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Reg. No.....

Name.....

B.B.A./B.B.M. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2024

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 workbook in Excel ?
2. What do you mean by NPV ?
3. What is wizard in Excel ?
4. Explain SQRT function in Excel.
5. What do you mean by Gateway of Tally ?
6. What is a column charts ?
7. What is Radar chart in Excel ?
8. What is meant by configuration ?
9. Explain Arithmetic operators.
10. Define function.

(10 × 1 = 10)

Part B

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

11. How to edit a cell ?
12. Write a short note on Accounting vouchers.
13. Explain about the Arithmetic operators in Excel.
14. How do you create a company in Tally ?
15. What is Sales Register ?

Turn over





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16. Explain the uses of Tally.
17. What is meant by Backup in Tally ?
18. Explain about the Arithmetic operators in Excel.
19. What is a function in Excel ?
20. Discuss about the custom formatting in number tab of format cells window.
21. Explain Formula bar.
22. State any two limitation of computerized Accounting.

(8 × 2 = 16)

Part C

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

23. Explain (a) Select cell ; (b) Select multiple cells.
24. Write a note on Electronic spreadsheet.
25. What are the advantages of Tally ?
26. How to create a stock group in Tally ?
27. List out the components of Excel Window.
28. Explain the advantages of computerized accounting.
29. What are ledgers and groups ?
30. How to create stock group in Tally ?
31. Point out any four differences between Computerised Accounting and Manuvel Accounting.

(6 × 4 = 24)

Part D

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

32. What are the different types of charts ?
33. Write a note on Tally and identify the key components of Tally ERP 9.
34. State the merits and demerits of computerised Accounting.
35. Write an essay about worksheet and workbook in Excel.

(2 × 15 = 30)

