

E 2033

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Reg. No.....

Name.....

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2016

Fourth Semester

Common course—BASIC INFORMATICS FOR MANAGEMENT

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

[Prior to 2013 Admissions]

Time : Three Hours

Maximum Weight : 25

Part A

Answer all questions.

Each bunch of four questions carries a weight of 1.

- I. 1. While exporting Ledgers from Tally to Webpage, we use :
- (a) XML format. (b) ASH format.
(c) HDF format. (d) HTML format.
2. Budget represents :
- (a) Estimation. (b) Forecasting.
(c) Assumptions. (d) All of these.
3. To see any reports in detailed way, press :
- (a) Alt + F2. (b) F2.
(c) Alt + C. (d) Alt + F1.
4. Cash sales enter into _____ voucher.
- II. 5. MS- Excel is based on :
- (a) Windows. (b) DOS.
(c) Unix. (d) OS/2.
6. _____ is a key used for journal voucher.
7. Tax received on sales is called _____.
8. A Contra voucher entry is a transaction involving transfer of cash between :
- (a) Cash account to Cash account. (b) Cash account to Bank account.
(c) Bank account to Cash account. (d) All of the above.
- III. 9. Party account can be created through :
- (a) Group creation. (b) Ledger creation window.
(c) Inventory creation window. (d) Any one of the above.

Turn over

10. Data folder of a company consists of :

- (a) 3 digits. (b) 4 digits.
(c) 5 digits (d) 6 digits

11. Which of the following function will return a value of 8 ?

- (a) ROUNDUP (8.4999,0). (b) ROUNDDOWN (8.4999,0).
(c) ROUND (8.4999). (d) Only B and C.

12. What is the shortcut key to insert current date in a cell ?

- (a) CNTRL + D. (b) CNTRL + T.
(c) CNTRL + ;. (d) CNTRL + /.

IV. 13. _____ is a shortcut key to edit cell.

14. In Tally without confirmation press (Ctrl)+(Q) to _____ the window.

15. The default header for a worksheet is :

- (a) Username. (b) Data and time.
(c) Sheet tab name. (d) none.

16. Using _____ option, you can browse any website or view any file in web format.

- (a) (ALT) + H.
(b) (ALT) + W.

(4 × 1 = 4)

Part B

*Answer any five questions from this part.
Each question carries a weight of 1.*

17. Explain page setup options ?

18. Explain how to quit the Tally screen.

19. Differentiate deletion and cancellation of vouchers.

20. List down any five voucher screen button names.

21. How to create formula in Excel ?

22. Which are the Logical functions in excel ?

23. Which are the tally screen components ?

24. Differentiate between accounting vouchers and contra vouchers ?

(5 × 1 = 5)

Part C

*Answer any four questions from this part.
Each question carries a weight of 2.*

25. What are the different addressing modes ?

26. Explain the procedure for voucher entry.
27. Explain Physical stock register.
28. Differentiate Statistical functions and Logical functions.
29. Write down the steps to create an MS-Excel Worksheet.
30. Explain goal seek and auditing command.

(4 × 2 = 8)

Part D

*Answer any **two** questions.
Each question carries a weight of 4.*

31. Briefly explain the procedure for generating and printing of accounting reports.
32. Explain how to create and setting up of a company in Tally.
33. Explain project worksheet and project workbook.

(2 × 4 = 8)