



22102693

QP CODE: 22102693

Reg No : .....

Name : .....

**BBA DEGREE (CBCS) REGULAR EXAMINATIONS, AUGUST 2022**

**Fourth Semester**

Bachelor of Business Administration

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

2020 Admission Only

47FC20B2

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

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

1. How to create a Workbook in Excel?
2. Write short notes on Freeze Panes option in Excel.
3. Discuss about Header and Footer in Excel Worksheet.
4. Evaluate the following functions  
a) =ROUND(3.145,2) (b) =ROUNDDOWN(3.145,2) (c) =ROUNDUP(3.145,2)  
(d) =MROUND(101.235,2)
5. Explain the mathematical functions (1) SUM (2) FACT
6. Explain how the intersheet referencing is done in Excel worksheet.
7. Define accounting.
8. Explain the features of computerised accounting.
9. Differentiate accounting period and financial year.
10. Write a short note on: (a) capital account (b) Reserves and surplus.
11. What is Receipt voucher?
12. How to display the profit and loss account?

(10×2=20)

**Part B**

*Answer any **six** questions.*

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





13. Illustrate the data entry in cells.
14. Discuss about Worksheet and Workbook in Excel.
15. Distinguish between Absolute cell referencing and Relative cell referencing with examples.
16. Write short notes on the following : (1) Line Chart (2) Pie Chart (3) XY (Scatter) Chart (4) Stock Chart
17. Compare manual accounting with computer based accounting.
18. What are the components of a Tally Screen?
19. Explain the F11 company features related to inventory and accounting.
20. Write a short note on: (a) Ratio Analysis( b) Fund flow statement (c ) Cash flow statement
21. What are the different steps of printing reports?

(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. Explain the various logical functions in Excel.
24. What is computerised accounting? Discuss the advantages and disadvantages of computerised accounting system.
25. What is a leger in Tally ERP9? How can create single and multiple ledgers?

(2×15=30)

