



UA-2545

First Year B. Com. (Sem. II) Examination

February/March - 2012

Computer Application : Paper - II

Time : 3 Hours]

[Total Marks : 35

સૂચના :

નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.  
Fillup strictly the details of signs on your answer book.

Name of the Examination :  
F. Y. B. Com. (Sem. 2)

Name of the Subject :  
Computer Application - 2

Subject Code No. : 2 5 4 5 Section No. (1, 2,.....): NIL

Seat No. :

Student's Signature

- ૧ ટૂંકમાં જવાબ આપો : ૫
- (૧) Tallyમાં તારીખને modify કરવાની શોર્ટ કટ કી જણાવો.  
(૨) Excelમાં ફાઈલને પ્રોટેક્ટ કેવી રીતે કરશો ?  
(૩) Excelમાં ચાર્ટના પ્રકાર જણાવો.  
(૪) Excelમાં કરન્ટ ટાઈમ દર્શાવવા કયા ફંક્શનનો ઉપયોગ થાય ?  
(૫) Tallyમાં કંપની શટ કરવાની શોર્ટ કટ કી જણાવો.
- ૨ (અ) Excelમાં વેલીડેશન ઉદાહરણ સહિત સમજાવો. ૬  
(બ) Tallyની મહત્વની લાક્ષણિકતા જણાવો. ૬  
(ક) Excelના કોઈ પણ બે ફાયનાન્શિયલ ફંક્શન સમજાવો. ૩
- અથવા
- ૨ (અ) Tallyમાં વાઉચરના પ્રકારો સમજાવો. ૬  
(બ) Excelમાં ઓટો ફિલ્ટર અને એડવાન્સ ફિલ્ટર સમજાવો. ૬  
(ક) Excelમાં શરતી ફોર્મેટિંગ સમજાવો. ૩
- ૩ કોઈ પણ ત્રણના ઉત્તર આપો : ૧૫
- (અ) ચાર્ટ એટલે શું ? તે કેવી રીતે દોરી શકાય ?  
(બ) Tallyમાં P/L એકાઉન્ટ સમજાવો.  
(ક) F<sub>12</sub> feature Tallyમાં સમજાવો.  
(ડ) Excelમાં Subtotals સમજાવો.  
(ઈ) Excelમાં Paste and Paste special કમાન્ડ સમજાવો.

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[Contd...

## ENGLISH VERSION

**Instruction :** As per the instruction no. 1 of page no. 1.

- 1 Answer in brief : 5
- (1) State the shortcut key to modify date in Tally.
  - (2) How could you protect Excel file ?
  - (3) State the types of chart in Excel.
  - (4) Which function is use to print current time in Excel ?
  - (5) State the shortcut key to shat company in Tally.
- 2 (a) Explain the validation command with illustration in Excel. 6
- (b) State the important features of Tally. 6
- (c) Explain any two financial function of Excel. 3
- OR**
- 2 (a) Explain the types of voucher in Tally. 6
- (b) Explain 'Auto filter' and 'Advance filter in Excel. 6
- (c) Explain Conditional Formatting in Excel. 3
- 3 Attempt any three : 15
- (a) What is chart ? How could you draw it ?
  - (b) Explain P/L account in Tally.
  - (c) Explain the F<sub>12</sub> features of Tally.
  - (d) Explain subtotals in Excel.
  - (e) Explain Paste and Paste special command in Excel.

First Year B.Com. – Semester-II

COMPUTER APPLICATION – II

(Accounting Tools – Practical)

BATCH – II

TIME: 2 Hrs.

Marks: 35

Q – 1 Generate the Following Hotel Registration Register and do as directed. [20]

Worksheet should contain the following columns.

ROOM NO., PSG\_FROM, ROOM\_CATA, REST.CHARGES, ROOM CHARGES, WASH CHARGES, TOTAL, TAX, NET AMOUNT

- Insert at-least 15 Records in worksheet.
- 'Passenger From' station should be from 'NORTH', 'EAST', 'WEST', 'SOUTH' and 'CENTRAL' only.
- Total = Restaurant Chr. + Room Chr. + Wash Chr.
- Net Amount = Total + Tax
- Make arrangement using proper option so that Wash Charges should not exceed 150 Rs. and Room charges should not exceed 5000 Rs. at the time of the data entry.
- TAX should be calculated as follows  
for NORTH Customer tax is equal to 20% of the total charges  
EAST customer tax is equal to 10% of the total charges  
WEST customer tax is equal to 0% of the total charges  
SOUTH customer tax is equal to 5% of the total charges  
CENTRAL customer tax is equal to 2.5% of the total charges
- Generate Customer Total Amount V/s Net Amount Charges

Q – 2 A Generate a Company 'MY OWN COMPUTERS' for the financial year 2009- [10]

10 and perform the following Journal Voucher Entry into it and generate final reports as on 31/03/2010 of it.

- 12/04/09 – Mr. Printer starts business with Rs. 3,20,000/- Cash He open bank account and deposit 2,50,000 to State Bank of India.
- 20/05/09 – Brought Laptop of Rs. 35,000/- from E-Laptop & Co.
- 30/06/09 – Withdraw 20000/- Rs. from Bank and paid for Rent.
- 17/07/09 – Purchase Goods from J-Ball of Rs. 2,00,0000/-
- 25/10/09 – Sold LASER JET printer to Mr. Laser of 18000/- on cash.
- 5/11/09 – Amount Withdrawn from Bank for personal use Rs. 10,000
- 28/07/11 – Paid 1,50,000/- by Cheque to Mr. J-Ball on account.

Q – 3 Viva.

[05]