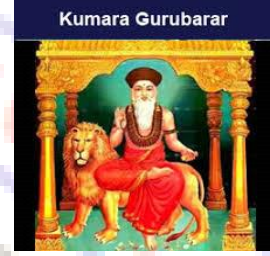




ஸ்ரீ-ல-ஸ்ரீ காசிவாசி சுவாமிநாத சுவாமிகள் கலைக் கல்லூரி  
தருப்பனந்தாள் - 612504

S.K.S.S ARTS COLLEGE, THIRUPPANANDAL - 612504



## QUESTION BANK

*Title of the Paper*

# COMPUTER APPLICATION IN BUSINESS

Course: II BCA

Sub. Code: 16SACA0B2

Semester: IV



Prepared by

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**Assistant Professor**  
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**CORE COURSE – XI  
COMPUTER APPLICATIONS IN BUSINESS**

***Unit – I***

Computer – Meaning – Characteristics – Areas of application – Components – Memory control unit – Input and output devices – Ms Word – Creating word documents – creating business letters using wizards – editing word documents – inserting objects – formatting documents – spelling and grammar check – word count – thesaurus, auto correct working with Tables – opening, saving and closing documents – mail merge.

***Unit – II***

Spread sheet – Spread sheet programmes and applications – Ms Excel and features – Building work sheets – entering data in work sheets, editing and formatting work sheets – creating and formatting different types of charts - application of financial and statistical Function – creating, analyzing and organizing data – opening and closing work books – Introduction to Pivot tables.

***Unit – III***

Fundamentals of Computerized accounting – Computerized accounting Vs manual accounting - Architecture and customization of Tally – Features of Tally – latest version – Configuration of Tally – Tally screens and menus – Creation of company – Creation of groups – Editing and deleting groups – Creation of ledgers – Editing and deleting ledgers – Introduction to vouchers – Vouchers entry – Payment vouchers – Receipt vouchers – Sales vouchers – Purchase vouchers – Contra vouchers – Journal vouchers – Editing and deleting vouchers.

***Unit – IV***

Introduction to Inventories – Creation of stock categories – Creation of Stock groups – Creation of Stock items- Configuration and features of stock item– Editing and deleting stocks – Usage of stocks in Vouchers entry. Purchase orders – Stock vouchers – Sales orders – Stock vouchers – Introduction to cost – creation of cost category – Creation cost centres – Editing and deleting cost centres & categories – Usage of cost category and cost – centres in vouchers entry – Budget and controls – Creation of budgets – Editing and deleting budgets – Generating and printing reports in detailed and condensed format.

***Unit – V***

Day books– Trial balance – Profit and Loss account – – Balance sheet . Ratio analysis, Cash flow statement – Fund flow statement – Cost centre report – Inventory report – Bank Reconciliation Statement.

**UNIT – I**

**Choose the Correct Answer**

1. Ctrl, Shift and Alt are called ..... keys, Activity.
  - a. modifier
  - b. function
  - c. alphanumeric
  - d. adjustment
  
2. MS-Word is an example of \_\_\_\_\_
  - a. An operating system
  - b. A processing device
  - c. Application software
  - d. An input device
  
3. Name of the screen that recognizes touch input is :
  - a. Recognizes screen
  - b. Point Screen
  - c. Touch Screen
  - d. Android Screen
  
4. Identify the device through which data and instructions are entered into a computer
  - a. Software
  - b. Output device
  - c. Input device
  - d. Memory
  
5. The output shown on the computer monitor is called
  - a. VDU
  - b. Hard Copy
  - c. Soft Copy
  - d. Screen Copy
  
6. Which one is the result of the output given by a computer
  - a. Data
  - b. Instruction
  - c. Information
  - d. Excursion
  
7. To apply center alignment to a paragraph we can press
  - a. Ctrl + S
  - b. Ctrl + C
  - c. Ctrl + C + A
  - d. Ctrl + E

8. We can insert a page number at
  - a. Header
  - b. Footer
  - c. Both A and B
  - d. None
  
9. Using Find command in Word, we can search?
  - a. characters
  - b. formats
  - c. symbols
  - d. All of the above
  
10. Which shortcut key is used to spell check in MS-Word
  - a. F1
  - b. F2
  - c. F7
  - d. F9

**ANSWERS : 1.a 2.c 3.c 4.c 5.c 6.c 7.d 8.c 9.d 10.c**

**Short Question (2 marks)**

11. Define computer.
12. Define data and information.
13. What are the basic operations of computer?
14. What are the different types of ROM?
15. Define ROM?
16. Define MS WORD.
17. How do you create a document in Microsoft Word?
18. How do you format text, change font, and font size?
19. How do you check spellings and grammar of a MS Word document?
20. How do you save a document in Microsoft Word?

