

E 1737

(Pages : 3)

Reg. No.....

Name.....

C.B.C.S.S. - B.B.A./B.B.M. DEGREE EXAMINATION, APRIL 2011

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

Answer all questions.

Each bunch of 4 questions carries weight of 1.

- I. 1 To navigate from one sheet to another ——— short cut key is used.
2 Text to column is present in ——— menu.
3 Auditing option is present in ——— menu.
4 Texts are ——— aligned and numbers are ——— aligned in excel.
- II. 5 How many type of dates style are there ——— ?
6 = if (10 < 5, "small", "big") will return ———.
7 round (78.748,2) will return ———.
8 Set of Worksheets are called ———?
- III. 9 F11 button is available on ——— side panel button.
(a) Right. (b) Left.
10 Groups are a collection of ——— of the same nature of transactions.
11 In tally without confirmation press [Ctrl] + [Q] to ——— the window.
12 Tally allows creating multiple price list with alternative rates.
(a) True. (b) False.
- IV. 13 Tally allows to import data from other software :
(a) True. (b) False.
14 Button Bar consisting of numerous buttons appear on ——— side of the screen.

Turn over

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

(a) $\langle \text{ALT} \rangle + \langle \text{H} \rangle$.

(b) $\langle \text{ALT} \rangle + \langle \text{W} \rangle$.

16 Button/s referring upload are _____.

(4 × 1 = 4)

Part B

Answer any five questions from this part.

Each question carries a weight of 1.

- 17 Explain different views in your workbook.
- 18 Explain page setup options.
- 19 How to activate the Tally Screen ?
- 20 Write three functions of F11.
- 21 Explain briefly types of vouchers.
- 22 What do you mean by goal seek ?
- 23 Mention any *three* limitations of computerized accounting.
- 24 Differentiate Statistical functions and Logical functions.

(5 × 1 = 5)

Part C

Answer any four questions from this part.

Each question carries a weight of 2.

25 Write short note on the below details :

- (a) Save workspace.
- (b) Header and footer.
- (c) Delete.
- (d) Cells.

- 26 Evaluate "Essential components of Tally Software".
- 27 Explain the Tally Screen Classification.
- 28 Explain the advantages of computerised accounting.
- 29 What are the basic features of spreadsheet ?
- 30 Write down the steps to create an MS-Excel Worksheet.

(4 × 2 = 8)

Part D

Answer any two questions.

Each question carries a weight of 4.

- 31 Explain project worksheet and project work book.
- 32 Explain the process of printing under the Tally accounting system.
- 33 Write short notes on :
- (a) Exception Report.
 - (b) Optional and Postdated Voucher.
 - (c) Physical Stock Register.
 - (d) Purchase Sales Order Summary.

(2 × 4 = 8)