

**Term End Examination - June, 2019**  
**CERTIFICATE IN SOFT SKILLS AND IT SKILLS**

**CSSITS-04**

**COMPUTER APPLICATION IN ACCOUNTING**

**Time – 3 Hours**

**Full Marks– 100**

*Answer all questions from Group - 'A', any four questions from Group - 'B', any four questions from Group - 'C' and any two questions from Group - 'D'.*

**Group 'A'**

**Q. No. 1** *Answer all the questions, each within one or two sentences* **Marks: 1 × 10= 10**

- a) What is the Extension of PowerPoint Presentation?
- b) What is the shortcut key to create new files in PowerPoint presentation?
- c) Which menu does have action button option in PowerPoint?
- d) Which feature enable us to send the same letter to different person?
- e) What is gutter margin?
- f) What is the use of End Key in Word document?
- g) Formulas in Excel start with \_\_\_\_\_ symbol.
- h) The cell reference for cell range of G2 to M12 is \_\_\_\_\_
- i) Name any two social networking site.
- j) What is internet?

**Group 'B'**

**Q. No. 2** *(Answer any four questions each within 100 words)* **Marks: 5 × 4= 20**

- a) Write about ten Keyboard shortcuts in MS Word?
- b) Write a note on Orientation in MS Word.
- c) Write the use of undo and redo operation.
- d) Notes on Format Painter option in MS Excel.
- e) Write a brief notes on how Internet has changed our life?
- f) Notes on Quick Access Bar in MS PowerPoint.

**Group 'C'**

**Q. No. 3** *(Answer any four questions, each within 200 words)* **Marks: 10 × 4= 40**

- a) Discuss about Alignment option in Home tab of MS Excel?
- b) Discuss about different margin option and custom margin option in MSWord.
- c) Write short notes on Data filtering and Data sorting of MS Excel.
- d) Write the steps to change character width and line spacing in MS word.
- e) Write the steps to change the slide size from16:9 to 4:3 and custom size 21:13.
- f) How you can embed a chart from Excel to PowerPoint? How can we make PowerPoint slides into PDF files in PowerPoint?

**Group 'D'**

**Q. No. 4** *(Answer any two questions, each within 300 words)* **Marks: 15 × 2= 30**

- a) What is the Social Media? Explain about History Internet with its Timeline.
- b) What is MS Word? Write in details the various component of MS Word.
- c) Define the following terms of MS Excel:
  - i) Graphics
  - ii) Picture
  - iii) Shape
  - iv) Clipart
  - v) Smart art

**Key:**

- a) Ppt, pptx
- b) Ctrl+N
- c) Slide Show
- d) Mail merge
- e) Margin that is added to the binding side of page when printing.
- f) The End key is a key found on a computer keyboard that moves the cursor to the end of the line, document, page, cell, or screen of where your cursor is positioned.
- g) =
- h) G2:M12
- i) Facebook and Twitter
- j) Internet is network of networks. Or International Network.