

# Sree Chaitanya Mahavidyalaya

Department of Commerce

Website: [www.scmhabra.org](http://www.scmhabra.org)

## ITBG Practical Examinations - B.Com (Hons/Gen) 2020 – Casual

Date of Practical Test : 27.11.2020. Time: 11.00 am – 12.00 noon. Latest time of submission of answer-script: 1.00 pm.

### Mode of Submission of Answer Scripts (any one to be selected)

[1] **ONLINE** through [Google-Form](#). The students can participate in the Practical Test and submit online, only once.

Google-Form Link : <https://forms.gle/yKFdwnWUxbsEzQsW9>

(OR),

[2] **OFFLINE** through [e-mail](#). The students can write answers to questions using pen & paper, take PHOTO & save in PDF/IMAGE format, and e-mail the single document (containing Admit Card & Answer-script) to:-

[scm.comm.ss@gmail.com](mailto:scm.comm.ss@gmail.com).

Note: College will not be responsible for defective sending of answer-script beyond the scheduled time. The examinees should check their Inbox and Sent items of their E-mail to ensure that their answer scripts have reached the destination mail ID.

**ADMIT CARD UPLOADING/ ATTACHING COMPULSORY.** HELPLINE : **SS 9123806624** (10.30 am to 1 pm)

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### Group A : Multiple Choice Questions MCQ-I. [Select any one option].

Answer All The Questions.

- Q.1 The purpose of an application program is to :
- (a) Convert program written in high level language to machine language.
  - (b) Meet specific user needs.
  - (c) Allow the operating system to control resource better.
- Q.2 What happens when you print a worksheet range that is wider than the printer page width?
- (a) It prints only those columns that fits on the screen.
  - (b) It prints each worksheet page in two or more pages on printer.
  - (c) It automatically prints the worksheet in condensed mode.
- Q.3 Multiple choice examination answer sheets can be evaluated automatically by :
- (a) Optical Mark Reader
  - (b) Optical Character Reader
  - (c) Magnetic Ink Character Reader.
- Q.4 By word processing, we mean :
- (a) string manipulation
  - (b) a method of providing facility of text processing
  - (c) processing only words and not numbers.
- Q.5 When a bank teller uses a computer terminal to know the balance in a customer's account, it represents :
- (a) On-line query
  - (b) On-line processing
  - (c) On-line updating
- Q.6 For creating and editing legal documents which application package would be most useful ?
- (a) Spreadsheet
  - (b) Word Processing
  - (c) DBMS
- Q.7 A computer program written in a high level language is called a :
- (a) Source program
  - (b) Object program
  - (c) Machine language program
- Q.8 Which of the following is an example of a volatile memory ?
- (a) ROM
  - (b) Hard Disk
  - (c) RAM
- Q.9 Storage of 1 KB means the following number of bytes :
- (a) 1000
  - (b) 1024
  - (c) 1064
- Q.10 A system in which activities are processed as and when they occur is called :
- (a) Expert System
  - (b) Management Information System
  - (c) Transaction Processing System

- Q.11 Which field type will be the most appropriate to store 'Employee Code in alpha numeric' in a database file ?  
 (a) Text (b) Numeric (c) Memo
- Q.12 Which field type will be the most appropriate to store 'Gender Male/Female' in a database file ?  
 (a) Numeric (b) Logical (c) Text
- Q.13 Discovering and correcting syntactical and logical errors in a program is called .....  
 (a) Debugging (b) Virus cleaning (c) Ethical hacking
- Q.14 Modern airline / train reservation systems are applications of .....  
 (a) Management Information System  
 (b) Customer Relationship Management System  
 (c) Expert System
- Q.15 Updating a customer's account in a bank as soon as a deposit is made to the cashier is an example of .....  
 (a) On line transaction processing (b) Off line transaction processing (c) Batch processing

**MCQ-II : Examine the statements and state whether TRUE or FALSE.  
 Answer All The Questions.**

- Q.16 Modems are used for converting analog signals to digital signals and vice versa.  
 (a) TRUE (b) FALSE
- Q.17 Operating System is an application software.  
 (a) TRUE (b) FALSE
- Q.18 A set of instructions which perform a task is called information.  
 (a) TRUE (b) FALSE
- Q.19 Batch processing involves processing a large number of transactions as a group.  
 (a) TRUE (b) FALSE
- Q.20 Telephone lines are used in analog data transmission.  
 (a) TRUE (b) FALSE

**Group B : Descriptive Questions (DQ)  
 Attempt Any Two questions**

**(10 x 2=20)**

- Q.21** Prepare a sample configuration that constitute an assembled personal computer unit in stand-alone mode for general office works. Describe each of the I/O Devices and hardware components in brief.
- Q.22** State in brief the objectives and the steps you should perform to execute the under mentioned tasks of computerized accounting, using any Computerized Accounting Software of your choice.
- i. Creation of Company
  - ii. Ledger creation, Group creation and Defining Voucher Type
  - iii. Report creation
  - iv. Back-ups of Data
  - v. Inventory Info configuration - Create Unit of Measure, Stock Group creation (Single or Multiple) & Stock Item creation
  - vi. Integrate Accounts with Inventory, Cost Centre & Budgetary Control.
- Q.23** A Spreadsheet show the BasicPay of 4 employees for the month of January 2020 as :-  
 Ram 5000, Shyam 12000, Jadu 20000, Madhu 25000.  
 The data-fields in the spreadsheet are : EmployeeName, BasicPay, DA, HRA, GrossPay, PFDedn, NetPay.

Write down the formulas and the calculated results that satisfy the following conditions: (i) DA is 75% of BasicPay (ii) HRA is 15% of BasicPay or Rs.6000 whichever is less (iii) GrossPay is sum total of BasicPay, DA and HRA (iv) PFDedn. Is 10% of BasicPay (v) NetPay is (GrossPay – PFDedn).