**Paragraph Question (5 marks)**

21. Describe about Spreadsheet.
22. Explain about applications of Ms Excel.
23. Describe about Building spreadsheets.
24. Explain The Features of Spreadsheet.
25. Describe about entering data in work sheets.
26. State about editing Spreadsheet.
27. Explain about formatting work sheets.
28. Describe about Creating Charts.
29. Write about the Types of Charts.
30. Write a note on Pivot Table.

**Essay Question (10 marks)**

31. Describe about Spreadsheet in detail.
32. Discuss about Spreadsheet applications and areas of usage.
33. Explain about editing and formatting work sheets.
34. Explain the steps involved in creating charts..
35. Discuss about Types of Chart with drawing representations.
36. Discuss about Pivot Table in detail.
37. Explain about analyzing and organizing data.
38. Explain opening and closing work books.
39. Describe about creating functions in spreadsheet.
40. Explain about the windows of Spreadsheet Application.

**Unit - II**

**Choose the Correct Answer**

1. In a spreadsheet, letters are used to represent \_\_\_\_\_
  - a. Cells
  - b. Rows
  - c. Columns
  - d. Blocks
2. A numeric data analysis tool that allows us to create a computerized ledger.',
  - a. Word processing package
  - b. Spreadsheet package
  - c. Graphics package
  - d. Mathematical Package
3. Which of the following isn't a part of a spreadsheet?
  - a. row number
  - b. column number
  - c. column letter
  - d. cell address
4. Spreadsheets cannot:
  - a. do calculations
  - b. create graphics
  - c. plot graphs
  - d. plot charts.
5. The cell that is in use
  - a. Highlighted cell
  - b. Main cell
  - c. Active cell
  - d. Formula cell

6. The placement of information within a cell at the left edge, right edge, or centered is :
  - a. Indentation
  - b. Placement
  - c. Identification
  - d. Alignment
  
7. In a computer, page orientation is changed through
  - a. page setup dialog box
  - b. setup dialog box
  - c. paper dialog box
  - d. print dialog boxe
  
8. In a computer, graphics representation of data is named as
  - a. chart
  - b. graphics
  - c. picture
  - d. figure
  
9. Extension of computer MS-Excel file is
  - a. wrd
  - b. xls
  - c. doc
  - d. jpg
  
10. Main window in a computer spreadsheet is called
  - a. work sheet
  - b. work
  - c. account book
  - d. work book

**ANSWERS : 1.c 2.b 3.b 4.b 5.c 6.d 7.a 8.a 9.b 10.a**

**Short Question (2 marks)**

11. What are cells?
12. What is ribbon?
13. Explain Spreadsheet
14. Explain the purpose of using Print Preview?
15. What are charts?
16. How can you sum up the Rows and Column number quickly in the Excel sheet?
17. How can you add a new Excel worksheet?
18. What are left, right, fill and distributed alignments?
19. How would you add comments to a cell?
20. How can you resize the column?

**Paragraph Question (5 marks)**

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36. Discuss about Pivot Table in detail.
37. Explain about analyzing and organizing data.
38. Explain opening and closing work books.
39. Describe about creating functions in spreadsheet.
40. Explain about the windows of Spreadsheet Application.

**Unit – III**

**Choose the Correct Answer**

1. \_\_\_\_\_ key is used to print a report
  - a. Alt + F4
  - b. Alt + F3
  - c. Alt + P
  - d. None of the above
2. In order to delete a voucher, press
  - a. Alt + D
  - b. Alt + F4
  - c. Alt + F3
  - d. None of the above
3. Debit Note is used for
  - a. Sales Return
  - b. Purchase Return
  - c. Purchase Return only
  - d. None of the above
4. We can cancel a voucher using
  - a. Alt + X
  - b. Ctrl + Shift + X

