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Sub Name: Accountancy - I

18

12

Q.1

ANS:

Write a note on Balancing of ledger accounts:
At the end of certain period all the accounts in a ledger are balanced to ascertain the cumulative effect of entries of the accounts.

entries of the accounts:

The balance is an accounting term which means the difference between the two sides of an account, or the total of an account containing only debits and credits.

Where the total of the credit side exceeds the total the balance of an account is called a credit balance. And where the total of the debit side exceeds the total the balance of personal account shows assets and liabilities the balance of nominal account shows asset and liability.

The balance of personal accounts and real accounts are transferred to next year.

* The balances of nominal accounts are not carried forward to next year.

* They are balanced directly to the Profit and Loss Account.



Q.2 What is Trial Balance?
Give the methods or methods of Trial Balance.

ANSW Trial balance is a statement which is prepared in separate set of papers by taking up all the ledger accounts balance on a particular date in order to verify the arithmetical accuracy of the accounts in the ledger putting the debits side and credits another. No doubt it is a useful device and it helps to prepare the final accounts since it contains all personal, Real, and nominal accounts balances.

As it prepared by taking up the ledger accounts. In other words it assure that.

i) the balance are taken and posted in the trial balance.

ii) The balance are taken and total posted in the Trial Balance correctly.

2) Industrial Economics

Q.1. What do you mean by under developed country? State the characteristics of under-developed country. Is India an under-developed country?

It is difficult to define an under-developed economy. A country may be poor and yet not under-developed in relation to its resources. If the resources happen to be scarce or inadequate. It may have fully developed its resources and yet be among the poorest countries of world.

According to Prof Rangan Murksee - Under developed countries are those which when compared to the advanced countries are under equipped with capital in relation to their population and natural resources".

But this is not a wholly satisfactory definition. The IPC defines an underdeveloped country as one "which is characterised by co-existence in greater or in less degree of unutilised or underutilised man-power on one hand and unexposed natural resources on the other. But resources may be and are very often idle even in the highly developed capitalist countries particularly in times of depression.

But such countries cannot be called under-developed countries on that ground. Hence a country may be considered under developed.

Q.2. Distinguish between 'growth' and development what are the non-economic factors which are relevant to the development of an economy?

⇒ 'Economic growth' is a natural and automatic process which takes place in society without any conscious efforts on the part of anyone.

'Economic development' on the contrary is brought about through conscious endeavor by the state and society. Some economists have sought to draw a distinction between economic growth and economic development by saying that the latter is a wider term which includes not only economic growth but also the institutional changes in social, economic and technological fields which are associated with the process of economic growth.

To be more specific, economic development includes not only the growth of national income or output, but also other changes which come about through the process of economic growth.

All these non-economic factors exert powerful influence on the process of economic growth.

Q.3. Sub: Business Statistics

write a short note on:-

Sampling.

The study of relationship existing between a population and the sample drawn from the population is called sampling.

Sampling theory is based on sampling. It deals with statistical inference drawn from sampling basis of the sampling result of all following three types

1) Statistical estimation It helps in estimating an unknown population parameter on the basis of suitable statistic computed from the sample drawn from such parent population.

2) Test of sampling Theory helps in testing of significance about the population characteristic on basis of suitable computed sample drawn from such parent inference enable use to draw statistical conclusion about some measure or a population on the basis of such statistic.

[4] Operating System - 1

Q.2 Calculate mode, median and mean of the following data.

Roll No.	marks
1	43
2	48
3	45
4	57
5	61
6	60
7	67
8	48
9	48
10	48

mode = it is repeated item 48 occurred mostly so the mode is equal 1

Q.1 Explain the difference between Ram and Rom distinguish between Ram and Rom.

The difference between ram and rom are as below.

ram	Rom
1) Ram stands for random Access memory	1) Rom stands for Read only memory

2) It is a volatile or temporary memory or short term memory.

3) It is non volatile or permanent memory.

4) It is support both read and write operation that's why it is called Read write memory.

5) It is generated by user or programs

6) It is generated by manufacturer of computer

5) Communication Skills

What is the purpose and importance of communication?

