SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

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SYAMAPRASAD COLLEGE
www.syamaprasadcollege.in

Date: 13.11.2025

NOTICE

To: B.COM [Sem 2] [CCF][4 years/ 3 Years.]

Students are hereby notified that, all the B. Com [Sem 2] [4 years/ 3 years] [CCF] students are hereby instructed to answer the following Questions and submit it on the scheduled date of Examination.

Students have to prepare this assignment considering the following instructions:

➤ The assignment must be handwritten in A4 paper and submitted in a channel file

➤ The cover page must mention the following—
- Name of Student
- University Roll Number
- University Registration Number
- Name of the paper with year of Examination

[ITAC-SEC-2]-2025

1. Explain the steps to insert a header and page number together in a Word document.
2. How can you format a paragraph using line spacing, alignment, and indentation?
3. What is Mail Merge? Describe the steps to create address labels.
4. Explain how to create a chart.
5. How do you sort data in ascending order?

Exam Co-ordinator

Vice Principal

Vice Principal
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