



**UNIVERSITY OF NORTH BENGAL**  
B.Com. Honours 5th Semester Examination, 2020

**CC11-COMMERCE**

**COMPUTER APPLICATIONS IN BUSINESS**

Full Marks: 60

**ASSIGNMENT**

*The figures in the margin indicate full marks.*

**Answer all of the following assignments**

15×4 = 60

1. Draft a report on increasing applications of computers in context of recent pandemic situation in a word processing software stating each step you followed to draft the report in that software. 15
2. Describe in detail how to prepare a presentation by using appropriate software regarding advantages and disadvantages of mobile phone. 15
3. Write the steps to calculate 'straight line depreciation' by using formula in a spreadsheet by taking an appropriate example of your choice. 15
4. Narrate how you prepare a letter to be sent to five persons by using 'mail merge' method after creating database each of them in a word processing software with an example. 15

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