Oral communication has long been our main method for communicating with one another. It is estimated that 75 percent of a person's day is spent in communicating in some way. As a college student, 69 percent of your communication time is spent on speaking and listening, you spend 17 percent of your communication time on reading and 14 percent writing. Put another way "we listen a book a day, we speak a book a week, read the equivalent of a book a month, and write the equivalent of a book a year. Not only do we spend considerable time communicating, skills also are essential to personal academic and professional success.

are essential to personal academic and professional success

It is believed that communication skills will be in demand across occupations well into the next century.

a.1

explain associative memory with its block diagram.
write a note on associative memory.

The associative memory is used to parallel searches for data association. Searches can be done on an either word or on an searches can be done specific field within a word.

The associative memory is more expensive than a RAM [Random Access Memory] because each cells must have storage capability as well as a logic circuit for matching its content with an application where the search is very short. It consists of a memory and logic for a m-word with and bit per word.
The argument registers (R) And key registers (K) each have an bit, one per each bit of a word.
The key registers providing mask for choosing a particular field or key in the argument word.

Office Automation Tools.

Q.1]

What is meant by undo and redo? Explain the use of undo and redo option in MS Word.

Write note on:

- ① Undo
- ② Redo

Undo & Redo are an powerful, famous, features of Microsoft office application that the action that performed by user on file.

If a position of a document is changed or deleted user can recall to the original state by using the undo command / option this feature instructs the application to ignore the last action (whether copying moving, deleting)

→ To undo the last toolbar

or select undo option.

From toolbar opposite to the undo option / command if and undo action is set and then you want to reverse it Redo option select Redo command is edit menu. action at the same be Redone.

Q.2

State some ways to improve non-verbal communication.

⇒ Heate are some ways in which you can improve your non-verbal communication skills.

* Be honest, especially when communication emotions.

* Use a firm, friendly hand shake when meeting new people.

* Maintain eye contact with your audience.

* Reinforce your words with tones and gestures.

* Be aware of your posture.

* Use appropriate gestures to support your points.

* Imitate the posture and appearance of people you want to impress

* Show respect for speakers and listeners.

* To much people only when appropriate and acceptable.

* Smile genuinely, as a fake one will be obvious.

Q.2] How to use formula in Microsoft Word?

Ans: what are the functions are use ms-Word?

Give the list of ms-Word functions &

i) operators &

* " + " used for addition.

* " - " used for subtraction.

* " / " used for multiplication.

* " ^ " used for exponential power.

A_1	B_1	C_1
A_2	B_2	C_2
A_3	B_3	C_3



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1] Sub: Accountancy - I.

17/29

[Q. 1]

Ans:-

write a short note on balancing of ledger Account.
At the end of certain period all the account in a ledger are balanced to ascertain the cumulative effect of entries on the account.

The balance is an accounting term which means the difference between the two sides of an account i.e. the total of the credit of an account containing only debits and credits.

where the total of the debit side exceeds the total debit the account is said to have a 'debit balance'.

And where the total of credit side exceeds the total credit, the account is said to have a 'credit balance'.

The balance of personal account show a debtor or creditor.

- The balance of a real account show assets or liabilities.
- The balance of nominal account represent expense or gains.
- The balance of personal account and real account are transfer to next year.
- The balance of nominal account are not carried forward to next year.
- They are directly transferred to the profit and loss accounts.

[Q.2] What is trial balance? Give the method trial balance.

Ans:- Trial balance is a statement which is prepared on a separate set of paper by taking up all the ledger account balance on a particular date in order to verify the arithmetical of the account in the ledger and putting the debits side and credit side another. No doubt it is a useful device and helps to prepare the final account since credit side contain all personal, Real and Nominal account's balance.

As is it prepared by taking up the ledger account balance both debit and credit side of trial balance must always be equal.

In other words, it assure that i] The balance which is taken from different account are arithmetically correct.

ii] The balance are taken and posted in the trial balance correctly.

iii] The debit and credit of all transaction are recorded.

Trial balance is not part of an account but a statement which is prepared to verify the arithmetical accuracy of ledger account.

[2] Subj: Industrial Economics

Q.1] What do you mean by under developed country?

State the characteristic of under-developed country. Is India an under developed country?

Ans:- It is difficult to define an under-developed economic. A country may be poor and yet not underdeveloped in relation resource happen yet be among the poorest countries of world.

According to Prof. Ranger Nurkes. "under developed country are those which when compared to the advance countries are under equipped with capital in relation to their population and natural resources.

