



DIRECTORATE OF DISTANCE & CONTINUING EDUCATION  
UTKAL UNIVERSITY : VANI VIHAR  
BHUBANESWAR:-751007

D.D.C.E.  
Education For All

Ph. No.- (0674) 2376700 (O)  
Website : [www.ddceutkal.ac.in](http://www.ddceutkal.ac.in)

---

## **NOTICE**

It is hereby notified that all the students appearing B.COM (4<sup>th</sup> Semester) Examination have to submit their practical record (Answer Book) for the paper “Fundamentals of Data Management” consisting of 25 marks. The date of submission of practical record is 01.10.2022.

### **Practical Question**

Answer all questions (12.5 marks\*2):

1. Explicate the importance of Header and Footer, Macros, Drop Cap, Table Inserting and Mail merge in M.S. Word software?
2. Discuss the use of mathematical and statistical function in M.S Excel software.

(Coordinator)