

Bangladesh Open University

BBA Program
Semester: 212 (2nd Level)

Course Title: Computer Application in Business

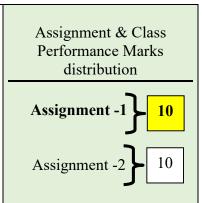
Due on: November 17, 2023

(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.



- 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.



- 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?

YouTube

- 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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BBA 2309



Bangladesh Open University

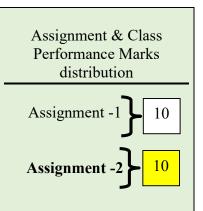
BBA Program Semester: 212 (2nd Level)

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.

- 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.
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- 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).
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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.

YouTube

- 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.

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