



Phone: 2370-3841&2353-6653
E-mail: principal@gurudascallege.edu.in

GURUDAS COLLEGE

(GOVT.SPONSORED)

1/1 SUREN SARKAR ROAD, NARIKELDANGA, KOLKATA-700 054

Reference No.:

Date:

2021
INFORMATION TECHNOLOGY AND ITS APPLICATION IN
BUSINESS-GENERAL
SECOND PAPER
(C-21-G)
FULL MARKS-40
TIME-2HRS
DATE-29/01/2022

ANSWER ANY TWO(2) QUESTIONS (20X2)

1. Create a Database 'dbStudentCourse' using MS Access. Create three Tables in the database namely tblStdent, tblCourse, tblStuCourse containing relevant attributes. Enter some data of your choice.

Run a query that displays the Student who attends a course in IT.

List down the steps to be followed for the above operations.

2. Type a letter inviting friends and/or family to a party you are hosting. Make sure your address is listed at the top of the document. Then insert two blank lines and put the date in the month, date, year format. Then enter four blank lines and leave space for your merge fields. Example: Title First Name Last Name Address 1 Address 2 City, State ZIP.

Create a data source with the names and addresses of at least five families in which you wish to mail the letters. Create fields such as: title, first name, last name, address 1, address 2, city, state, and ZIP. Or make appropriate field names of your choice but make sure you include the address information. Enter your merge fields into your main document. Create envelopes inserting your merge fields for the recipient's name and address.

Print your form in letter mode.

Write down the steps for the above operations.

3. Open a workbook in MS excel named "Payroll". Insert EmployeeID using Autofill feature. Two more fields namely, HoursWorked and HourlyRate should be included. Fill in some suitable data of your choice. Create another attribute GrossPay and calculate it as $\text{HoursWorked} \times \text{HourlyRate}$. Create a pie chart showing your data. Save the workbook.

List down the steps for the above operations.