But this is out wholy which is characterstic by co-existence in greater or in less are very offer idle over in the highly developed capitalist countries particularly called under-developed countries on that ground.

and therefore an called under-devol countries on that ground.

a) if its per-capital income is low.

[3] : Subj: Business Statistics.

Q.2] what do you mean by an underdeveloped economic?

Ans: what is main characteristic? Definition of an underdeveloped economic:-

Some economists have defined an underdeveloped economic as one which is characterised by low per capita income. cannot be considered country they are low per capita income. income cannot be considered country also underline the point that its physical and manpower resources are either utilised or under utilised in relation to its requirement. An underdeveloped economy may therefore, be defined as one which is characterised by the physical and human resources and the constant income of development advance country of the world.

i) low per capita income.
ii) socio-economic equilibrium

Q.1] write a short note on:

Ans] sampling:-

the study of relationship existing between a population and the sample drawn from the population is called sampling. It is based on sampling theory. It deals with statistical inference drawn from sampling. It is the sampling results of all following three types. 1) Statistical estimation: It helps in estimating and unknown drawn population parameters on the basis of suitable statistic computed from the sample drawn from such parent population.

2) Test of sampling Theory helps in testing of significance. about the population characteristics on basis of suitable computed a sample drawn from such parent inference enable use to draw statistical conclusion about some measure or a population on the basis of such statistic.

Q.1] calculate mode, median and mean of the following data.

Roll no.	Marks
1	43
2	48
3	65
4	57
5	91
6	60
7	37
8	48
9	48
10	78

Roll No	Marks
1	43
2	48
3	65
4	57
5	91
6	60
7	37
8	48
9	78
10	59
Total	525

mode = it is the mode repeated item
48 occurred mostly so the mode is equal to 48.

Q.1] Operating system - 1

Q.1] explain the difference between Ram and Rom distinguish between Ram and Rom.

Ans:- The difference between Ram and Rom are as below.

Ram	Rom
1] Ram stands for Random Access memory	1] Rom stands for Read only memory.
2] It is a volatile or temporary memory or short term memory	2] It is nonvolatile or permanent memory.

3] It is support both read and write operation that's why it is called Read write memory.

4] It is generated by user or programs

5] If the power is switched off the present information or data in Ram

is lost that's why it is called volatile memory.

6] It is generated by manufacturer of computer. and it's support to only read operation.

7] It is generated by manufacturing of computer.

8] Programs or data once stored in Rom remains in it even if power supply cut or end that

5] communication skill

Q.2]

explain associative memory with its block diagram.

write a note on associative memory.

Ans:-

The associative memory is used to do called searches by data association searches can be done on an either word or on an searches can be done specific field withing a word the associative memory is more expensive than a RAM

[Random access memory]

because each cells must have storage capability as well as a logic circuit for matching its content with an application where the search is very complex and must be very good it consists of a primary and logic for word with and bits per word

The content address (C) and key register (K) each

have an bit, one for each bit of a word

The key register providing mask for choosing a particular word or key in the frequency word.

Q.1]

State some way to improve non-verbal communication.

Ans:-

There are some way in which you can improve your non-verbal communication skill

1] Be honest, especially communicated things emotions.

2] use a firm friendly handshake when meeting new people.

3] maintain eye contact with your entire audience.

4] Reinforce your words with tones and gestures.

5] Be aware of your posture.

6] use appropriate gesture to support your points

7] use smile and posture and appearance of people and want to impress.

8] smile gently as face one will be smiling

Q.1] Office Automation Skill.

Q.2]

Ans:-

Explain the technique of conducting an effective interview and effective interview the Dos at the interview.

a) use a quite and comfortable place.

b) put the interview at ease.

c) out line clearly the person as well as the job

d) out line clearly the requirement of the job

e) explain fully the condition of employment

f) tell about benefits promotion of opportunities and so on

g) Avoid certain types of questions.

h) encourage the applicant ask question

Q.1

Ans:-

What is mean by undo and redo?

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write note on : i) undo
ii) redo.

Undo and redo are an powerful feature of micro soft office application these application remember all the action that performed by user on file.

If a portion of document is changed or deleted user can recall to the original state by using the undo command. This feature instructs the application to ignore the last action.

