

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2016**Fourth Semester****Common Core Course—BASIC INFORMATICS FOR MANAGEMENT**

(Common for B.B.A. and B.B.M.)

[2013 Admission onwards]

Time : Three Hours

Maximum Marks : 80

Part A (Short Answer Questions)

*Answer all questions.
Each question carries 1 mark.*

1. What is Excel ?
2. How many number rows are maximum available in a worksheet ?
3. What are the disadvantages of the auto sum function in Excel ?
4. Name the three addressing modes available in MS excel.
5. State any *two* features of computerized accounting.
6. State the need for Tally.
7. What are the features of F11?
8. What is voucher configuration ?
9. What is meant by balance sheet ?
10. What is meant by Group Vouchers ?

(10 × 1 = 10)

Part B (Brief Answer Questions)

*Answer any eight questions.
Each question carries 2 marks.*

11. Mention the layout of an excel work sheet with its features.
12. What is Cell and Cell address ?
13. Explain about formatting techniques in Excel.
14. What is IF function in excel ?
15. What is PMT ? How to calculate it ?
16. Highlight the salient features of tally.
17. What are the advantages of Computerised accounting ?
18. What are the Tally screen components ?

Turn over

19. What is journal voucher ? Explain its various types.
20. What is contra voucher ? How will you display this voucher in your desktop ?
21. State the purpose of preparing Profit and Loss accounts.
22. What is List of Accounts ? Explain.

(8 × 2 = 16)

Part C (Brief Answer Questions)

*Answer any six questions.
Each question carries 4 marks.*

23. Explain the elements of Excel Window.
24. Explain the steps to print a worksheet.
25. State the steps to be followed to create a chart in MS Excel.
26. How to enter basic formulas and calculations in Excel ?
27. Explain various components of Tally.
28. List out the limitations of Computerised accounting.
29. Briefly explain the details to be filled in creation of company.
30. What is Ledger ? Discuss the procedure for working with Ledgers.
31. Make a note on Financial reports in Tally.

(6 × 4 = 24)

Part D (Long Essay)

*Answer any two questions.
Each question carries 15 marks.*

32. What are the components of the Excel window worksheet and their functions ?
33. State and explain different types of charts available in Excel.
34. Describe various accounting vouchers with appropriate examples.
35. Explain the procedure of preparing Trial balance, Profit and Loss account and Balance sheet in Tally.

(2 × 15 = 30)