

E 5469

(Pages : 2)

Reg. No.....

Name.....

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2013

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 four questions carries a weight of 1.

- I. 1 The currently selected cell is known as _____.
2 Formulae in Excel always begin with _____ sign.
3 The _____ function calculates the product of all values in a range.
4 _____ is a small black square in the bottom right corner of the selected cell.
- II. 5 The sort dialog box opens up when we click _____ in the menu bar.
6 Functions in Excel are predefined _____.
7 The if function 'if (10<15, "positive", "negative")' will return _____.
8 The cell address \$B\$9 means it is a _____ reference.
- III. 9 A cell entry can be edited either in the cell or in the _____.
10 _____ is the process of classifying the ledger accounts and organizing them under major heads of accounts.
11 A company in Tally can be deleted by pressing _____ key combination.
12 There are _____ number of reserved groups in Tally.
- IV. 13 _____ is the function key to change current period.
14 At the time of creating stock item, if the unit is not existing, we can create it by pressing _____.
15 The hot key for 'shut company' is _____.
16 _____ vouchers are used to enter transactions between cash and bank.

(4 × 1 = 4)

Part B

Answer any five questions.

Each question carries a weight of 1.

- 17 What is Cell Address?
18 Differentiate between Worksheet and Workbook.
19 Define Macros.

Turn over

- 20 What are the logical functions available in Excel ?
- 21 What is conditional formatting ?
- 22 How can you create a ledger account in Tally ?
- 23 What is Tally audit ?
- 24 How can you delete a company in Tally ?

(5 × 1 = 5)

Part C

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

- 25 What are the different methods of cell referencing in Excel ?
- 26 Explain some application areas of electronic spread sheet.
- 27 Explain any two financial functions in Excel.
- 28 Explain the limitations of computerized accounting.
- 29 Illustrate the function of 'F11' button in Tally.
- 30 What are the financial reports generated with Tally ?

(4 × 2 = 8)

Part D

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

- 31 What are the different types of charts ? Explain the steps in creating charts in Excel.
- 32 Define Vouchers. What are the accounting vouchers available in Tally ?
- 33 Explain the features and advantages of Tally.

(2 × 4 = 8)