



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

DEPARTMENT OF COMMERCE (MORNING/ AFTERNOON/ EVENING SECTION)

B.COM. - SEMESTER II

SUBJECT: INFORMATION TECHNOLOGY & ITS APPLICATIONS IN BUSINESS SKILL ENHANCEMENT COURSE (SEC-2)

ASSIGNMENT COPY PREPARATION INSTRUCTIONS:

1. Write the question as given in the assignment followed by the steps(formula) for solving on the ruled page and take colour printout/ screenshots of the output/result pages.
2. Cut and paste the printout/ screenshots on the blank pages corresponding to the question/ solution steps.
3. CU Roll Number must be mentioned on the header of every output (printout).
4. Hard Bound Lab Notebook (without shoelace), to be used.
5. On the first page, mention the following details:
 - Name of the Candidate
 - Semester
 - CU Roll Number (used in Semester I examination)
 - CU Registration Number
 - College UID
 - APAAR ID
6. Cover your assignment notebook with brown paper.
7. Create an index page on your first page of your lab notebook.

IT Assignment (2026)

1. Using MS-Word, do the following:

Artificial Intelligence (AI) Agents are intelligent software programs designed to perform tasks autonomously by observing their environment, processing information, making decisions, and taking appropriate actions. Businesses around the world are increasingly using AI agents for customer service, inventory management, fraud detection, personalized marketing, and business analytics. AI agents can analyse large amounts of data in a very short time and provide insights that help organizations improve efficiency and productivity.

In modern workplaces, AI-powered virtual assistants help employees schedule meetings, manage emails, generate reports, and automate repetitive tasks. AI agents are also transforming industries such as healthcare, banking, education, and e-commerce by improving decision-making and reducing operational costs. As technology continues to evolve, AI agents are expected to play a significant role in shaping the future of business and society.

Students have to apply: Justify Alignment, Line Spacing 1.5, Font Style -Times New Roman Font Size - 14, Page Border, Moderate Margin, Header 'AI Agents', Footer with Page Number, and create a Bookmark at the end of the first paragraph.

2. Using MS-Word, do the following:

Cyber Security refers to the protection of computer systems, networks, software, and data from unauthorized access, cyberattacks, and digital threats. With the increasing use of the internet and digital technologies, organizations face challenges such as phishing attacks, ransomware, malware infections, and data breaches. Strong passwords, regular software updates, antivirus tools, and employee awareness programs are essential for maintaining cybersecurity.



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Every internet user should practice safe online behaviour by avoiding suspicious links, using secure websites, enabling multi-factor authentication, and regularly backing up important files. Cybersecurity is not only a technical requirement but also a shared responsibility among organizations and individuals to ensure a safe digital environment.

Students must: Change Font to Arial 14, Select first phrase and apply different colors to selected phrases, make selected text Bold and Italic, create a Bulleted List, align the paragraph to Centre, apply 12 pt spacing before and after, and insert a Page Break.

3. Using MS-Word do the following:

Create a Mail Merge letter using the following data source and generate letters for all records.

Title	First Name	Last Name	Job Title	Address	City	Interview Date
Mr.	Aman	Sharma	Data Analyst	Park Street	Kolkata	15/12/2026
Ms.	Riya	Sen	Account Executive	Salt Lake	Kolkata	16/12/2026
Mr.	Arjun	Das	Team Leader	Garia	Kolkata	17/12/2026
Ms.	Neha	Roy	HR Associate	Howrah	Howrah	18/12/2026
Mr.	Vikash	Singh	Auditor	Dunlop	Kolkata	19/12/2026

Students must create the Data Source, Main Document, insert Merge Fields, Preview Results, and generate individual letters for all candidates.

4. PowerPoint Presentation – Generative AI in Education

Prepare 8 slides covering: Introduction, what is Generative AI, AI Tools used in Education, Benefits, Challenges, Real-life Applications, Future Scope, and Conclusion.

Students must include Hyperlinks, Slide Transitions, Custom Animations, Morph Transition, Audio Clip, Video Clip, and relevant images.

5. PowerPoint Presentation – Green Technology and Sustainable Development

Prepare 8 slides covering: Green Technology, Renewable Energy, Smart Cities, Waste Management, Sustainable Business Practices, Environmental Benefits, Challenges, and Conclusion.

Students must include Charts, Hyperlinks, Slide Transitions, Custom Animations, SmartArt, and suitable images.

6. MS Excel – Financial Functions

a) Mr. Rahul Mehta has taken a loan of ₹3,50,000 at 11% p.a. for 6 years with monthly instalments. Calculate the EMI using the PMT Function.

b) Calculate the maximum loan amount that can be borrowed for 8 years if monthly payment is ₹12,000 and interest rate is 8.5% per annum using the PV Function.

Students must enter formulas, show calculations, and display the final results with proper formatting.



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7. Data Analysis using MS Excel

Use the following sales dataset and perform the required analysis.

Order ID	Category	Product	Region	Order Date	Units Sold	Revenue
1001	Electronics	Laptop	East	01-04-2026	5	250000
1002	Electronics	Mobile	North	03-04-2026	12	180000
1003	Furniture	Chair	South	05-04-2026	20	60000
1004	Furniture	Table	West	08-04-2026	10	50000
1005	Clothing	Shirt	East	10-04-2026	30	45000
1006	Clothing	Jeans	North	12-04-2026	25	62500
1007	Electronics	Tablet	South	15-04-2026	8	96000
1008	Furniture	Sofa	West	18-04-2026	4	80000
1009	Clothing	Jacket	East	20-04-2026	15	52500
1010	Electronics	Monitor	North	22-04-2026	7	70000
1011	Furniture	Cupboard	South	25-04-2026	3	45000
1012	Clothing	T-Shirt	West	27-04-2026	40	40000
1013	Electronics	Printer	East	01-05-2026	6	54000
1014	Furniture	Desk	North	04-05-2026	9	54000
1015	Clothing	Kurta	South	06-05-2026	18	36000

Students must:

- Calculate category-wise total revenue.
- Identify top 3 regions by revenue.
- Create a Pivot Table.
- Create a Line and a Column Chart showing sales trend.
- Provide 3 business insights based on the analysis.



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8. Student Result Analysis using MS Excel

Use the following data and perform the required calculations.

Name	Accountancy	Economics	Maths	Taxation
Aniket Biswas	72	88	90	84
Samiran Kabiraj	65	92	85	80
Surajit Das	48	70	75	60
Sourav Gupta	82	86	78	88
Ranjeet Singh	67	69	72	70
Sukanta Mishra	58	62	65	60
Rubel Sana	40	45	50	48
Souvik Sarkar	35	38	42	40

Students have to:

- Create a Bar Chart.
- Calculate Total, Average, Maximum and Minimum Marks using respective functions.
- Assign Grades using IF Function:
A = Total $\geq$ 320
B = Total $\geq$ 250 and $<$ 320
C = Total $<$ 250
- Calculate Standard Deviation.
- Identify Topper and Lowest Scorer.

Minakshi Chaturvedi

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