



**জরুরি নির্দেশ / Important Instruction**

আগামী শিক্ষাবর্ষান্ত পরীক্ষায় (T.E. Exam.) নতুন ব্যবস্থা অর্থাৎ প্রশ্নসহ উত্তর পুস্তিকা (QPAB) প্রবর্তন করা হবে। এই নতুন ব্যবস্থার সঙ্গে পরীক্ষার্থীদের অভ্যস্ত করার জন্য বর্তমান অনুশীলন পত্রে নির্দেশ অনুযায়ী প্রতিটি প্রশ্নের উত্তর নির্দিষ্ট স্থানেই দিতে হবে।

**New system i.e. Question Paper Cum Answer Booklet (QPAB) will be introduced in the coming Term End Examination. To get the candidates acquainted with the new system, assignment answer is to be given in the specified space according to the instructions.**

**Detail schedule for submission of assignment for the  
PG Term End Examination June-2020**

1. Date of Publication : 20/06/2020
2. Last date of Submission of answer script by the student to the study centre : 19/07/2020
3. Last date of Submission of marks by the examiner to the study centre : 16/08/2020
4. Date of evaluated answer scripts distribution by the study centre to the students (Students are advised to check their assignment marks on the evaluated answer scripts and marks lists in the study centre notice board. If there is any mismatch / any other problems of marks obtained and marks in the list, the students should report to their study centre Co-ordinator on spot for correction. The study centre is advised to send the corrected marks, if any, to the COE office within five days. No change / correction of assignment marks will be accepted after the said five days.) : 23/08/2020
5. Last date of submission of marks by the study centre to the Department of C.O.E. on or before : 31/08/2020

---

এখানে কিছু লিখবেন না

**Do Not Write Anything Here**

---



**MODULE - I**

Answer any *two* questions :

$$12\frac{1}{2} \times 2 = 25$$

1. How do the following components of hardware associate with running of an application software, say TALLY ?
  - i) Hard disk
  - ii) RAM
  - iii) Cache
  - iv) CPU.
2. State 4 ( *four* ) roles of an operating system.
3. State 4 ( *four* ) types of memory units associated with CPU.
4. State the differences between the following :
  - a) Wi-Fi and Bluetooth
  - b) WAN and Internet
  - c) Extranet and Intranet.

---

**First Answer :**



**QP Code : PA/5/XX**

4 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

5 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

6 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

7 / 16

**PG-COM.-AP-17096**

**Second Answer :**



**QP Code : PA/5/XX**

8 / 16

**PG-COM.-AP-17096**





**QP Code : PA/5/XX**

9 / 16

**PG-COM.-AP-17096**

**MODULE - II**

Answer any *two* questions :

$$12\frac{1}{2} \times 2 = 25$$

5. Write the steps for the following functions in a word processor :
  - a) Create table of contents
  - b) Mail-merge
  - c) Insert foot note
  - d) Calculate sum of numbers in a table.
6. Write the steps for the following functions in electronic spreadsheet :
  - a) Draw pie-chart with data displayed over the chart
  - b) Calculate IRR
  - c) Link two sheets of one file
  - d) Display numbers up to 4 decimal places
  - e) Wrap & Centre text in a cell.
7. State the steps for the following functions in power point application :
  - a) Animate the bulleted text in a slide
  - b) Insert an object from word document
  - c) Insert date and time in hour : minute : seconds
  - d) Introduce borders of different styles in different slides
  - e) Add comment to a text in the slide.
8. State the steps for the following functions in Financial Accounting Packages :
  - a) Creation of a ledger
  - b) Generating a Balance Sheet
  - c) Creation of a cost centre
  - d) Change Accounting period
  - e) Alter Stock item.

---

**First Answer :**



**QP Code : PA/5/XX**

11 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

12 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

13 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

14 / 16

**PG-COM.-AP-17096**

**Second Answer :**



**QP Code : PA/5/XX**

15 / 16

**PG-COM.-AP-17096**



**QP Code : PA/5/XX**

16 / 16

**PG-COM.-AP-17096**