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

Fourth Semester

Bachelor of Business Management

Complementary Course - BM4CMT20 - COMPUTERISED ACCOUNTING

2017 Admission Onwards

062FA96C

Time: 3 Hours   Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. How can style is changed?

2. What is Sorting?

3. What is Pivot table?

4. What are Excel Templates?

5. Define Computerized Accounting.

6. How does computerized accounting help in filing GST returns?

7. How does Tally help in Payroll Management?

8. What do you mean by predefined vouchers?

9. What is the effect of turning ON the option 'Provide Advanced Information in Masters'?

10. How can you edit a voucher?

11. Explain the content of the report Cash / Bank books.

12. Write a note on Group Summary.

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. How do you Copy the content of one worksheet to another?

14. Write the steps to create a Custom List.

15. Write the formula for adding numbers entered in a continuous range of cells.

16. What are the components of a Chart?

17. What are the various security features of Tally?

18. Explain any four technological advantages of Tally.

19. How can you select and open an existing company?

20. Explain Profit and Loss or Income and Expenditure in Tally.

21. Write the print configuration options.

(6×5=30)

Part C

*Answer any **two** questions.*

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

22. Explain the Excel User Interface Elements.

23. Explain Text functions and Logical functions with examples.

24. Explain the components of Tally Screen.

25. Explain the various Financial Reports. How they are displayed?

(2×15=30)