

KARIMGANJ COLLEGE, SRIBHUMI
DEPARTMENT OF COMMERCE
NOTICE

Date: 1st June 2026

It is hereby informed to the **FYUG 2nd semester Commerce students 2025-26** that you are to prepare the following **assignments on the subject Computer Application in Business in a Practical Notebook**. The assignment is to be completed and **submitted in handwritten format**. You are also asked to carry the Practical Notebook and submit the same on the respective day of your **Practical Examination scheduled on 12th and 13th June 2026 in the Computer Lab of Department of Commerce, Karimganj College**. The assignment topics are mentioning below-

1. Write down the steps involved in creating a new worksheet in Microsoft Excel.
2. Write down the steps to create a PowerPoint presentation for a business meeting.
3. Write down the steps for sending an email with an attachment using an email application.
4. Write down the steps to create and save a business document in Microsoft Word.
5. Write down the steps for performing mail merge in Microsoft Word to send business letters to multiple customers.
6. Write down the steps involved in creating a chart or graph in Microsoft Excel.
7. Write a letter to the Principal of your College to start the Annual Festival in the college for the year 2026 by using MS-Word and consider the following - (a) Front size 12 with Times new Roman and line spacing 1.5, (b) Mark important words Bold and Underline.
8. Prepare a Mark sheet in MS-Excel by using hypothetical figures for the Odd Semester Examination 2026 by using the following formulae- (a) SUM, (b) Average, (c) Percentage of Marks.
9. Write a paragraph in MS-Word in any topic and show the steps for changing the font style, font size and font color.
10. Prepare 6 Slides Power point presentation in MS-Power Point on the "Department of Commerce, Karimganj College" by considering the following - (a) Apply different Animations and Transition effect on each Slide, (b) Slide Number, (c) Date in the Slides


HOD, Commerce

01.06.26

Karimganj College, Sribhumi

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**Department of Commerce
Karimganj College.**

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It is hereby informed to all the FYUG 2nd semester Commerce students that the practical examination of the subject **Computer Application in Business (SEC 151)** and the Viva-Voce of the same subject will be held on the **following dates and time in the Computer Lab of Department of Commerce, Karimganj College.**

All the respective candidates based on their following Groups are asked to remain present on the specific dates and time along with their **Practical Notebook (Completed Assignments), Admit cards.** The **Presentations will be conducted orally on the same date immediately after the completion of Practical Exam.**

DATE	GROUPS	CLASS ROLL NO (From.....To.....)	TIME
12-06-2026	Group A	2566007316-2566007341	10.00 AM – 11.00 AM
	Group B	2566007342-2566007366	11.15 AM – 12.15 PM
	Group C	2566007367-2566011752	12.30 PM – 1.30 PM
13-06-2026	Group D	2566011753-2566015051	10.00 AM – 11.00 AM
	Group E	2566015062-2566015255	11.15 AM – 12.15 PM
	Group F	2566015258-2566022544 & Others	12.30 PM – 1.30 PM

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*Department of Commerce
Karimganj, College,*

