

Monday, 14 December 2020

## SURENDRANATH EVENING COLLEGE

24/2, Mahatma Gandhi Rd, Baithakkhana, Kolkata, West Bengal 700009

B.com Part II (HONOURS /GENERAL) Examination (1+1+1 system) 2020

**Subject: Information Technology & Its Application in Business( C21G) [Practical]**

**All honours and general candidates**

Answer the following all questions and send it to [itpracticalpart2snec@gmail.com](mailto:itpracticalpart2snec@gmail.com)

**Total Marks: 25**

### Question 1: (MS-Word)

1. Write the steps to make the Following Table –

Roll	IT		Accounts		Cost		Total Marks
	Part 1	Part 2	Part 1	Part 2	Part 1	Part 2	
1	68	82	76	78	84	69	
2	68	82	46	78	64	99	
Average							

### Question 2: (MS-Excel)

Emp_code	Basic	DEPT	DA	HRA	TA	GROSS
1	24000	ACCT				
2	18000	HR				
3	16600	ACCT				
4	9000	ACCT				
5	32000	HR				
6	15000	HR				

Prepare the above salary Table using following rule -

- Calculate the DA with 105% of Basic
- Calculate HRA with 15% of Basic
- Calculate TA with 10% of Basic + 10% of HRA
- Gross=Basic + DA + HRA + TA (Using SUM function)