

COMPUTER APPLICATION IN BUSINESS

Answer any one

- Q- What is Mail merge ?
Write the procedure to create a letter and send it to 10 addresses using mail merge?
- Q- What is Vlook in Ms Excel ?
Write the procedure to create & insert a chart in Excel.
- Q- What is a database?
Using Ms Access create a database named Utkal University and create a table named DDCE under Utkal University and insert 20 different records of yours class containing fields.
1. First Name - Text
 2. Name - Text
 3. Father Name - Text
 4. Mother Name - Text
 5. Date of Birth - Date Time
 6. Gender - Text
 7. Address - Text
 8. Postal - Number
 9. Mobile number -Number

Questions for preparation of Practical Record by +3 4th Semester Commerce Students

- Q.1. Explain the complete path for opening of MS Word.
- Q.2. Explain the steps to format a paragraph with Font Style, Line Space, Indent and border, bullets & numbering in MS Word.
- Q.3. Explain the steps of Mail Merge including linking of database in MS Word.
- Q.4. Explain the complete path for opening of MS Excel.
- Q.5. Explain the steps to create and insert Chart in MS Excel .
- Q.6. Explain the complete path for opening and creating presentation using MS Power Point.
- Q.7. Explain how to insert Chart, Clip Art, Video , in your presentation in MS Power Point
- Q.9. Explain the gateway for opening MS Access .
- Q.10. Explain the procedure to create Table, insert Data (Numeric, Date, image) in a MS Access Database .

Guideline for preparation of Practical Record by +3 4th Semester Commerce Students

1. Cover page.

The students may purchase **ONE** practical lab records available in the market maintain the record neatly .

Otherwise the student may typed the cover page as per sample given in A4 Size paper and all the questions are hand written and make a spiral bound .

- 2.** The record should be hand written neatly only with BLUE/ BLACK ball pen
- 3.** Name and Roll. No. of the candidate should be written at the bottom of every page.
- 4.** The students will be evaluated on the basis of the record submitted through a viva-voce examination.

SAMPLE Cover Page

PRACTICAL RECORD ON COMPUTER APPLICATION

Submitted by

Name :

Roll No.



**DIRECTORATE OF DISTANCE AND CONTINUING
EDUCATION, UTKAL UNIVERSITY, VANIVIHAR**

SAMPLE RECORD.

