

Bachelor of Commerce

B.Com

CHOICE BASED CREDIT SYSTEM

**BCOS – 183: COMPUTER APPLICATION IN
BUSINESS**

ASSIGNMENT

2023-24

Valid from 1st July 2023 to 30th June 2024

Third Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068

**BACHELOR OF COMMERCE
CHOICE BASED CREDIT SYSTEM
BCOS – 183: COMPUTER APPLICATION IN BUSINESS**

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Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. The assignment has been divided into three sections. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in December 2023 exams. They should download the new assignment and submit the same latest by 15 October 2023.
2. Those students who are appearing in June 2024 Term End Examination they have to submit latest by in 15 March 2024.

You have to submit the assignment of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOS-183
COURSE TITLE	:	COMPUTER APPLICATION IN BUSINESS
ASSIGNMENT CODE	:	BCOS-183/TMA/2023-24
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

(This section contains five questions of 10 marks each)

- Q.1** What is file storage and synchronization? Distinguish between one way and two-way synchronization. **(10)**
- Q.2** What is Decision support system? Explain its structure and functionalities. **(10)**
- Q.3** What is multimedia? How it can be used in a PowerPoint presentation to make it more effective? Explain the process of inserting video in a power point presentation. **(10)**
- Q.4** "Word processing has transformed the way we create, edit, and share documents, revolutionizing the world of written communication "Elucidate the statement. Discuss the evolution of word processing technology and its impact on various aspects of our lives in the digital age. **(10)**
- Q.5** How has Microsoft Excel revolutionized financial analysis in business? Discuss the specific features and functionalities of Excel that make it a powerful tool for financial modelling and decision-making. **(10)**

Section – B

(This section contains five short questions of 6 marks each)

- Q.6** Name and differentiate the two main categories of computer software. **(6)**
- Q.7** Discuss six essential Security Actions. **(6)**
- Q.8** What do you understand by Mail Merge? Define different component of Mail Merge. **(6)**
- Q.9** How has the shift to online business documentation impacted organizations, and what are the key considerations when developing effective online documentation? **(6)**
- Q.10** Discuss the versatility and importance of Microsoft Excel in data analysis and decision making. Provide examples of Excel features that enhance data analysis. **(6)**

Section-C

(This section contains four short questions of 5 marks each)

- Q.11** What do you mean by Wide Area Network? How does it differ from a Local Area Network? **(5)**
- Q.12** Explain the meaning of different components of URLs. **(5)**
- Q.13** What do you understand by a business presentation? Explain various types of business presentation. **(5)**
- Q.14** What is the difference between PV and NPV formulae in MS Excel? **(5)**