

KARIMGANJ COLLEGE
DEPARTMENT OF COMMERCE
NOTICE

Dated: 08/12/2021

It is hereby informed to all the students of B. Com TDC 6th Semester (Non-CBCS) that practical examination of the paper Information Technology in Business (ITB) will be held on 22nd December, 2021 from 9:30 am onwards in the departmental lab. All the students are instructed to arrive at the department 10 minutes before the commencement of the exam with their valid admit card. After completion of the practical examination students have to appear before the examiner in the departmental office for Viva-voce.

Furthermore, students are advised to collect their home assignment topics/questions as attached and prepare the same in home assignment copy, mentioning College Name, Department, Subject, Paper, Name, Semester, College Roll No., University Roll Number and Registration No. in the said sequence in the front page of the assignment copy and submit it to the teacher concerned in the department on 22nd December, 2021.

For any query contact:
9957094672, 8638347967

KARIMGANJ COLLEGE
DEPARTMENT OF COMMERCE
B.COM (NON-CBCS) 6TH SEMESTER
ITB PRACTICAL (HOME ASSIGNMENT)

Any 4 to be prepared in Home Assignment Copy:

1. Write down the steps for creating files, folder using DOS commands, also mention how files are merged using MS DOS.
2. How Reports are prepared in MS Access? Write down the steps with the help of a suitable example.
3. Write a letter and send it to multiple contacts (imaginary information) using Mail Merge feature of MS Word.
4. Write down the steps for inserting table in MS Word, also show how columns and rows are added in an existing table.
5. Write down the steps for creating a Marksheet in MS Excel (with imaginary information). Calculate subject wise marks (any three), Total marks, Percentage, Maximum and Minimum using excel formula.
6. Write down the steps for creating a salary sheet for multiple employees (at least three) in MS Excel. Use columns as Name, Basic pay, D.A. (% of Basic), T.A. (% of Basic), H.R.A. (% of Basic), Gross Salary, Income Tax, Net Salary etc.
7. Write down the steps to prepare a PowerPoint presentation containing 3 slides:
 - In the first slide, provide a title '**Karimganj College**' and write an introduction about Karimganj College.
 - In the second slide, provide a title '**Departments**' and write few names of the departments available in the college using bullet points.
 - In the third slide, under title '**Commerce Department**' write the name of teachers using different bullet points.
 - Use different transition for all the slides and start slide show.
8. Creation of Company in Tally ERP-9.
9. Write down the steps for entering the following vouchers in Tally ERP-9:
 - (i) Started Business with cash Rs/- 85,000.
 - (ii) Purchased goods for cash Rs/- 40,000.
 - (iii) Purchased goods from Sibu Rs/- 10,000.
 - (iv) Sold goods for cash Rs/- 42,000.
 - (v) Purchased Machinery Rs/- 12,000.
 - (vi) Charged depreciation Rs/- 1,200.
 - (vii) Salary paid to employees Rs/- 3,500.
 - (viii) Cash paid to Sibu Rs/- 6,000.

