

(4)

- (b) What is MS PowerPoint? Write in details the various components of PowerPoint.
- (c) What Freeze panes option in a worksheet? Explain why do we need Freeze panes. Show steps to Freeze top row, Freeze first column, Freeze panes.

Total No. of Questions : 4]

[Total No. of Printed Pages : 4

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| Course Code CSSITS – 04 |
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Term End Examination – December, 2019

COMPUTER APPLICATION IN ACCOUNTING

Certificate in Soft Skills and it Skills (CSSITS)

Time : 3 hours

Full Marks : 100

The figures in the right-hand margin indicate marks

Answer **all** Groups as directed

Group—A

1. Answer *all* the questions, each within 1 word or 1 sentence : 1×10=10

- (a) How many ways you can save a document?
- (b) What is the maximum font size you can apply for any character?
- (c) What is the default file extension for all Word documents?
- (d) What are the smallest and largest font sizes available in font size tool on formatting toolbar?
- (e) What term describes explanatory text attached to a cell?

(2)

- (f) Which function in Excel tells how many numeric entries are there?
- (g) Functions in MS-Excel must begin with _____.
- (h) The basic unit of a worksheet into which you enter data in Excel is called a _____.
- (i) Slide sorter can be accessed from which menu?
- (j) Which key can be used to view Slide show?

Group—B

2. Answer *any four* questions each within 100 words : $5 \times 4 = 20$
- (a) Write the use of undo and redo operation in MS-Word.
 - (b) Write a note on H-Lookup.
 - (c) Show the steps to set background in a worksheet.
 - (d) Internet is multi-tasking. Why?
 - (e) Write a note on text alignment in PowerPoint.
 - (f) How can you set password in PowerPoint? Show the steps.

(3)

Group—C

3. Answer *any four* questions each within 200 words : $10 \times 4 = 40$
- (a) Write different tools used in MS-Word.
 - (b) What are header and footer in MS-Word? How to add the page numbers in document?
 - (c) Differentiate between VLOOKUP and HLOOKUP with proper example.
 - (d) Why Workbook security is important? Show the steps to set password for Worksheet.
 - (e) What is Pivot Table? Why do we need it? Write the steps to create Pivot Table.
 - (f) How Internet has changed our life? Explain.

Group—D

4. Answer *any two* questions each within 300 words : $15 \times 2 = 30$
- (a) What is the Social Media? Explain the history of social media.