(Whether copying moving and deleting)

To undo the last toolbar or select undo option from totally opposite to the undo/option / command if and you action is set and then you want to reverse it redo option select redo command it is edit menu action at the same

Q.2.]

How to use formula in
microsoft word &
what an function use in
ms-word &
Give the list of ms-word function.

Ans:-

1) Operator:-

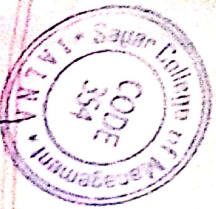
• "+" use for addition

• "-" use for subtraction

* "/" use for multiplication

* "A" used for exponential
power

A 1	B 1	C 1
A 2	B 2	C 2
A 3	B 3	C 3



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Sub - Accountancy - I

18

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In other words, it assure that

* The balance (Dr. or Cr.) which is taken from different accounts are arithmetically correct.

* The balance are taken and posted in the Trial Balance correctly and
* Debit and Credit of all transactions are recorded.

Trial Balance is not part of an accounts but a statement which is prepared to verify the arithmetical accuracy of ledger accounts.

It is a summary of ledger balances.

Q. 1

What do you mean by under developed country? state the characteristics of under-developed country.

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It is difficult to define an under-developed country. As India an under-developed country? It is difficult to define an under-developed country. A country may be poor and yet not underdeveloped in relation to its resources. If the resources happen to be scarce or inadequate it may have fully developed its resources and yet be among the poorest countries of world.

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But this is not a wholly satisfactory definition. The IPC defines an underdeveloped country as one "which is characterised by co-existence in greater or in less degree of unutilised or underutilised man-power on one hand and unexposed natural resources on the other. But resources may be and are very often idle even in the highly developed capitalist countries particularly in times of depression.

But such countries cannot be called under-developed countries on that ground. Hence a country may be considered under developed.

Q.2

Distinguish between 'growth' and development. What are the non-economic factors which are relevant to the development of an economy? 'Economic growth' is a natural and automatic process which takes place in society without any conscious efforts on the part of anyone.

'Economic development' on the contrary is brought about through conscious endeavours by the state and society. Some economists have sought to draw a distinction between economic growth and economic development by saying that the latter is a wider term which includes not only economic growth but also the institutional changes in social, economic and technological fields which are associated with the process of economic growth. To be more specific, economic development includes not only the growth of national income or output, but also other changes which come about through the process of economic growth. All these non-economic factors exert powerful influence on the process of economic growth.

Q.1

Define statistics. Discuss importance and scope of statistics.

In general statistics means a subject which is dealing with figures. There cannot be limited meaning of the term statistics. Though there are statistical statements in statistics but it is a systematic branch of knowledge. In statistics many statistical statements are collected then and is classified of these statement and there is systematic analysis regarding the collected statements or information.

* Definitions :-

There are many definitions of statistics and the term statistics is used to mean either statistical data or statistical methods, with the help of some definitions it is possible to get the correct meaning of the term statistics.

According to western :-
Statistics means "classified and facts respecting the condition of the people in a state especially those facts which can be stated in numbers or in tables or in any other tabular or classified arrangement".

3) Business Statistics

Q.2 Calculate S.D. of the following data.

X	d	d ²
60	-3	9
60	-3	9
61	-2	4
62	-1	1
63	0	0
63	0	0
64	1	1
64	1	1
70	7	49
630		74

$$\text{Formula :- S.D. } (\sigma) = \sqrt{\frac{\sum d^2}{N}}$$

$$\text{Mean } (\bar{X}) = \frac{\sum X}{N}$$

$$(\bar{X}) = 630/10$$

$$(\bar{X}) = 63$$

$$\sigma = \sqrt{74}$$

$$\sigma = \sqrt{7.4}$$

$$\sigma = 2.72$$

4 Operating System - 1

Q.1 What is meant by command? Explain with its types. Write short notes on:-

Simply, a command means an order or instruction from user to computer for perform the particular task.

For ex. In Dos, Time command is used to see current time or we can enter new time

In Dos there are several types of - command and each command is unique for particular task

Without using command computer cannot do anything.

Internal commands :-

The internal commands are such programs in Dos, which get loaded in the memory of pc automatically, along with Dos at the time of booting.

The internal commands are simple and used for common jobs like, copying, erasing files, renaming, changing date and time of computers.

Q.2 Write a note on pages.

