

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2018**Fourth Semester**

Common Core Course—BASIC INFORMATICS FOR MANAGEMENT

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

[2013 Admission onwards]

Time : Three Hours

Maximum Marks : 80

Part A (Short Answer Questions)*Answer all questions.**Each question carries 1 mark.*

- ✓ 1. How to create multiple ledgers in Tally ?
2. What is quick access toolbar ?
3. What do you mean by reversing journal ?
4. What is a function in Excel ?
5. What is meant by source document ?
6. How we can alter an existing company ?
7. What is a chart in Excel ?
- ✓ 8. How to enter accounting voucher in Tally ?
9. How to add rows and columns to a worksheet ?
- ✓ 10. What is "unit of measure" in Tally ?

(10 × 1 = 10)

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

- ✓ 11. How to view Profit and Loss Account and Balance Sheet in Tally ?
12. What is relative referencing ?
- ✓ 13. Write the difference between stock groups and stock items.
- ✓ 14. Explain debit and credit notes.
- ✓ 15. How to create a company in Tally ?
16. Distinguish between copying and moving data.

Turn over

17. What you mean by gateway of Tally ?
18. What is cell address ?
19. How to create a multiple voucher ?
20. Explain the use of "FV" function.
21. Explain business entity assumption.
22. What is axis title ? How to add axis title ?

(8 × 2 = 16)

Part C (Short Answer Questions)

*Answer any six questions.
Each question carries 4 marks.*

23. Explain the different accounting features available in Tally.
24. What are the basic accounting assumptions ?
25. What is 3-D chart in Excel ? How it is created ?
26. Explain auto fill features of Excel with an example.
27. Briefly describe the procedure for entering the accounting vouchers in Tally.
28. What are the formatting options available in Excel ?
29. What are the financial reports in Tally ?
30. Explain the "Average function" in Excel ?
31. What is Pivot table in Excel ? Explain how to insert a pivot table.

(6 × 4 = 24)

Part D (Long Essays)

*Answer any two questions.
Each question carries 15 marks.*

32. Briefly describe the predefined accounting groups in Tally.
33. Explain the screen components of Tally ?
34. Explain the financial, statistical and logical functions in Excel with the help of appropriate examples.
35. What are the features of Excel ?

(2 × 15 = 30)