Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641043, Tamil Nadu, India

Bachelor's Degree Examination – November 2025
III Semester

Class : II UG | **Time : 3 Hours**
Major : B. Com IT /B. Com CS | **Max. Marks : 100**

23BCODE1B / 23BCRDE2 Computer Application in Business

Course Outcome

CO1: Know about operating system, computer and mobile operating system and applications.
CO2: Ability to perform various features of word processing, and prepare a business presentation on MS PowerPoint.
CO3: Analyze and report various mathematical, logical and other functions on a large set of data using MS Excel.
CO4: Demonstrate skills to use RDBMS and MS Access in business processes.

Part A **10 x 1 = 10**

Choose the Correct Answer

1. CPU is considered the — CO1K1
   a. Storage
   b. Brain of the computer
   c. Output device
   d. Input device

2. Payment gateway helps in — CO1K3
   a. Data entry.
   b. Online transactions
   c. Word processing
   d. Slide show

3. Macro in Word helps in — CO2K2
   a. Automatic repetitive tasks
   b. Sending emails
   c. Creating slides
   d. Making charts

4. Speaker's notes assist in — CO2K1
   a. Printing handouts
   b. Guiding the presenter
   c. Creating tables
   d. Data analysis

5. Payroll statements can be prepared using. — CO4K2
   a. Word
   b. Excel
   c. PowerPoint
   d. Access

6. Data Validation in Excel ensures — CO3K1
   a. Correct data entry
   b. Automatic chart creation
   c. Slide transitions
   d. Mail merge

7. Key that combines two or more fields to ensure uniqueness. — CO4K2
   a. Primary
   b. Foreign
   c. Composite
   d. Candidate

8. Attribute ensuring no duplicate record exists — CO4K4
   a. Foreign
   b. Primary
   c. Composite
   d. Index

9. Selecting a subset of data for audit. — CO4K2
   a. Sampling
   b. Sorting
   c. Charting
   d. Normalization

10. Dividing data into categories for analysis — CO4K4
   a. Stratification
   b. Sorting
   c. Summarization
   d. Sampling

Part B **5 x 6 = 30**

Answer ALL questions
Each answer should not exceed 400 words or two pages

11.a. Differentiate between data and information with examples. — CO1K2

(or)

12.a. Explain the features of MS Word with an example. CO2K3

(or)

12 b. Write short notes on Speaker's Notes and Slide Transitions in PowerPoint. CO2K2

13.a. Write a note on the use of spreadsheets charts and graphs in decision making. CO3K2

(or)

13.b. Explain the application of spread sheets in accounting. CO3K2

14.a. What is an Entity-Relationship Diagram (ERD) concepts and its usage? CO4K1

(or)

14.b. List the steps for creating a database in MS Access. CO4K2

15.a. List the key importance of analytical reports in auditing. CO4K2

(or)

15.b. What is an audit trail? Why is it essential in accounting systems? CO4K2

Part C 5 x 12 = 60

Answer ALL questions

Each answer should not exceed 800 words or four pages

16.a. What is networking? Explain its types in detail. CO1K3

(or)

16.b. What is an Operating System? Explain the major functions of an operating system. CO1K3

17.a. Describe the process of preparing a presentation in PowerPoint and explain the tools in detail. CO2K3

(or)

17.b. What is Mail Merge? Write the steps involved in performing a Mail Merge in Word. CO3K2

18.a. Explain in detail the various tools of Excel and its importance in business decisions. CO3K3

(or)

18.b. Define the importance of correlation and regression. Explain how excel can be used to calculate the correlation and regression and its importance in decision Making Process. CO4K3

19.a. Explain the major usage of RDBMS in decision making process in business scenario with a real time example. CO4K3

(or)

19.b. What is database Normalization? Explain in detail about the forms and features of normalization. CO4K3

20.a. Describe the steps in preparing analytical reports. How are duplicates identified and handled? CO4K2

(or)

20.b. Discuss in detail the use of sorting, charting, stratification, and summarization in analyzing large financial datasets with an example. CO4K3

****