VCD- 7/10/2016

Q. 1) A) Fill in the blanks . (Any 8)   (8)

1. Third generations of computer used ----- which in more compact and very fast .
   (integrated circuits, vacuum tube, transistors,)

2. ----- computers are used to perform billions of calculations per second.
   (Minicomputers, supercomputers, microcomputers)

3. ----- is smallest unit of data memory and is represented by lower case b.
   (bit, byte, MB)

4. In excel formula always start with ----- .   (=, +, <>)

5. 1024 GB is equal to one ----- . (byte, MB, terabyte)

6. ----- allows the users to create contents of the presentation by typing the text, adding
   pictures , animation and sound.
   (MS-WORD, MS-EXCEL, MS-POWER POINT)

7. ----- and ----- are the features of computer accounting software.
   (facilities and management reports , facilities and data, data and management reports)

8. ----- maintains full , auditable, double entry book keeping exactly as you would
   expect with manual ledger system.
   (MS-WORD, Tally, MS-POWER POINT)

9. The intersections of row and column is called----- (cell, column, row)

10. ----- option allow user to alter the information of company in tally.
    (Alter, Create, save)

B) True and False. (Any 7)   (7)

1. Keyboard is the example of output devices.

2. Full form of ROM is read only memory.

3. MAX() function return maximum value from the range of numbers.

4. Ms-word allows the user to create content of presentation using slide.

5. We can give animation in ms-power point.

6. Tally is an accounting software.

7. 1024 GB is equal to one MB.

8. A file which contain number of worksheet and charts is called a cell.

9. MOD() function returns square root of a number.

10. Printer is input devices.

Q2) A) Explain generation of computers..

B) Explain printer with impact and non impact printer.

OR

C) Explain following terms from MS word.

i) Alignments ii) Title bar iii) File tab iv)Rural v)Ribbon

vi) Status bar vii) Quick access tool bar

D) Explain mathematical functions in Excel

Q3) A) Explain following terms from MS Excel.

i) Active cell ii) Formula bar iii) Name Box iv)File Tab

v) Row Number vi) Sheet vii) Quick access tool bar.

B) Explain key board with its categories of keys.

OR

C) What is output devices? Explain some output devices.

D) Excel following terms from MS power point.- Slide, slideshow, inserting image i

slide. inserting clipart.

Q4) A) Explain various options in create company in Tally.

OR

C) Explain Advantages of computer accounting.

D) Explain Tally startup screen.

Q5) Write a short notes. (Any three)

a) Procedure to create a new group in tally.

b) Data Management Tools

c) CPU.

d) Features of Tally

e) Features of accounting software.