E 2033

Reg. No.............................

Name...............................

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2016

Fourth Semester

Common course—BASIC INFORMATICS FOR MANAGEMENT

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

[Prior to 2013 Admissions]

Time : Three Hours

Maximum Weight : 25

Part A

Answer all questions.
Each bunch of four questions carries a weight of 1.

I. 1. While exporting Ledgers from Tally to Webpage, we use :

    (a) XML format.   (b) ASH format.

    (c) HDF format.   (d) HTML format.

  2. Budget represents :

    (a) Estimation.   (b) Forecasting.

    (c) Assumptions.   (d) All of these.

  3. To see any reports in detailed way, press :

    (a) Alt + F2.   (b) F2.

    (c) Alt + C.   (d) Alt + Fl.

  4. Cash sales enter into ——————— voucher.

II. 5. MS- Excel is based on :

    (a) Windows.   (b) DOS.

    (c) Unix.   (d) OS/2.

  6. ——————— is a key used for journal voucher.

  7. Tax received on sales is called ———————.

  8. A Contra voucher entry is a transaction involving transfer of cash between :

    (a) Cash account to Cash account.   (b) Cash account to Bank account.

    (c) Bank account to Cash account.   (d) All of the above.

III. 9. Party account can be created through :

    (a) Group creation.   (b) Ledger creation window.

    (c) Inventory creation window.   (d) Any one of the above.

10. Data folder of a company consists of :

    (a) 3 digits.   (b) 4 digits.

    (c) 5 digits   (d) 6 digits

11. Which of the following function will return a value of 8 ?

    (a) ROUNDUP (8.4999,0).   (b) ROUNDDOWN (8.4999,0).

    (c) ROUND (8.4999).   (d) Only B and C.

12. What is the shortcut key to insert current date in a cell ?

    (a) CNTRL + D.   (b) CNTRL + T.

    (c) CNTRL + ;.   (d) CNTRL + /.

IV. 13. ———— is a shortcut key to edit cell.

14. In Tally without confirmation press (Ctrl)+(Q) to ———— the window.

15. The default header for a worksheet is :

    (a) Username.   (b) Data and time.

    (c) Sheet tab name.   (d) none.

16. Using ———— option, you can browse any website or view any file in web format.

    (a) (ALT) + H.

    (b) (ALT) + W.

                                    (4 × 1 = 4)

Part B

*Answer any **five** questions from this part.*
Each question carries a weight of 1.

17. Explain page setup options ?

18. Explain how to quit the Tally screen.

19. Differentiate deletion and cancellation of vouchers.

20. List down any *five* voucher screen button names.

21. How to create formula in Excel ?

22. Which are the Logical functions in excel ?

23. Which are the tally screen components ?

24. Differentiate between accounting vouchers and contra vouchers ?

                                    (5 × 1 = 5)

Part C

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

25. What are the different addressing modes ?

26. Explain the procedure for voucher entry.

27. Explain Physical stock register.

28. Differentiate Statistical functions and Logical functions.

29. Write down the steps to create an MS-Excel Worksheet.

30. Explain goal seek and auditing command.

(4 × 2 = 8)

Part D

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

31. Briefly explain the procedure for generating and printing of accounting reports.

32. Explain how to create and setting up of a company in Tally.

33. Explain project worksheet and project workbook.

(2 × 4 = 8)