

E 2945

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Reg. No.....

Name.....

**B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH/APRIL 2012**

**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 (Objective Type Questions)**

*Answer all questions.*

*Each bunch of four questions carries a weight of 1.*

- I. 1 What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?  
(a) F3 ; (b) F5 ; (c) F7 ; (d) F9 ; (e) F11 ; F13.
- 2 Is it possible to insert an image from a file into an Excel spreadsheet ?  
(a) Yes ; (b) No.
- 3 \_\_\_\_\_ is a shortcut key used to edit cell.
- 4 Move or copy sheet option is present in \_\_\_\_\_ menu.
- II. 5 Chart and pivot chart are same :  
(a) True ; (b) False.
- 6 The left side of the formula bar is called as \_\_\_\_\_.
- 7 Which formula can add all the numerical values in a range of cells, ignoring those which are not numerical, and place the result in a different cell :  
(a) Count ; (b) Average ; (c) Sum.
- 8 When you see a cell with a red triangle in the top right corner, what does this signify ?  
(a) There is an error in the cell.  
(b) There is a comment associated with the cell.  
(c) The font colour for text in the cell is red.  
(d) A formula cannot be entered into the cell.
- III. 9 To record transaction in foreign currency, you should set this options to \_\_\_\_\_.  
(a) Yes ; (b) No.
- 10 The different features of a company can be selected or modified by \_\_\_\_\_ button.
- 11 To exit the window in Tally without conformation, press \_\_\_\_\_.

**Turn over**

- 12 After service tax is enabled for a company, entering the service tax master details is not compulsory as it does not affect the voucher entries :

(a) True ; (b) False.

- IV. 13 \_\_\_\_\_ are a collection of Ledgers of the same nature of transactions.

- 14 The "sale order outstanding" screen by default will show the report as on last date of voucher :

(a) True ; (b) False.

- 15 \_\_\_\_\_ group consist of capital and reserve and surplus of the company.

- 16 You can delete a group by pressing \_\_\_\_\_ in the group alteration screen.

(4 × 1 = 4)

### Part B

*Answer any five of the following.  
Each question carries weight 1.*

- 17 Differentiate between Save and Saveas.  
18 Explain "fill option" briefly.  
19 State any four advantages of Tally Accounting software.  
20 What do you mean by switching between screen areas ?  
21 Explain how to quit the Tally screen.  
22 Write the meaning of Tally Vouchers. List down any two features of Payment Voucher.  
23 List down any five voucher screen button names.  
24 Differentiate deletion and cancellation of vouchers.

(5 × 1 = 5)

### Part C

*Answer any four of the following.  
Each question carries weight 2.*

- 25 Explain (a) project worksheet ; (b) project work book ; (c) sub total ; (d) table.  
26 Explain goal seek and auditing command briefly.  
27 Write a step to create pivot table chart report.  
28 Functions of F11.  
29 What is meant by groups of expenditure and accounts ?  
30 Explain briefly the process of creation of ledger.

(4 × 2 = 8)

### Part D

*Answer any two of the following.  
Each question carries weight 4.*

- 31 Write about chart and its types. Write a step to create a chart.  
32 Define the term company in the context of Tally and explain how to create a company in Tally  
33 Explain the creation of groups.

(2 × 4 = 8)