

JOGAMAYA DEVI COLLEGE
DEPARTMENT OF COMMERCE
B.COM SEMESTER - III
IT PRACTICAL SUPPLEMENTARY EXAMINATION

NOTICE

All students of B.Com Semester - III (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 itpsem.jdc@gmail.com by **28th November, 2020**.

Head of the Department
Department of Commerce

JOGAMAYA DEVI COLLEGE

DEPARTMENT OF COMMERCE

B.COM SEMESTER - III IT PRACTICAL SUPPLEMENTARY EXAMINATION

Assignment for B.Com SEMESTER - III IT Practical Supplementary Examination

Q1. Do the following in **MS-WORD**.

a. 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.

b. Underline the word “Computer”.

c. Make the sentence “Many computers can store and retrieve information using hard drives” - Italics

d. Change the Font Style of the paragraph to ‘Courier New’.

e. Apply DropCap feature on the word “Computer”.

Q2. Write the HTML code for inserting a picture in a Web Page.

(use MS-Word to write the code only, output page is not required)

Instructions to be followed:

- 1. This Assignment is applicable only for B.Com Semester - III (old candidates).**
- 2. Do not write the Assignment’s Question.**
- 3. This Assignment is to be done using only one MS-Word file (Both Q1. and Q2.)**
- 4. Save the file in PDF form using your CU Roll Number.**
- 5. Mail the pdf file at itpsem.jdc@gmail.com by 28.11.2020.**
- 6. Write your Name, CU Roll Number and CU Registration Number as the subject of the mail.**