



NOVEMBER/DECEMBER 2018

**BCP12 — BUSINESS APPLICATIONS AND
ACCOUNTING SOFTWARE**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is MS-Word?
2. What is undo?
3. What is spread sheet?
4. What is Auto Fill?
5. What is optional voucher?
6. State any two inventory reports in tally.
7. What do you mean by stock group?
8. State any two types of inventory voucher.
9. Expand ODBC.
10. Define value added Tax (VAT).

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Describe the different types of chart in MS-Excel.

Or

- (b) Write a note on changing text alignment in MS-Word.

12. (a) Write down the steps for creating primary fields in MS-Access.

Or

- (b) How will you copy and delete a slide in MS-Power Point?

13. (a) Explain the steps to do bank reconciliation in tally.

Or

- (b) How do you create a new voucher in tally?

14. (a) Explain about the unit of measures.

Or

- (b) Explain about godown creation.

15. (a) List the various items on which TCS is collected.

Or

- (b) Write the method of enabling audit feature in Tally.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. State the procedure for creating mail merge in MS-Word.

17. How do you invoke animation effects to presentation?

18. Describe the steps to do import and export of data in tally.

19. List the types of inventory vouchers and explain them in brief.

20. Give an Account on two main methods of calculating VAT.

