

APRIL/MAY 2019

**BIM21— BUSINESS ACCOUNTING
SOFTWARE**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is called wizards in word?
2. Mention the use of thesaurus auto correct.
3. List any two features of MS- Excel.
4. State any two statistical function in MS- Excel.
5. Define ledger in tally.
6. Give any two features of tally.
7. Define receipt voucher.
8. What is stock?
9. Define budget.
10. What is know of trial balance?



SECTION B – (5 × 5 = 25 marks)

Answer ALL questions.

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

Or

- (b) Describe the process of inserting objects into documents.

12. (a) Elaborate the steps for creating and formatting any one types of chart in MS- Excel.

Or

- (b) Illustrate any FOUR financial functions in MS- Excel.

13. (a) Describe the steps for creating of groups in tally.

Or

- (b) Compare and contrast computerized accounting with manual accounts.

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

Or

- (b) Give an introduction to inventories.

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15. (a) Elaborate the process to creating of cost centers.

Or

- (b) Discuss about day books and balanced sheets.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the steps involved in the process of mail merge.

17. Describe the process of editing and formatting work sheets.

18. Expound the steps for editing and deleting ledgers in tally.

19. Discuss the process of creation of stock categories.

20. Elaborate the usage of found flow statement.

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