Explain pages in detail.

The basic unit of information for swapping purpose in a multilevel memory is a fixed-size block called a page. Pages are allocated to page-sized storage regions, whose fixed size and address formats make paging systems easy to implement.

Pages are convenient blocks for the physical partitioning and swapping of the information stored. In a multilevel memory or in other words, a page is a fixed-length block that can be assigned to fixed regions of physical memory called page-frames.

The main advantage of paging is data transfer between memory levels is simplified, as incoming

Page can be assigned to any available page frame.

In a pure paging system, each virtual address consists of two parts that are: page address and -- displacement.

Q.1

What is the purpose and importance of communication?

Good communications has long been our main method for communicating with one another. It is estimated that 45 percent of a person's day is spent in communicating in some way. As a college student, 69 percent of your communication time is spent on speaking and listening. You spend 14 percent of your communication time on reading and 14 percent writing. Put another way, if we listen a book a day, we speak a book a week, read the equivalent of a book a month, and write the equivalent of a book a year.

Not only do we spend considerable time communicating skills also are essential to personal academic and professional success.

are essential to personal, academic and professional success.

It is believed that communication skills will be in demand across all occupations well into the next century.

→ Communication Skills.

Q.2 State some ways to improve non-verbal communication.

Here are some ways in which you can improve your non-verbal communication skills.

- * Be honest, especially when communicating emotions
- * Use a firm, friendly handshake when meeting new people.
- * Maintain eye contact with your entire audience.
- * Reinforce your words with tone and gestures.
- * Be aware of your posture.
- * Use appropriate gestures to support your points.
- * Imitate the posture and appearance of people you want to impress
- * Show respect for speakers and listeners.
- * Touch people only when appropriate and acceptable.
- * Smile genuinely, as a fake one will be obvious.

Q.1

What are windows?

Windows is an operating environment

is the best way to define operating system like windows is to say that they store, it can be called user interface method where you need not concern yourself with how windows work.

Because, the goal of windows application development is to use windows environment with more versatility. Hence windows application are easy to learn and use.

Windows are a single user multitasking operating system.

single user means only one user can do work at a time. And multitasking means more than one work can be the done at a time or at a same time.

for examples :- Suppose you create a picture in paint and at a same time you get the printout from wordpad document.

multitasking means you open wordpad and give the orders for printing means your paint is already open and at a same time wordpad would be open that is known as multitasking

Q.2 what is mean by software? Explain with their types

⇒ A set of programs is called as software. without software a computer is a pile of "dumb" metal.

Programs that instruct a computer how to process the data and generate required information, are called as software.

1) System software :-

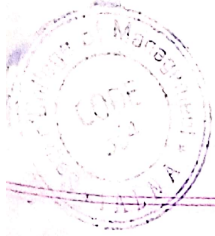
System software means those software which are used for running the application programs.

For ex :- Operating system, interpreter, compiler

2) Application software :-

Application software is software that is used to perform a set of tasks to achieve certain results or outputs. Some applications software perform specific task. like the program to enter the student's name, marks in the computer.

For ex :- MS-office, word star, Smart Suit, Tally, etc.



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DATE: 20/11

Q.1

Ans: what is mean by Double Entry system? Give it's Advantages. → study of Double Entry Book-keeping: Every business involves an exchange of goods or services and an exchange requires two parties similarly every transact has two subjects whenever give something we receive something else in return. in a cash purchase of goods goods are received and cash is paid in a cash sale of goods cash is received and goods are given. when goods are purchased on credit goods are received and the supplier becomes the creditors for their value. Similarly in a credit sale goods are given and the customer becomes the debtor for their value. be found out from the rules debit and credit stated below.

Rule 1: REAL ACCOUNT

DEBIT WHAT COMES IN

CREDIT WHAT GOES OUT

Rule 2: PERSONAL ACCOUNT

DEBIT THE RECEIVER

CREDIT THE GIVER

Rule 3: NOMINAL ACCOUNT

DEBIT ALL EXPENSES AND LOSSES

CREDIT ALL INCOMES GAINS AND PROFIT

5.

[Sub: Industrial Economics]

Q.2 What do you mean by Book-keeping? Give its objectives.

