



April 2021

2019/UGR

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (*Autonomous*),  
CHENNAI – 600 018

IV SEMESTER (**Regular**) – Applicable to candidates admitted in the year 2019

**II B.B.A**

**Computing Tools For Management – UIVA4(6)**

TIME: 90 Minutes

MAXIMUM MARKS : 50

The first ten minutes should be used for reading the question paper only. The students should not begin to answer the questions in the first ten minutes.

## SECTION-A

Answer all the questions.

15 Marks

### I. Fill in the blanks

(5 x 1 = 5 Marks)

1. The alignment of the document is indicated in the \_\_\_\_\_.
2. A cell in MS Excel is reference to \_\_\_\_\_ and column.
3. In Power Point, save command is in \_\_\_\_\_ menu.
4. TDS stands for \_\_\_\_\_.
5. A \_\_\_\_\_ is a collection of ledgers of the same nature.

### II. Choose the correct answer

(5 x 1 = 5 Marks)

6. Short cut for checking the spelling in an active document is  
a) F7      b) F5      c) Ctrl+K      d) Ctrl+E
7. An Excel workbook is a collection of  
a) Workbooks      b) Worksheets      c) Files      d) Directories
8. MS Power Point file is a collection of  
a) Documents      b) Slides      c) Pages      d) Spread sheets
9. Tally solutions, then known as Peutronics, started its operations in the year  
a) 1980      b) 1983      c) 1986      d) 1970
10. Company creation screen divided into  
a) Two sections      b) Three sections      c) Four sections      d) Seven sections

### III. Answer the following in One or Two Sentences

(5 x 1 = 5 Marks)

11. Define Thesaurus.
12. What is meant by Chart?
13. State the term Slide Master.
14. Define Tally Vault.
15. What is Trial balance?



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**Section – B**

(3 x 5 = 15 Marks)

*Answer any three questions.*

*All questions carry equal marks.(Each answer should not exceed 150 words)*

16. Explain the features available for formatting documents.
17. Discuss the concept of absolute and relative cell reference.
18. Explain about Templates.
19. Discuss the features of Tally.
20. Explain about Gateway of Tally.
21. Discuss the steps to create and save a document.
22. Evaluate the data sort and data filter of Excel.
23. Illustrate the balance sheet preparation.

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**Section – C**

(2 x 10 = 20 Marks)

*Answer any two questions.*

*All questions carry equal marks.(Each answer should not exceed 300 words)*

24. Elaborate on the concept of Mail Merge.
25. Discuss the Logical and Mathematical Functions in Excel with an example.
26. Explain about Auto Content Wizard.
27. Elaborate the Tally and Financial Management.
28. Elucidate the procedure involved in the Creation, Alteration and deletion of group.

\*\*\*\*\***ALL THE BEST**\*\*\*\*\*