



MAHARISHI UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
MAHARISHI ROAD, MANGLA, BILASPUR (CHHATTISGHAR)-495001
FINAL EXAM : SEMESTER-II, SESSION 2021-22

COURSE – B.COM/BCOM(H)/BBA, PAPER – I
SUBJECT CODE : BCP201, SUBJECT : BASICS OF COMPUTERS & TALLY PRIME

Max Marks : 70

Min Pass Marks : 28

A. Section : A Multiple Choice Questions

Que 1 : Attempt all questions. Each question carries equal marks(1X10=10)

- (i) Tally package is developed by
 - (a) Microsoft
 - (b) Adobe Software
 - (c) Apple Software
 - (d) Tally Solutions
- (ii) Single Entry mode is applicable for
 - (a) Payment Voucher
 - (b) Contra Voucher
 - (c) Receipt Voucher
 - (d) All of these
- (iii) Which of the following is not a term pertaining to spreadsheets?
 - (a) Cell
 - (b) Character
 - (c) Browser
 - (d) Formula
- (iv) Excel is a program that is used to prepare a
 - (a) Slide presentation
 - (b) Spreadsheet
 - (c) Text document
 - (d) Database
- (v) A spelling checker is also called
 - (a) Electronic encyclopaedia
 - (b) Electronic thesaurus
 - (c) Electronic dictionary
 - (d) None of these
- (vi) Which of the following is not an essential function of a word processing software package?
 - (a) Indexing
 - (b) Saving
 - (c) Editing
 - (d) Formatting
- (vii) Capacity of hard disk is measured in
 - (a) Gigabytes
 - (b) Megabytes
 - (c) Kilobytes
 - (d) Bytes
- (viii) A gigabyte is equal to
 - (a) 1024 bytes
 - (b) 1024 megabytes
 - (c) Million megabytes
 - (d) Thousand kilobytes
- (ix) Storage that retains its data after the power is turned off is referred to as
 - (a) Direct storage
 - (b) Sequential storage
 - (c) Volatile storage
 - (d) Non-volatile storage
- (x) The Binary Coded Decimal (BCD) uses
 - (a) 6 bits
 - (b) 8 bits
 - (c) 16 bits
 - (d) 32 bits

Section : B Short Answer Type

Note : Attempt any five questions in 200 words. Each question carries equal marks. (4X5=20)

- Que 2. Write down the Classification of Computer System.
- Que 3. What are the types of Computer Memory explain?
- Que 4. Write down the steps of inserting table and image.
- Que 5. What is mail merge?
- Que 6. Explain SUMIF, SQRT, SUBTOTAL, SUMPRODUCT in Spreadsheet.
- Que 7. Explain tally and its applications?
- Que 8. What are the shortcuts for voucher creation in tally?

Section : C Long Answer type (Solve Any Four) 600 words (10x4=40)

Que 9. What is word processing software? Write the advantages of using word processing software

OR

Write down the note on:

- (a) Clipboard
- (b) Spell checker
- (c) Word wrap

Que 10. What are the uses of MS Excel? Explain Pivot chart in MS Excel.

OR

What are the benefits of using formula in Excel sheets? Write down the 5 formulas used in MS Excel

OR

Que 11. Explain different types of computer generation based on processing speed and its characteristics

OR

What is computer network? Write down the types of Computer network.

Que 12. Write are the difference between tally basics and tally prime?

OR

What are the features integrated into tally prime (advance)?