# School/ Department:- School of Commerce and Management

**Name of Course & Semester**:- B.Com(Hons.) & 4th Semester

**Subject:** - Computer Application In Business **Code**:-COMR223

 Assignment No 4

1) What do you mean by offset?

2) How to Record a tax rates in excel? ...

3) How to create a drop down in excel? ...

4) How index works? ...