

**E 3765**



Reg. No.....

Name.....

**B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, NOVEMBER 2022**

**Fourth Semester**

Common Core Course—BASIC INFORMATICS FOR MANAGEMENT

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

[2013—2016 Admissions]

Time : Three Hours

Maximum Marks : 80

**Part A**

*Answer all questions.  
Each question carries 1 mark.*

1. What is a stock chart in Excel ?
2. Explain logical or comparison operators.
3. What are Macros ?
4. What is an Excel Worksheet ?
5. What is a Spreadsheet ?
6. Explain Pivot table.
7. Explain the tutoshapes toolbar.
8. Explain charts in Excel.
9. What is the full form of Tally ?
10. What is an active cell ?

(10 × 1 = 10)

**Part B (Brief Answer Questions)**

*Answer any eight questions.  
Each question carries 2 marks.*

11. Briefly explain the features of spreadsheet.
12. Explain how the intersheet referencing is done in Excel worksheet.
13. Write a short note on Tally ERP 9.
14. Write a short note on receipt voucher and payment voucher.
15. What is correlation ?
16. Explain the features of Tally.

**Turn over**





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17. What is Info panel ?
18. What is meant by cell address ?
19. How to select a company in Tally ?
20. What is purchase register ?
21. Explain Tool Bar.
22. Explain Backup in Tally.

(8 × 2 = 16)

**Part C (Brief Answer Questions)**

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

23. Explain (a) Cell and (b) Cell address.
24. Piont out the features of Tally.
25. What are the F11 features in Tally ERP 9 ?
26. What are the different types of charts ?
27. Explain the steps in creating charts in Excel.
28. What are the limitations of computerised accounting ?
29. What are the technological advantages of Tally ?
30. Write a note on F12 configure.
31. What are the different steps of printing reports.

(6 × 4 = 24)

**Part D (Long Essays)**

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

32. Write an essay on compuerized accounting.
33. What are the different steps of printing reports ?
34. What is ledger in Tally ERP 9 ? How can create single and multiple ledgers ?
35. Write a note on components of Excel window.

(2 × 15 = 30)

