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Register Number:

Name of the Candidate:

B.B.A. DEGREE EXAMINATION, May 2015**(FINANCIAL PLANNING)****(FIRST YEAR)****531: COMPUTER APPLICATIONS AND COMPUTERISED ACCOUNTING**

Time: Three hours

Maximum: 100 marks

SECTION-A**(10×2=20)****Answer any TEN questions**

1. Define Computer.
2. What are the components of a control panel?
3. Give the meaning of Software.
4. Enlist the attributes of files and folders.
5. Mention the utilities of compressing files and folders.
6. Trace out the genesis of word processing.
7. State any two uses of find and replace.
8. Differentiate hardware from software.
9. How do you protect a MS-word document?
10. What is a cell-reference?
11. Explain the term cost centre.
12. How do you account TDS in tally?

SECTION-B**(4×10=40)****Answer any FOUR questions**

13. What is Windows-XP? Bring out its features.
14. Briefly explain the advantages of computer.
15. List out the steps involved in drafting a MS-Excel worksheet.
16. "Without internet, it is almost impossible to run a modern business"-Critically evaluate.
17. Explain the uses of Power point in business presentations.
18. State the procedure to be followed in creation and alteration of a company in Tally.

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SECTION-C**(2×20=40)****Answer any TWO questions**

19. Explain the various types of computer. You are also required to draw a computer and label its devices.
20. Describe the merits of on-line business. Draft an on – line portal for advertising tourism in Tamil Nadu.
21. Briefly explain the various spreadsheet functions available under Ms-Excel.
22. Discuss the steps involved in treatment of TDS, service and VAT in Tally.

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