

**B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2015****Fourth Semester****Common Core Course – BASIC INFORMATICS FOR MANAGEMENT****(Common for B.B.A and B.B.M.)****[2013 Admissions]****Time : Three Hours****Maximum : 80 Marks****Part A (Short Answer Questions)***Answer all questions.**Each question carries 1 mark.*

1. What is a cell?
2. What is gate way of tally?
3. What are Macros?
4. Explain various accounting vouchers in tally.
5. How to insert a row in a table?
6. What is tally?
7. Explain Name box.
8. Explain MOD function.
9. What is SQRT function?
10. Give the syntax of Right function.

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

11. Distinguish between a work book and work sheet.
12. What are the main logical functions?
13. How to create a work book in Excel?
14. How to create a Ledger in tally.
15. Explain the features of wrap text in Excel.
16. What are sheet tabs in Excel? Where are they located?

**Turn over**

17. What is Group Summary? Give steps.
18. How to edit data in a cell?
19. What is Microsoft Excel? Give extension for MS Excel 2007 files.
20. How to shut a company?
21. How to select a range of cells?
22. Differentiate between Manual accounting and Computerised accounting.

(8 × 2 = 16)

**Part C (Brief Answer Questions)**

*Answer any six questions.*

*Each question carries 4 marks.*

23. Explain different Accounting Vouchers.
24. Explain various statistical functions in Excel.
25. How to create a company in Tally?
26. Explain Auto complete feature in Excel.
27. What are the advantages of Tally?
28. Explain cell formatting in Excel.
29. Explain the function of F11 button.
30. Explain the feature of Format Painter in Excel.
31. Write steps for creating and altering stock item.

(6 × 4 = 24)

**Part D (Long Essay)**

*Answer any two questions.*

*Each question carries 15 marks.*

32. Explain various types of Charts.
33. Explain Tally screen components.
34. Explain different formatting techniques in Excel.
35. How to create a Macro?

(2 × 15 = 30)