



QP CODE: 24020619



24020619

Reg No :

Name :

BBA DEGREE (CBCS) REGULAR EXAMINATIONS, APRIL 2024

Fourth Semester

Bachelor of Business Administration

Complementary Course - BA4CMT19 - BASIC INFORMATICS FOR MANAGEMENT

2017 Admission Onwards

30AEB7CA

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. Narrate the use of Keys in Excel:-(a) Right Arrow (b) Left arrow.
2. Discuss about Worksheet in Excel.
3. Explain the steps to freeze Rows and Columns in Excel.
4. What are the 4 types of Operators in Excel Formulas?
5. With an example explain what is Mixed cell referencing mode in Excel.
6. Explain the different categories of functions supported in Excel.
7. State any four functions of accounting.
8. What is computerised accounting?
9. What is meant by gateway of Tally?
10. How to display a ledger?
11. What is payment voucher?
12. How to display the ledgers?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. Write short notes on opening a work book and Closing a work book





14. Explain the various text alignment options available on the Alignment tab of Format Cell window.
15. Write a short note on (a) sum (b) Round (c) Factorial
16. Write short notes on the following with a suitable example: (1) Line Chart (2) Pie Chart (3) Doughnut Chart (4) Area Chart
17. Differentiate between manual and computerised accounting systems.
18. Discuss the various advantages of Tally.
19. Illustrate the company creation process in Tally ERP 9.
20. Briefly explain about the financial statements.
21. What are the different steps of printing reports?

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. What are the main components of Excel user Interface?
23. Explain the various logical functions in Excel.
24. What is computerised accounting? Discuss the various characteristics of computerised accounting system?
25. What are the F11 features in Tally ERP 9?

(2×15=30)

