

*CH-V/Commerce-502C-12(PR)/19***B.Com. 5th Semester (Honours) Practical Examination, 2019-20****COMMERCE****Course ID : 51222****Course Code : BCOMH 502C-12****Course Title: Computer Applications in Business-I****Time: 2 Hours****Full Marks: 40***The figures in the margin indicate full marks.***Set-1**

1. Prepare your Bio-data in MS-Word mentioning your name, guardian's name, address, date of birth, nationality, academic records, extra curriculum activity etc. 10
2. The following information regarding the expenditure of a household in the month of November 2019 are as follows: 15

	₹
Fooding	12,000
House Rent	4,000
Clothing	3,000
Educational Expenses	6,000
Travelling Expenses	2,000
Medical Expenses	1,000
Other Expenses	4,000

Show these expenditures with percentage in a pie diagram.

3. Prepare five slides in Microsoft Power Point on the course content of B.Com. 15

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**COMMERCE**

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**Full Marks: 40**

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**Set-2**

1. Prepare your Bio-data in MS-Word mentioning your name, guardian's name, date of birth, nationality, academic records, extra curriculum activity etc. 10
2. Create any three slides in MS-PowerPoint to display the subjects' name in B.Com Sem-1, Sem-II and Sem-III respectively. 15
3. There are three employees of Commerce Department in a College: 15

Employ Name	Designation	D.O.J.	Basic Pay (₹) (Nov. 2019)
A. Das	Professor	10.09.1995	60,000
S. Ghosh	Asso. Professor	12.11.2007	48,000
T. Basu	Asst. Professor	05.08.2009	23,000

Other emoluments are:

D.A. : 40% of Basic for all types of Employees.

HRA : 10% of Basic plus DA for Professor.

14% of Basic plus DA for Asso. Professor.

20% of Basic plus DA for Asst. Professor.

MA : 12% of Basic for D-O-J early 01.01.2000

08% of Basic for D-O-J after 01.01.2008

10% of Basic for others

P. Tax : ₹ 150 per month for all types of employees. Prepare a Salary Sheet using various logical operators in MS-Excel.