

NOVEMBER/DECEMBER 2018

**BIM21 — BUSINESS ACCOUNTING  
SOFTWARE**

Time : Three hours

Maximum : 75 marks



SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is called business letters in word?
2. Mention the use of spelling and grammar check.
3. Define spread sheet.
4. List any two financial functions in MS-Excel.
5. Mention any two features of Tally.
6. What is called group in Tally?
7. Define payment voucher.
8. What is inventory?
9. Define balanced sheets.
10. Mention the use of fund flow statement.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the steps for creating word documents.

Or

- (b) Describe the usage of word count in the documents.

12. (a) Elaborate the steps for building work sheets.

Or

- (b) Illustrate any four statistical functions in MS-Excel.

13. (a) Describe the steps for creation of company in Tally.

Or

- (b) Explain the caution of ledgers in detail.

14. (a) Write short notes on sales vouchers.

Or

- (b) Discuss the process of creation of stock groups.

15. (a) Elucidate the steps for creation of cost category.

Or

- (b) Describe the steps for editing and deleting budgets.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the process of working with tables.

17. Describe the steps for creating and formatting different types of charts.

18. Expound the architecture and customization of Tally.

19. Discuss the process of creation of stock groups.

20. Elaborate the usage of cost category and cost centers in vouchers entry.