



25019313

QP CODE: 25019313

Reg No : .....

Name : .....

**BBA DEGREE (CBCS) ) REGULAR/ IMPROVEMENT/ REAPPEARANCE / MERCY  
CHANCE EXAMINATIONS, FEBRUARY 2025**

**Fourth Semester**

Bachelor of Business Administration

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

2017 Admission Onwards

A06CBB85

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

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

1. Explain the significance of Cell in Excel.
2. Explain about Workbook in Excel.
3. What are sheet tabs in Excel? Where are they located?
4. How to create a Formula in Excel? Give two examples for formula.
5. Discuss about the logical functions - IF, TRUE and FALSE of Excel.
6. Discuss about Legend in an Excel Chart.
7. Explain the importance of accounting.
8. Explain the features of computerised accounting.
9. How to change date in Tally?
10. What is F12 Configuration in Tally?
11. What do you meant by vouchers in tally?
12. Briefly explain the procedure for printing a reports in Tally.

(10×2=20)

**Part B**

*Answer any **six** questions.*

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

13. Briefly explain the applications of spreadsheet?





14. Write short notes on Excel and its advantages.
15. Evaluate the following functions (a) =ROUND(10.4648,3) (b) =ROUNDDOWN(1234.768,1) (c) =ROUNDUP(5666.7,0) (d) =MROUND(3073.259,2)
16. Explain the statistical functions - AVERAGE , COUNT, MEDIAN and MODE
17. Differentiate between manual and computerised accounting systems.
18. What is Tally? Explain where Tally can be used.
19. How to create a Stock Item in Tally?
20. Explain the different types of statement that can be generated in Tally.
21. How will you display the profit and loss accounts in Tally?

(6×5=30)

### **Part C**

*Answer any **two** questions.*

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

22. Illustrate the various techniques for speed up data entry in cell.
23. Discuss about different categories of functions available in Excel with suitable example.
24. Explain computerised accounting system with its merit and demerit
25. What is group in Tally ERP9? How can create single and multiple groups?

(2×15=30)

