QP CODE: 21102783

BBA DEGREE (CBCS) EXAMINATIONS, OCTOBER 2021

Fourth Semester

Bachelor of Business Administration

Complementary Course - BA4CMT19 - BASIC INFORMATICS FOR MANAGEMENT

2019 Admission only

3031E799

Time: 3 Hours   Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. Explain how to create and save an Excel file.

2. Explain the various methods to define a name for a Cell.

3. What are the different options available to protect a Worksheet?

4. Explain about the Arithmetic Operators in Excel.

5. Distinguish between AVERAGE and AVERAGEA functions in Excel.

6. Explain the steps to create a Macro in Excel.

7. Explain the importance of accounting.

8. Explain the need of computerised accounting.

9. Give any four pre defined groups in Tally.

10. What is F12 Configuration in Tally?

11. What is meant by stock group?

12. What is meant by profit and Loss Account?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. Briefly explain the applications of spreadsheet.

14. Write short notes on creating a work book and saving a work book.

15. Describe the date and time function in Excel.

16. Evaluate the following functions (a) =ROUND(2.135,2) (b) =ROUNDDOWN(4.225,2) (c) =ROUNDUP(5.145,2) (d) =MROUND(103.235,2).

17. Compare manual accounting with computer based accounting.

18. How will you alter a Company? Illustrate it.

19. How to create a voucher type in Tally? Illustrate it.

20. Define balancesheet.Write down the steps to view a balncsheet of an organisation 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 the various Cell formatting options available in Excel.

23. Write an essay about various types of Charts in Excel.

24. What is computerised accounting? Discuss the various characteristic of computerised accounting system?

25. How will you enter the following transactions in Tally ?(a)Commenced business with cash (b)Cash deposited in to bank (c) purchased machinery (d) Paid salary (e) Received commission

(2×15=30)