



QP CODE: 21100803

21100803

Reg No : .....

Name : .....

**BBA DEGREE (CBCS) EXAMINATION, MARCH 2021**

**Fourth Semester**

Bachelor of Business Administration

**Complementary Course - BA4CMT19 - BASIC INFORMATICS FOR MANAGEMENT**

2017 Admission onwards

E9B538F0

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

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

1. Explain the various ways to navigate to a particular Cell in Excel.
2. Discuss the various ways to move around the Worksheet.
3. Explain the steps to freeze Rows and Columns in Excel.
4. Distinguish between Relative cell referencing and Absolute cell referencing.
5. What are the main logical functions in Excel?
6. Write short notes on Bar charts.
7. Define accounting.
8. Explain the features of computerised accounting.
9. Write a short note on: (a) Direct income(b) Indirect income
10. What do you meant by Accounting features in Tally?
11. What do you meant by vouchers in Tally?
12. Briefly explain the procedure for printing reports in Tally.

(10×2=20)

**Part B**

*Answer any **six** questions.*

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

13. Write short notes on opening a work book and Closing a work book.
14. Discuss about the various text formatting options in Excel.





15. Compare and contrast the various Rounding mathematical functions in Excel with suitable examples.
16. Explain with an example how to use the Goal seek feature in Excel.
17. Differentiate between manual and computerised accounting systems.
18. What is Tally? List any five advantages of Tally ERP 9
19. Illustrate the company creation process in Tally ERP 9.
20. Explain the different types of statement that can be generated in Tally.
21. How will you display the financial statements In Tally?

(6×5=30)

**Part C**

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. What are the components of an Excel window worksheet and their functions.
23. Discuss about different categories of functions available in Excel with suitable example.
24. What is computerised accounting? Discuss the advantages and disadvantages of computerised accounting system.
25. What are the components of a Tally Screen?

(2×15=30)

