

(4)

Group—D

4. Answer any *two* questions each within 300 words : $15 \times 2 = 30$
- (a) What is the Management Information System (MIS)? Describe its features.
- (b) What do you mean by principles of accounting? Discuss various concepts and conventions of accounting.
- (c) Discuss the database design for simple transaction vouchers.

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Course Code
MCO – 04

Term End Examination - December, 2019

COMPUTER APPLICATIONS IN
ACCOUNTING

Master of Commerce (MCOM)

Time : 3 hours

Full Marks : 100

The figures in the right-hand margin indicate marks

Answer **all** Groups as directed

Group—A

1. Answer *all* the questions, each within 1 word or 1 sentence : $1 \times 10 = 10$
- (a) Write the shortcut key to save a document.
- (b) What does CD- ROM stand for?
- (c) In a spreadsheet, how the columns are represented?
- (d) What is the single most important advantage of Computerised Accounting?
- (e) Which is termed as the brain of the computer?

(2)

- (f) MS-Word is an operating software or application software?
- (g) 'Balance Sheet is a Summary Report'. (True or False)?
- (h) Which chart is devised by Henry Gantt?
- (i) 'Every financial entry should be supported by some objective evidence'. Which concept advocates this?
- (j) What is the full form of DBMS?

Group—B

2. Answer any *four* questions each within 100 words : $5 \times 4 = 20$
- (a) Write a note on visualization.
- (b) What is translation and how it is done in MS-Word?
- (c) State any four benefits of computerised accounting.
- (d) How to calculate IRR in MS-Excel?
- (e) Write a note on source document in computerised accounting.

(3)

- (f) State the characteristics of good data.

Group—C

3. Answer any *four* questions each within 200 words : $10 \times 4 = 40$
- (a) What is MS-PowerPoint and what are its features?
- (b) Explain the functions of a Management Information System (MIS).
- (c) What is the Gantt Chart? Discuss its advantages.
- (d) Differentiate between Modeling spreadsheet and Operational spreadsheet.
- (e) State different types of chart used in MS-Excel.
- (f) Discuss the need for Database Management System.