(FOR THE CANDIDATES ADMITTED   SUBJECT CODE 21UEO512

 DURING THE ACADEMIC YEAR 2021 ONLY)

REG.NO.

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS : NOVEMBER-2023

B.A ECONOMICS   **MAXIMUM MARKS: 70**

SEMESTER: V   **TIME : 3 HOURS**

PART - III
WINDOW BASED OFFICE AUTOMATION & TALLY
SECTION - A   (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS.(K1)

1. What is the blank space outside the printing area on a page?

(a) Margins   (b) Clipart   (c) Footer   (d) Header

2**.** MS Excel is a _____.

(a)Database Management software   (b)Presentation software   (c) Workbook software

(d) Spreadsheet software.

3. What is the max Zoom percentage in MS PowerPoint?

(a) 400%   (b) 300%   (c) 200%   (d) 100%

4. Which menu appears after starting tally for the first time

(a) Gateway of Tally   (b) Company info   (c) Display   (d) None of these

5.   Tally supports _____ accounting types.

(a) Cash   (b) Payroll   (c)Inventory   (d)All of these

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES(K2)

6. How to add foot-node & end note in word?

7. What is a spreadsheet?

8. Which shortcut key is used to start and exit from the slideshow?

9.   What you mean by day book in Tally?

10. What do you mean by stock voucher?

SECTION – B   (5 X 4 = 20 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K3)

11. (a) Explain the steps in creating a new document in Ms Word.

        (OR)

  (b) How to create business letters using wizards.

12.(a) Explain the features of MS Excel.

        (OR)

  (b) How to create, analyse and organize the data in MS Excel?

13.(a) How can you create a new presentation?

        (OR)

  (b) How to insert slide number on presentation?

14.(a) How do you edit and delete ledger in Tally?

        (OR)

  (b) Explain how to create cost catogories in Tally.

15.(a) Explain about Sales Voucher.

        (OR)

  (b) Explain the usage of stocks in voucher entry.

SECTION - C   (4 X 10 = 40 MARKS)
ANSWER ANY FOUR OUT OF SIX QUESTIONS (K4/K5)
(16th QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS)

16. Explain the Components of MS-Word?

17. Describe the types of views are there in MS-Word?

18. How to create and format different types of charts in Ms Excel?   .

19. How to make an image in powerpoint using different shapes?

20. Briefly explain the types of accounting vouchers in Tally.

21. Discuss how to create stock items in stock vouchers.

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ETHICAL PAPER