

QP CODE: 19101343



Reg No :
Name :

BBA DEGREE (CBCS) EXAMINATION, MAY 2019

Fourth Semester

Bachelor of Business Administration

Complementary Course - BA4CMT19 - BASIC INFORMATICS FOR MANAGEMENT

2017 Admission onwards

E0558138

Maximum Marks: 80

Time: 3 Hours

Part A

Answer any **ten** questions.

Each question carries **2** marks.

1. Briefly explain the features of spreadsheet.
2. Explain the term
(a) Tool bar
(b) Formula bar
3. Discuss about the Custom formatting in Number tab of Format cells window.
4. Explain about the Arithmetic Operators in Excel.
5. What is a Function in Excel ? Give any two examples for Excel function.
6. Explain how the intersheet referencing is done in Excel worksheet.
7. State any four functions of accounting.
8. Explain the features of computerised accounting.
9. Write a short note on Tally ERP 9.
10. How to select a company in Tally?
11. Write a short note on:
(a) Secured loans
(b) unsecured loans
12. What is sales register?

(10×2=20)

Part B

Answer any **six** questions.

Each question carries **5** marks.

13. Explain
(a) Cell (b) Cell address (c) Select cell (d) Selecting multiple cells





14. Discuss the steps for changing column width and row width
15. Explain the different methods of cell referencing in Excel with suitable examples.
16. Write a short note on
(a) NPV (b) PMT
17. Compare manual accounting with computer based accounting
18. What are the F11 features in Tally ERP 9?
19. How to create a Stock group in Tally?
20. Write down the steps to view ledgers for account book 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. Write an essay about Worksheet and Workbook in Excel.
23. What are different type of charts? Explain the steps in creating Charts in Excel.
24. Explain computerised accounting system with its merit and demerit
25. What is a ledger in Tally ERP9? How can create single and multiple ledgers?

(2×15=30)

