

N.G.M. COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS: NOVEMBER 2025

B.A. ECONOMICS
SEMESTER: V

MAXIMUM MARKS: 75
TIME : 3 HOURS

PART - III
WINDOW BASED OFFICE AUTOMATION AND TALLY

SECTION – A (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

(K1)

1. Which of the following options is used to display information such as page numbers, title of the document, and page number in Word?
a) Insert Table
b) Header and Footer
c) Autocorrect
d) Thesaurus
2. Which is formed by the intersection of row and column?
a) Row
b) Column
c) Cell
d) Worksheet
3. Which tab would you use to add animations to your slides?
a) Design
b) Animations
c) Insert
d) Home
4. Which option is selected from company info Menu to divide company data into two financial years?
a) Change Tally Vault
b) Alter
c) Split Company Data
d) New Company
5. Which voucher type is used for recording expenses in Tally?
a) Payment Voucher
b) Receipt Voucher
c) Journal Voucher
d) Sales Voucher

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Differentiate Move Text from Copy Text.
7. Define Workbook Window.
8. Define MS Power Point.
9. Define Tally.
10. Indicate the meaning of Accounting Report.

SECTION – B

(5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.

(K3)

11. a) Assess the Formatting Text and Paragraph.
(OR)
b) Examine the Mail Merge in MS Office.
12. a) Distinction between the Worksheet and Workbook Specification.
(OR)
b) Describe the Entering Text and Numbers into Cells
13. a) Interpret the Creating and Opening a Presentation.
(OR)
b) Sketch the Inserting Slide Numbers.

14. a) Assess the Maintaining Company Data.
(OR)
b) Determine the F11 Features.
15. a) Discuss the Statement of Inventory.
(OR)
b) How to Create a Voucher?

SECTION – C

(5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K4 (Or) K5)

16. a) Investigate the Editing a Document.
(OR)
b) Outline the usage of Graphics, Templates and Wizards in MS Office.
17. a) Criticise Data Entry Techniques.
(OR)
b) Categorize the Types of Charts.
18. a) Determine the Different Views in Power Point.
(OR)
b) Outline the Types of Graphs.
19. a) Formulate Maintaining Company Data.
(OR)
b) Describe the Gateway of Tally.
20. a) Examine the Types of Voucher.
(OR)
b) Evaluate the Balance Sheet.
