

(NO. OF PAGES: 2)

(FOR THE CANDIDATES ADMITTED

22UEO512

DURING THE ACADEMIC YEAR 2022-25 ONLY)

REG.NO. :

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI

END-OF-SEMESTER EXAMINATIONS : MONTH AND YEAR

BA ECONOMICS

MAXIMUM MARKS: 50

SEMESTER:V

TIME : 3 HOURS

PART - III

22UEO512- WINDOWS BASED OFFICE AUTOMATION AND TALLY

SECTION – A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.(K1)

1. In which option menu shown in mail merge?
a) View b) Format c) Tools d) Edit
2. In Ms-excel,the form command is located in which menu?
a) Data menu b) Tools menu c) Format menu d) View menu
3. What is the keyboard shortcut to perform'Redo'operation in Ms powerpoint?
a) Ctrl + R b)Ctrl +Z c) Alt +R d) Ctrl + Y
4. Which option from company info,menu is selected to create a new company in tally.
a) Company create b) Create company c) Create d) New company
5. Which of the following is not compulsory create while entry in accounts with inventory?
a) Stock groups b) Stock items c) Stock categories d) Unite of measure.

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. What is paragraph in word document?
7. State the benefits of data entry techniques.
8. How to open powerpoint?
9. What is configuration in tally?
10. What is inventory report?

SECTION-B

(5 X 3 = 15 MARKS)

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

11. a) How do you save a document in MS word?
(OR)
b) Write short note on using tabs
12. a) State the features of Ms-excel.
(OR)
b) Explain about editing text in spreadsheet.

ETHICAL PAPER

13. a) Enumerate the important features of powerpoint.
(OR)
b) How to insert and delete a slide in Ms powerpoint.
14. a) State the f12-configuration features of tally software.
(OR)
b) What are the accounting voucher of tally software?
15. a) State the format of BRS reports in tally software.
(OR)
b) Write the format of stock item in tally software.

SECTION-C

(5 X 5 = 25 MARKS)

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

(Qn. No. 16 to 20)

(K4 (Or) K5)

16. a) Discuss about formatting toolbar in MS-word.
(OR)
b) Describe the steps involved in mail merge operations.
17. a) Analyse six options of data menu in Ms-excel.
(OR)
b) How do you create charts in Ms-excel.
18. a) Explain different views in Ms powerpoint.
(OR)
b) Write note on formatting backgrounds in PowerPoint presentation
19. a) Write briefly fundamentals and features of tally programme.
(OR)
b) Describe the format of gateway of tally programme.
20. a) Explain various inventory vouchers in tally reports.
(OR)
b) How to maintain list of accounts in tally software.
