



23123482

QP CODE: 23123482

Reg No : .....

Name : .....

**BBA DEGREE (CBCS) REGULAR EXAMINATIONS, MAY 2023**

**Fourth Semester**

Bachelor of Business Administration

**Complementary Course - BA4CMT19 - BASIC INFORMATICS FOR MANAGEMENT**

2021 Admission Only

D9B1C286

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is Excel? Which are the short cut keys for New, Save, Open and Print an Excel file?
2. Narrate the use of Keys in Excel:- (a) Up Arrow (b) Down arrow
3. Differentiate between a Worksheet and Workbook in Excel.
4. Explain the functions - POWER and PRODUCT.
5. Distinguish between COUNT and COUNTA function in Excel.
6. Define Macros in Excel.
7. Explain the importance of accounting.
8. Explain the need of computerised accounting.
9. How to quit from Tally?
10. How to create a group?
11. What do you meant by Statutory and taxation features in Tally?
12. What is meant by trial Balance?

(10×2=20)

**Part B**

*Answer any **six** questions.*

*Each question carries **5** marks.*





13. Write short notes on opening a work book and Closing a work book
14. Discuss about Freeze Panes and Split options available in Excel.
15. Describe the date and time function in Excel.
16. Write short notes on the formatting on Charts in Excel.
17. Compare manual accounting with computer based accounting.
18. How to alter a voucher type in Tally? Illustrate it.
19. How to create a unit of measurement in Tally?
20. How will you display the financial statements In Tally?
21. What are the different steps of printing reports?

(6×5=30)

### **Part C**

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain various formatting techniques in Excel.
23. Explain the various logical functions in Excel.
24. What is computerised accounting? Discuss the various characteristic of computerised accounting system?
25. What is Tally? State the salient features and uses of Tally.

(2×15=30)

