BIM21 — BUSINESS ACCOUNTING SOFTWARE

Time : Three hours   Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1.   Define document.

2.   List down the text alignment options available in word document

3.   What is known as spread sheet?

4.   State any two financial functions.

5.   List any two features of Tally.

6.   Define Ledger.

7.   What is contra voucher?

8.   Name any two stock categories.

9.   What is called budget?

10.   State the use of Trial Balance.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions.

11. (a) Elucidate the steps for creating business letters using wizards.

Or

(b) Write short notes on spelling and grammar check.

12. (a) Discuss about MS-Excel and its features.

Or

(b) Illustrate the usage of any FOUR statistical function.

13. (a) Compare and contrast computerized accounting Vs manual accounts.

Or

(b) Describe the steps for editing and deleting groups in Tally.

14. (a) Explain the usage of sales and purchase vouchers.

Or

(b) Give an introduction to inventories.

15. (a) Discuss about day books and balance sheets.

Or

(b) Explain the significance of using find flow statement.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the steps for doing mail merge operation in word document.

17. Describe the process of creating and formatting different types of charts.

18. Draw and explain the configuration of tally screens and menus.

19. Expound the process of editing and deleting vouchers.

20. Illustrate the usage of Profit and Loss account.