

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2014**Fourth Semester****Common course – BASIC INFORMATICS FOR MANAGEMENT****(Common for B.B.A and B.B.M)****Time : Three Hours****Maximum Weight : 25****Part A****Answer all questions.****Each bunch of four questions carries a weight of 1.**

- I. 1. _____ feature allows to quickly fill a logical series of numbers, labels and formulae.
2. _____ function returns the largest value in a set of numbers.
3. A workbook is made of a number of _____.
4. The text entered into a cell is _____ aligned automatically. (left / right).
- II. 5. In Excel, by default. the gridlines are not printed. (True / False)
6. The _____ option shows how the worksheet look when you print it.
7. The if function '= if (15 < 10, "Good", "Bad")' will return _____.
8. The cell address C 15 in a formula means it is a _____ reference.
- III. 9. A _____ is a graphical representation of worksheet data.
10. The function key used to change current period is _____.
11. When we load Tally for the first time _____ screen is displayed.
12. There are _____ number of reserved groups in Tally. (write the number).
- IV. 13. _____ is used to record transfer of stock item from one godown to another.
14. The short cut key for alteration of company is _____.
15. A sub group of account is a part of _____ group.
16. The trial balance of ledger accounts can be displayed from _____ menu.

(4 × 1 = 4)**Turn over**

Part B

Answer any five questions from this part.

Each question carries a weight of 1.

17. What is a cell?
18. What is a workbook?
19. Write the syntax of NPV function.
20. What are different types of data that can be entered in worksheet?
21. How can you create a company in Tally?
22. How can you enter closing stock in the accounts of a Company in Tally?
23. What is Tally audit?
24. How can you delete groups?

(5 × 1 = 5)

Part C

Answer any four questions from this part.

Each question carries a weight of 2.

25. What are the different methods of cell referencing in Excel?
26. Explain the components of Excel window.
27. Explain how charts are prepared in Excel.
28. What is meant by grouping of accounts?
29. Explain the function of F12 button in Tally.
30. What are the advantages of computerized accounting?

(4 × 2 = 8)

Part D

Answer any two questions.

Each question carries a weight of 4.

31. Explain the Logical Functions and Financial Functions available in Excel.
32. Write an essay on the different categories of reports Tally generates.
33. Explain the various accounting vouchers in Tally.

(2 × 4 = 8)