

স্বপ্ন অব বিজনেস


Bangladesh Open University BBA Program Semester: 212 (2nd Level)

Course Title: Computer Application in Business

Due on: November 17, 2023

(Assignment is to be presented in own handwriting on A4 size white pages)

Note: Answer all the questions and submit to the coordinator of your tutorial center on or before due date.

	<ol style="list-style-type: none"> 1. Assignments must be submitted on A4 size paper in own hand writing. 2. Completed cover must be used on the top of each assignment as per the specimen cover page in the Semester Calendar) 3. Assignments must be submitted to the coordinator of the study center you are attached with. 4. Spiral binding must be avoided. Instead, transparent folder or file cover or any other soft binding may be used. 5. Contact e-mail address & Cell Phone and Land Phone numbers must be written on the cover page clearly. If your e-mail address is not yet added to our e-mail list, please send a mail to the coordinator of your study center with subject "Add Me". 6. In the case of delayed submission, the School will not acknowledge the submission of the assignment(s) and will not be responsible for any damage or loss of the assignment(s). 7. If it is noticed that your assignment is copied from another student's assignment, your assignment will be cancelled automatically. 	<p>Assignment & Class Performance Marks distribution</p>
		<p>Assignment -1 } 10</p> <p>Assignment -2 } 10</p>

- 1.1. What are the operations you can perform through computer?
- 1.2. What computer applications are most appropriate for presentations?
- 1.3. What are the key features of Excel? What are the common uses of Excel in business transactions?



- 1.1. Record 2 videos as per the following instructions and upload them into your YouTube channel and share the LINK and QR code on the assignment:
 - 1.1.1. A video [maximum 10 mins] on the formatting of a word file.
 - 1.1.2. A video [maximum 10 mins] on the preparation of powerpoint slides and their important features.

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Bangladesh Open University BBA Program Semester: 212 (2nd Level)

Course Title: Computer Application in Business

Due on: December 22, 2023

(Assignment is to be presented in own handwriting on A4 size white pages)

Note : Answer all the questions and submit to the coordinator of your tutorial center on or before due date.

	<ol style="list-style-type: none"> 1. Assignments must be submitted on A4 size paper in own hand writing. 2. Completed cover must be used on the top of each assignment as per the specimen cover page in the Semester Calendar) 3. Assignments must be submitted to the coordinator of the study center you are attached with. 4. Spiral binding must be avoided. Instead, transparent folder or file cover or any other soft binding may be used. 5. Contact e-mail address & Cell Phone and Land Phone numbers must be written on the cover page clearly. If your e-mail address is not yet added to our e-mail list, please send a mail to the coordinator of your study center with subject "Add Me". 6. In the case of delayed submission, the School will not acknowledge the submission of the assignment(s) and will not be responsible for any damage or loss of the assignment(s). 7. If it is noticed that your assignment is copied from another student's assignment, your assignment will be cancelled automatically. 	<p style="text-align: center;">Assignment & Class Performance Marks distribution</p> <hr/> <p style="text-align: center;">Assignment -1 } 10</p> <p style="text-align: center;">Assignment -2 } 10</p>
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- 2.1. Mention the operating systems that are widely used in the world now.
- 2.2. How to connect a projector with a computer? What type of ports are required? If the display can't be visible on the computer screen, what you will do to ensure the multiple display?
- 2.3. If your computer display doesn't work, what can be the reasons? List them down.



- 2.4. Record 2 videos as per the following instructions and upload them into your YouTube channel and share the LINK and QR code on the assignment:
 - 2.4.1. A video [maximum 10 mins] on the opening steps of a YouTube channel.
 - 2.4.2. A video [maximum 10 mins] on making charts from a data set.