

NOVEMBER/DECEMBER 2019

**BCP12 — BUSINESS APPLICATION &
ACCOUNTING SOFTWARE**

Time : Three hours

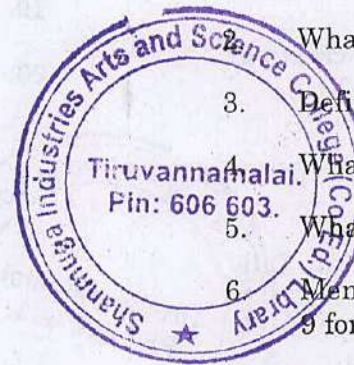
Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

All questions carry equal marks.

1. What is meant by Toolbar?
2. What is the purpose of a mail merge?
3. Define : Audio art.
4. What is the use of query in MS Access?
5. What does the statement of Inventory be used for?
6. Mention what features are available in Tally ERP 9 for accounting?
7. What is COGs?
8. What is aging analysis?
9. Define : Taxation.
10. What are the types of taxation.



SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Write a short note on commands in MS-Word.

Or

- (b) Write a short note on advanced sorting in Excel.

12. (a) Write a short note on sound in PPT.

Or

- (b) Explain in mailing labels.

13. (a) Write a short note on company creation? With examples.

Or

- (b) Explain in Budgets Tally ERP 9.

14. (a) Write a note on Re-order level in Tally ERP 9.

Or

- (b) Explain in BOM.

15. (a) Write about Export in Taxation.

Or

- (b) Write about Import in Taxation.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain in Creating Tables using word.

17. Explain the following :

(a) Creating a database.

(b) Modifying tables.

Using in PPT.

18. Write a short note on Credit Limits? Examples.

19. Explain in detail about Batch in Inventory?

20. Explain in detail about Taxation. Examples.

