

JOGAMAYA DEVI COLLEGE
DEPARTMENT OF COMMERCE
B.COM PART - II
IT PRACTICAL SUPPLEMENTARY EXAMINATION

NOTICE

All students of B.Com Part - II (old candidates), those who were unsuccessful in clearing the IT Practical examination are required to submit an IT Practical Assignment attached with this notice at itpractical.jdc@gmail.com by 25th November, 2020.

Head of the Department
Department of Commerce

JOGAMAYA DEVI COLLEGE

DEPARTMENT OF COMMERCE

B.COM PART - II IT PRACTICAL SUPPLEMENTARY EXAMINATION

Assignment for B.Com Part - II IT Practical Supplementary Examination

Q. Do the following in **MS-WORD**.

1. Type the following paragraph.

Computer is a machine that accepts data as input, processes that data using programs, and outputs the processed data as information. Many computers can store and retrieve information using hard drives. These can be connected together to form networks, allowing connected computers to communicate with each other. It is a general purpose electronic device that is used to perform arithmetic and logical operations automatically.

2. Underline the word "Computer".

3. Make the sentence "Many computers can store and retrieve information using hard drives" - Italics

4. Change the Font Style of the paragraph to 'Courier New'.

5. Apply DropCap feature on the word "Computer".

Instructions to be followed:

- 1. This Assignment is applicable only for B.Com Part - II (old candidates).**
- 2. This Assignment is to be done using MS-Word.**
- 3. Do not write the Assignment's Question.**
- 4. Save the file in PDF form using your CU Registration Number.**
- 5. Mail the pdf file at itpractical.jdc@gmail.com by 25.11.2020.**
- 6. Write your Name and CU Registration Number as the subject of the mail.**