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- c. Ctrl + X
  - d. Shift + X
5. Tally is developed by
- a. EDP
  - b. TCS
  - c. Peutronics
  - d. None of the above
6. We can change the Company Information from
- a. Company Info > View
  - b. Company Info > Split Company Data
  - c. Company Info > Alter
  - d. Company Info > Back up
7. What is the shortcut key to select a company?
- a. F1
  - b. F2
  - c. F3
  - d. F4
8. Alt+D is used to
- a. Create any voucher
  - b. Delete any voucher
  - c. Copy any value
  - d. None of the above
9. The executable file of Tally is.
- a. Tally.Exe\*
  - b. WinTally.Exe
  - c. Tally.ini
  - d. Tally.Savm
10. To see Gratuity Reports go to.
- a. Gateway of Tally > Display > Statement of Accounts > Gratuity Reports
  - b. Gateway of Tally > Display > Gratuity Report
  - c. Gateway of Tally > Display > Payroll Report > Gratuity
  - d. All of these

**ANSWERS : 1.C 2.A 3.B 4.A 5.C 6.C 7.A 8.B 9.A 10.C**

**Short Answer (2 mark)**

- 11. What is tally?
- 12. Who invented tally?
- 13. When was tally released?
- 14. What is ledger?



15. What is Voucher?
16. What is Trail balance?
17. What is contra?
18. What is journal?
19. What is groups?
20. How many pre defined groups in tally?

**Paragraph Question (5 marks)**

21. Explain about ledgers.
22. Explain about vouchers.
23. State and describe any 5 ledgers.
24. State and describe any 5 vouchers.
25. Describe about Fundamentals of Computerized accounting.
26. Describe about disadvantages of manual accounting.
27. Describe the advantages of computerized accounting.
28. Explain about Creation of company.
29. Describe about the Features of Tally.
30. Describe the Creation of groups.

**Essay Question (10 Marks)**

31. Explain about ledgers with creation.
32. Explain about voucher with creation.
33. Explain company creation with a representation.
34. Describe about advantages and disadvantages of Computerized accounting in detail.
35. Describe about manual accounting vs computerized accounting.
36. Describe about creation of groups in detail.
37. Explain about altering of ledgers and vouchers.
38. Describe about the Features of Tally with application.
39. Describe the types of accounting outputs.
40. Explain about Editing and deleting ledgers.

**Unit – IV**

**Choose the correct answer**

1. Which of the following is not an inventory?
  - a. Machines
  - b. Raw material
  - c. Finished products
  - d. Consumable tools
  
2. The following classes of costs are usually involved in inventory decisions except
  - a. Cost of ordering
  - b. Carrying cost
  - c. Cost of shortages
  - d. Machining cost

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3. Which of the following is true for inventory control?
  - a. Economic order quantity has minimum total cost per order
  - b. Inventory carrying costs increases with quantity per order
  - c. Ordering cost decreases with lo size
  - d. All of the above
  
4. The time period between placing an order its receipt in stock is known as.
  - a. Lead time
  - b. Carrying time
  - c. Shortage time
  - d. Over time
  
5. Decision model to calculate optimal quantity of inventory to be ordered is called.
  - a. efficient order quantity
  - b. economic order quantity
  - c. rational order quantity
  - d. optimized order quantity
  
6. Cost of product failure, error prevention and appraisals are classified as
  - a. stocking costs
  - b. stock-out costs
  - c. costs of quality
  - d. Drinkage costs
  
7. Activities related to coordinating, controlling and planning activities of flow of inventory are classified as
  - a. decisional management
  - b. throughput management
  - c. inventory management
  - d. manufacturing management
  
8. Which of the following is true for Inventory control?
  - a. Economic order quantity has minimum total cost per order
  - b. Inventory carrying costs increases with quantity per order
  - c. Ordering cost decreases with lo size
  - d. All of the above
  
9. Which of the following is not included as an inventory holding cost?
  - a. Annualized cost of materials
  - b. Handling
  - c. Insurance
  - d. Pilferage
  
10. The purchase-order lead time is the \_\_\_\_\_.
  - a. time between placing an order and its delivery
  - b. time between receiving a customer order and producing the products
  - c. time between receiving a customer order and delivering the items

d. time required to correct errors in the defective products

**ANSWERS : 1.a 2.b 3.c 4.d 5.d 6.c 7.b 8.a 9.b 10.c**

**Short Answer (2 Marks)**

11. What is Inventory?
12. Write about Stock group.
13. Write about Stock item.
14. Write about Stock category.
15. What is a Budget?
16. What is sales order?
17. Write about usage of cost.
18. What is controls?
19. Give two examples for stock group and stock item?
20. How to print reports?

