TDC Even Semester Exam., 2019

BUSINESS ADMINISTRATION

(6th Semester)

Course No. : BBAE–605

(Information Technology and Database Management)

(Practical)

Full Marks : 30
Pass Marks : 10

Time : 2 hours

The figures in the margin indicate full marks for the questions

Answer **one** question from Group—A and **one** from Group—B. Group—C is compulsory.

GROUP—A

1. Prepare a cost sheet of ten products with imaginary figures. Then add 10% profit on cost of sales to calculate the selling price. By using logical test, find out the following :

   (a) Very expensive products—whose selling price exceeds ₹ 5,000

   (b) Moderately expensive products—whose selling price is between ₹ 2,000 and ₹ 5,000

   (c) Expensive products—whose selling price is less than ₹ 2,000

   Use MS-Excel. 10

2. Prepare five slides showing the beautiful scenarios of your area. Use custom animation to make your slide show very attractive. Use MS-PowerPoint. 10

3. Write an application for a job along with your CV in MS-Word. Then save it in the desktop. After that send the application and CV by e-mail to a Corporate House. 10

GROUP—B

4. Prepare a salary sheet of ten employees in MS-Access. Then delete the employees whose net salary is above ₹ _____ and below ₹ _____ (blank spaces will be provided by the examinees). 10

5. Prepare a table in MS-Access with the following informations :

   (a) Employee code

   (b) Employee name

(*Turn Over*)   (*Continued*)

(c) Designation

(d) Address

(e) Mobile number

Prepare another table with the following informations in MS-Access :

(a) Employee code

(b) Employee name

(c) Designation

(d) Basic salary

(e) Net salary

Then append the two tables.

(Use imaginary figures in consultation with the examiners.)   10

6. Prepare a Trading, Profit & Loss A/c and a Balance Sheet from the Trial Balance in Tally. (The trial balance will be provided by the examiners.)   10

GROUP—C

7. Viva voce.   5

8. Practical notebook.   5

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