



# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA  
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

## Model questions for B.Com Part II – IT Practical Examination (C21G), 2017 (Information Technology and its Application in Business)

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### 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 Spreadsheet, 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.

## 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 per your roll no.

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

Write this paragraph using font size: 15, font name: Arial, fontstyle: Bold

- a) Give the line spacing 1.5.
- b) Give a heading as "Book Reading" using the header.
- c) Replace the word "book" with "digital media".
- d) Set the colour 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.

BASIC SALARY	DA	TA	NET SALARY
50,000	2000	3000	
1,00,000	5000	2000	

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:-

Roll No	Name	FA	Tax	IT	Total Marks	Maximum Marks	Minimum Marks	Grade
1	Avijit Basu							
2	Ratan Das							
3	Mohit Kothari							
4	Sumit Biswas							

- 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.

**Total marks    Grade**

75        >= Star

60        >=First class

45        >=Second class

<45       Fail

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

9. Create the following structure in Spreadsheet:-

U_ID	Name	Basic Salary	DA	Gross Salary
H1	Nisha Jain	10,000		
H2	Joy Dutta	5,000		
H3	Soham Rai	30,000		
H4	Sachin Aggarwal	35,000		

- Write down the formula to find out the DA and Gross Salary. (DA 50% on Basic Salary).
- Sort the Items in descending order depending on the Gross Salary.
- 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.

- Write formula for Total in the "Total" column
- Write Formula for Percentage in the "Percentage" column.
- Write Formula to display the highest scored subject in the "Highest" column

11. Create the following structure in Spreadsheet.

Book ID	Book Name	Author	QTY	Rate	Price
B01	Let Us C	Y. Kanetkar	12	350	
B02	Computer Network	Tenenbaum	15	280	
B03	Data Communication	Forouzan	10	320	
B04	TCP/IP Protocol	S. K Timber	40	125	
B05	Operating System	Tanenbaum	11	360	

Answer the following questions and write the steps.

- Write down the formula to calculate price for the 1<sup>st</sup> book and drag down the formula for other books.
- Write down the formula to find the total price of all the books.
- Sort the books in descending order with respect to Rate.
- Count the total no of books using formula.

12. Create a table in Spreadsheet

Student Name	Sub1	Sub2	Sub3	Total	Average	Grade
Jayanta	38	35	33			
Madhurima	34	40	42			

- a) Find out the total, average of marks.
- b) Find out Grade using IF formula

**Conditions:**

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.

Product ID	Product Price
A1001	200
A1002	300
A1003	400
A1004	500
A1005	600
A1006	100
A1007	900

Answer the following data

- 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:-

ID	Name	Basic Salary	DA	TA	Gross Salary	TDS	Net Salary	Designation
1	A	30,000						
2	B	8,000						
3	C	3,000						

- 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 calculate the Designation  
 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:-

Item Code	Item Name	Cost Price	Selling Price	Profit / Loss
A001	Computer	10,000	20,000	
A002	Mobile	5,000	8,000	
A003	Television	30,000	45,000	
A004	Laptop	35,000	45,000	

- 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.

<b>Student</b>	
<b>Field Name</b>	<b>Data Type</b>
S_ID	AutoNumber
S_name	Text
Age	Number
Marks	Number
Mobile_No	Number
Grade	Text

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

<b>BOOKS</b>	
<b>Field Name</b>	<b>Data Type</b>
Bcode	AutoNumber
Bname	Text
Year_published	Number
Qty	Number

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.

<b>Student ID</b>	<b>Number</b>
Student ID	Number
Student Name	Text
Address	Text
Year	Text
Section	Text

- 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

StudentId  
StudentName  
StudentAddress  
StudentPhoneNumber  
Marks

Write SQL query for the following questions.

- Display full information of the table.
- Display the name of the students who have scored more than 80 % marks.
- 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

- Petty cash expenses Rs. 1000
- Cash stolen Rs. 5000
- Purchased 3 printers @ 3500 each, by cheque

21. Create a company in Tally with your Roll No which started on 1.4.2015-31.3.2016

Create the ledger with appropriate group and pass the necessary voucher entry from the following information.

<b>Name of Ledger</b>	<b>Amount (Rs.)</b>
Furniture	30,000
UBI	5,000
ICICI	5,000

- Salary given Rs. 10000
- Rent Received Rs. 5000
- Purchased 3 computers @ Rs. 35000 each, by cheque

22. Create a company in Tally with your Roll No which started on 1.4.2015-31.3.2016

Create the ledger with appropriate group and pass the necessary voucher entry from the following information.

<b>Name of ledger</b>	<b>Amount (Rs.)</b>
Salary paid	10,000
Electricity bill paid	1,000
Machine purchase	5,000

- Conveyance paid Rs. 1000
- Stationary bill Rs. 5000
- Purchased 3 Cell Phone @ Rs.9500 each, by cheque