down the formula to find the total price of all the books.
c) Sort the books in descending order with respect to Rate.
d) Count the total no of books using formula.

12. Create a table in Spreadsheet

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Sub1</th>
<th>Sub2</th>
<th>Sub3</th>
<th>Total</th>
<th>Average</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jayanta</td>
<td>38</td>
<td>35</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madhurima</td>
<td>34</td>
<td>40</td>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) Find out the total, average of marks.
b) Find out Grade using IF formula according to the following rule:
   Average >= 30 Grade is GOOD
   Average >= 10 Grade is NOT SO GOOD
   Otherwise Grade is FAIL

13. Create the table in Open Office Spreadsheet and enter the following data.

<table>
<thead>
<tr>
<th>Product ID</th>
<th>Product Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1001</td>
<td>200</td>
</tr>
<tr>
<td>A1002</td>
<td>300</td>
</tr>
<tr>
<td>A1003</td>
<td>400</td>
</tr>
<tr>
<td>A1004</td>
<td>500</td>
</tr>
<tr>
<td>A1005</td>
<td>600</td>
</tr>
<tr>
<td>A1006</td>
<td>100</td>
</tr>
<tr>
<td>A1007</td>
<td>900</td>
</tr>
</tbody>
</table>

Answer the following questions

a) Sort the following data in Descending order
b) Generate Pie chart on the following table
c) Add two column name Product quantity and Total and entering the values(2,2,3,4,5,6,1) and calculate the total.

14. Create the following structure in Spreadsheet:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Basic Salary</th>
<th>DA</th>
<th>TA</th>
<th>Gross Salary</th>
<th>TDS</th>
<th>Net Salary</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>8,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
a) Write down the formula to find out the DA and Gross Salary. (DA 50% and TA 20% on Basic Salary).
b) Gross Salary=Basic+DA+TA
c) Calculate TDS 4% on Gross salary
d) Net Salary=Gross Salary-TDS
e) Using If statement find the Designation according to the following rule:
   If Gross salary >= 50000 then designation is “Manager”
   If Gross salary >= 25000 but < 50000 designation is “Clerk”
   If Gross salary < 25000 then designation is “Worker”
f) Create a bar chart to show the Name and its Gross Salary.

15. Create the following structure in Spreadsheet:-

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Cost Price</th>
<th>Selling Price</th>
<th>Profit/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>A001</td>
<td>Computer</td>
<td>10,000</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>A002</td>
<td>Mobile</td>
<td>5,000</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>A003</td>
<td>Television</td>
<td>30,000</td>
<td>45,000</td>
<td></td>
</tr>
<tr>
<td>A004</td>
<td>Laptop</td>
<td>35,000</td>
<td>45,000</td>
<td></td>
</tr>
</tbody>
</table>

a) Write down the formula to find out the profit / loss for one item and then drag the formula for other items.
b) Sort the Items in descending order depending on the cost price.
c) Create a bar chart to show the Item name and its Profit / loss.

16. Create the following database Structure using open office database

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>S_ID</td>
<td>AutoNumber</td>
</tr>
<tr>
<td>S_name</td>
<td>Text</td>
</tr>
<tr>
<td>Age</td>
<td>Number</td>
</tr>
<tr>
<td>Marks</td>
<td>Number</td>
</tr>
<tr>
<td>Mobile_No</td>
<td>Number</td>
</tr>
<tr>
<td>Grade</td>
<td>Text</td>
</tr>
</tbody>
</table>

Insert 10 meaningful records.

Write down the SQL commands to perform the following queries:

a) Display all the records.
b) Display name of all Students.
17. Create the following database Structure using database

<table>
<thead>
<tr>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Name</strong></td>
</tr>
<tr>
<td>Bcode</td>
</tr>
<tr>
<td>Bname</td>
</tr>
<tr>
<td>Year_published</td>
</tr>
<tr>
<td>Qty</td>
</tr>
</tbody>
</table>

Insert 10 meaningful records.
Write down the SQL commands to perform the following queries:

a) Display all the records.
b) Display name of all Books.

18. Create a database and give the name student for holding the information about the students.

<table>
<thead>
<tr>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number</strong></td>
</tr>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Section</td>
</tr>
</tbody>
</table>

a) Save the table with name student details.
b) Enter data in the table.
c) Create a form based on the student details table

19. Using open office database create a database named “mydatabase”. Now create a table according to the following fields. Use data types as you deem correct. Use your roll no. as the name of the table.

Column names are

Student Id
Student Name
Student Address
Student Phone Number
Marks

Write SQL query for the following questions.

a) Display full information of the table.
b) Display the name of the students who have scored more than 80 % marks.
c) Display Student name and his/her phone number of all the students.
20. Create a company in tally with your roll number as name and create a trial balance and balance sheet with the following information.

Cash Rs. 50,000  
Bank (SBI) Rs. 30,000  
Creditors Rs. 20,000  
Debtors Rs. 40,000  
Furniture Rs. 50,000

Pass the following Vouchers

a) Petty cash expenses Rs. 1000  
b) Cash stolen Rs. 5000  
c) Purchased 3 printers @ 3500 each, by cheque

21. Create a company in Tally with your Roll No which started on 1.3.2011-31.4.2012

Create the ledger with appropriate group

<table>
<thead>
<tr>
<th>Name of ledger</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>30,000</td>
</tr>
<tr>
<td>UBI</td>
<td>5,000</td>
</tr>
<tr>
<td>ICICI</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Pass the following Vouchers

a) Salary given Rs. 10000  
b) Rent Received Rs. 5000  
c) Purchased 3 computers @ 3500 each, by cheque

22. Create a company with your roll no in Tally and prepare the ledgers with appropriate group

<table>
<thead>
<tr>
<th>Name of ledger</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary paid</td>
<td>10,000</td>
</tr>
<tr>
<td>Electricity bill</td>
<td>1,000</td>
</tr>
<tr>
<td>Machine purchase</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Pass the following Vouchers

a) Conveyance paid Rs. 1000  
b) Stationary bill Rs. 5000  
c) Purchased 3 Cell Phone @ 9500 each, by cheque

S. Chakravarty
Dr. Suchandra Chakravarty  
Teacher In-Charge