

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2017**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. How many number of rows and columns are available in a typical worksheet ?
2. Which symbol must all formula begin with ?
3. How are data organized in a spreadsheet ?
4. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled ?
5. What do you mean by computerized accounting ?
6. State any two limitations of Computerised accounting.
7. What is Master configuration ?
8. What is meant by Trial balance ?
9. What is Profit and Loss account ?
10. What is group vouchers ?

(10 × 1 = 10)**Part B (Brief Answer Questions)***Answer any eight questions .**Each question carries 2 marks.*

11. What is meant by worksheet in MS Excel ?
12. What are the different components of MS Excel workbook ?
13. What is Macros in MS Excel ?
14. What are the various mathematical functions available in MS Excel ?

Turn over

15. What is Goal Seek in Excel ? How to Use It ?
16. What are the features of Computerised accounting ?
17. How to quitting Tally ?
18. Make a note on Mouse/Keyboard conventions.
19. What is Sales Invoice ?
20. What is Receipt voucher ?
21. State the features of Accounts book.
22. What is Group summary ?

(8 × 2 = 16)

Part C (Brief Answer Questions)

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

23. State the process of inserting and deleting Rows and Columns in Excel.
24. What is work book ? Explain its features.
25. Discuss the process of creating and editing charts in MS Excel.
26. What are the various logical functions available in MS Excel ?
27. What are the advantages of computerized accounting ?
28. Explain FI2 configurations.
29. What is the procedure for creating company in Tally ?
30. What are the purposes of preparing Profit and Loss account and Balance sheet ?
31. Explain the features of List of Accounts.

(6 × 4 = 24)

Part D (Long Essays)

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

32. Describe the process of inserting and deleting worksheets in MS excel.
33. Describe the various statistical and financial functions available in excel.
34. What are the technological advantages of Tally ? Explain.
35. What are the financial reports in Tally ? Explain.

(2 × 15 = 30)