**Paragraph Question (5 Marks)**

21. Explain about Inventories
22. Explain about stock categories
23. Explain Stock groups
24. Describe about Usage of stocks in Vouchers entry.
25. Describe about features of stock.
26. Describe about Sales orders
27. Explain about Usage of cost category
28. Describe about cost – centres in vouchers entry
29. Describe the Budget.
30. Explain about controls.

**Essay Question (10 Marks)**

31. Explain about Inventories with example
32. Explain about stock categories creation.
33. Explain Stock groups creation.
34. Explain with suitable example on Stock group and stock items.
35. Describe about Purchase orders vs Sales orders.
36. Describe about Creation and Editing and deleting of cost centres & categories
37. Explain about Usage of cost category and cost – centres in vouchers entry
38. Describe about Generating and printing reports in detailed and condensed format.
39. Describe about Creation of budgets and Editing and deleting budgets
40. Explain the following with relational examples
  - a. stock category
  - b. stock group
  - c. stock item

**Unit – V**  
**Choose the Correct Answer**

1. \_\_\_\_\_ in which are recorded the details of credit sales made by a businessman
  - a. sales day book
  - b. cash flow book
  - c. fund flow book
  - d. value added book
  
2. \_\_\_\_\_ is used for recording goods returned to us by our customers
  - a. returns inwards book.
  - b. return outwards book
  - c. sales return book
  - d. fund return book
  
3. Customers who return goods should be sent a \_\_\_\_\_
  - a. Debit note
  - b. credit note
  - c. sales note
  - d. purchase note
  
4. Goods may be returned because they are of \_\_\_\_\_
  - a. the wrong kind
  - b. damaged
  - c. expired
  - d. all the above
  
5. Key to Detailed see the funds flow for the selected month
  - a. F3
  - b. F1
  - c. F5
  - d. F6
  
6. A \_\_\_\_\_ concentration on the transactions that have a direct impact on cash
  - a. sales day book
  - b. cash flow book
  - c. sales return book
  - d. cash flow statement
  
7. \_\_\_\_\_ is a record book of the transactions of a bank account.
  - a. Bank Reconciliation Statement
  - b. bank statement
  - c. mini statement
  - d. bank draft statement

8. which menu is not need to open fund flows
- Gateway of Tally
  - Display
  - Cash/Funds Flow.
  - company creation
9. \_\_\_\_\_ in the report give a clear understanding of the financial position of a business
- ratio analysis
  - ratio conviction
  - invert ratio
  - style ration
10. \_\_\_\_\_ it shows the ratio between current assets and current liabilities
- Current assets
  - Current ratio
  - Current liabilities
  - fixed assets

**ANSWERS : 1.a 2.a 3.b 4.d 5.b 6.d 7.a 8.d 9.a 10.b**

**Short Question (2 marks)**

- What is Daybook?
- What is Trail balance?.
- Write about Profit and loss accounts.
- Write about balance sheet.
- Write about ratio analysis.
- What is cash flow statement.
- What is fund flow statement.
- What is cost centre?
- What is Inventory report?
- Write about Bank Reconciliation Statement.

**Paragraph Question (5 marks)**

- Explain about the steps for preparation of Daybook
- Explain about the steps for preparation of Trail balance
- Explain about the steps for preparation of Profit and loss account
- Explain about the steps for preparation of Balance sheet
- Explain about the steps for preparation of ratio analysis
- Explain about the steps for preparation of Cash flow statement
- Explain about the steps for preparation of Fund flow statement
- Describe about preparation of Cost centre report
- Explain about preparation of Inventory report.
- Explain about preparation of Bank Reconciliation Statement

**Essay Paragraph (10 Marks)**

31. Explain about Daybook in detail.
32. Explain about Trail balance in detail.
33. Explain about Profit and loss account in detail.
34. explain about Balance sheet in detail.
35. Describe about ratio analysis in detail.
36. Describe about Cash flow statement in detail
37. Explain about Fund flow statement in detail.
38. Describe about Cost centre report in detail.
39. Describe about Inventory report.
40. Explain Bank Reconciliation Statement in detail.

