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Reg. No.....

Name.....

**B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2019**

**Fourth Semester**

**Common Core Course—BASIC INFORMATICS FOR MANAGEMENT**

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

[2013 to 2016 Admissions]

Time : Three Hours

Maximum Marks : 80

**Part A (Short Answer Questions)**

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

1. What is Gateway of Tally ?
2. What is Auto sum ?
3. How to generate a Day book ?
4. What is memo voucher ?
5. How to create a company in Tally ?
6. What is a cell in Excel ?
7. What is GAAP ?
8. How to change accounting period ?
9. What is the shortcut key to select configure screen ?
10. What is a spreadsheet ?

(10 × 1 = 10)

**Part B (Brief Answer Questions)**

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

11. How to create a new voucher type in Tally ?
12. What is Pivotal table ?
13. What you mean by ageing analysis ?
14. What are reserved groups in Tally ?
15. What you mean by shutting a company ?
16. Explain how an existing company can be altered.

**Turn over**

17. What is legend in Excel chart? How to add legend ?
18. Explain the purpose of preparing debit note.
19. What is meant by source document ?
20. What is the use of contra voucher ?
21. How to view P and L account and Balance Sheet in Tally ?
22. State the money measurement assumptions of accounting ?

(8 × 2 = 16)

### Part C (Brief Answer Questions)

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

23. What are the features of Tally ?
24. Explain the "PMT function" in Excel ?
25. Explain the Primary groups in Tally.
26. Explain the different types of operators used in Excel formula ?
27. What is Bank Reconciliation ? How to view Bank Reconciliation Statement ?
28. "Every accounting transaction has a dual aspect - receiving aspect called Debit and giving aspect called Credit"—Explain.
29. Explain the screen components of Tally.
30. What are the advantages of computerized accounting ?
31. How to create a chart in Excel ?

(6 × 4 = 24)

### Part D( Long Essays)

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

32. Briefly describe the various accounting vouchers used in Tally.
33. Explain the financial reports in Tally ?
34. Explain the Mathematical, Logical and Statistical functions in Excel with the help of appropriate examples ?
35. Which are the user interface elements of Excel ?

(2 × 15 = 30)