Ans: meaning of Book-keeping: Book-keeping is record maintaining process or a record keeping process. Book-keeping means maintain or observing certain principles of accounting and the rules of debiting & Crediting account made for the purpose of maintaining or keeping books of accounts made for the purpose of maintaining or keeping books of accounts. It helps in finding the profits or losses made by business.

Definitions of Book-keeping:
J.R. Batliboi defines book-keeping as the art of recording business dealings in a set of books.

R.N. Carter has defined book-keeping as transfer or money's worth.

objective of Book-keeping:

1) maintaining a systematic record of business transactions.

2) To find out the amount receivable from customers or trade debtors.

3) To find out the amount payable to his suppliers.

4) To find the total purchases during the year.

5) To find the total during the year i.e sale and credit sales.

6) To find the business expenses during the year.

7) To find the business incomes during year.

8) To find the amount of profit earned or loss suffered during the year.

Q.1 What do you mean by production? What are its main factors?

Ans: Production means transformation of inputs into outputs.

Input refers to what a firm purchases (product resources) and output refers to goods and services produced. Economics production of goods can be precisely specified inputs and also identified with quality and quantity goods. In other words production can be defined as creation of utility or the creation of wants satisfying goods and services.

① Form Utility: It refers to change in shape appearance of a commodity or goods which adds monetary value.

② Time Utility: It refers to change in share appearance of a commodity.

③ Place Utility: It refers to making the goods and services available at the place where factors of production, production cost of various factors.

④ Land: It is one of the basic factors of production. It represents those natural resources which are.

⑤ Labour: Any exertion of mind or body undergone fully or partly with a view to some goal other than the pleasure directly from.

⑥ Capital: It is that part of men's wealth which is used in producing income.

⑦ Entrepreneur: It is a part or person who co-ordinates and co-relates the other

Sub: [Business statistics]

Q.2 what is meant by indifference curve technique

Ans: what is indifference map?

Ans: The indifference curve analysis is an alternative approach to the utility analysis of consumer's behaviour. In recent years this analysis is gaining more popularity because it eliminates the acerbic analysis this analysis is gaining the more popularity because it eliminates the necessity of making an assumption regarding numerical measurement of utility and the corresponding principles of the deriving marginal utility.

Indifference curve shows the way but in modern sense this approach is developed by English economist J.R. Hicks and R.S.D. Allen.

1934 giving the base of Cardinal Utility to the indifference curve analysis.

Measurement of utility by making use of Cardinal concept of utility measurement.

Definition of Indifference Curves: An indifference curve shows that various combinations of two commodities gives

same total satisfaction to the consumer.

The consumer is indifferent towards any of these satisfactions.

According to William Fellner an indifference curve shows for two a consumer the same amount of satisfaction (utility).

He may find the derives equal satisfaction with 25 units of apples and one

unit of mango.

As 20 units of apple and one mango.

Q.1

Throw a light on the objectives of statics.

Ans: The objective of statics is broadly to find out the nature of the

problem and so on the basis of such finding to forecast for future.

Of the finding also helps in making comparison from the form these two

broad objectives there emerges following six objectives of statics.

① To collect all the statistical facts needed to particular problem at one

place and then to make use such collected facts to compare the past and present statistics

② To throw light on and given reasons for changes recorded between the

past and present facts.

③ To investigate those reasons which could not ascertained during the said investigation

with a view to arrive a correct interpretation.

④ To throw light on the problem which is expected to arise future and

to offer solution if possible.

⑤ To throw light on the problem which is to arise in future and to offer solution if possible.

⑥ The real purpose of statistical methods according to Johnson and Jackson is

to make sense out of the facts and figures to solve the unknown and

to cast upon the situation.

[Communication Skills]

Q.2 General Rules of Tabulation of data

Ans: There is no hard and fast rule for tabulation of data.

A. Experience of common senses are required to construct good table.

Following points be kept in mind while tabulating data.

① size of table should be suitable with available size of paper.

② captions and stub of should be arranged in alphabetical order given in the table.

③ Unit of measurement such as Paise in Rs weight in kg etc. should given figures should be written in rounded form.

④ If certain figures are to be emphasized such figures should be distinctive form.

⑤ Table should be in box circle, for

⑥ Miscellaneous column should be added for those data which not fit in the

classification

⑦ Items related to each other should be placed near about percentage and

Rate should be computed necessary

and they be kept close to the

Don't use zero for the information not available.

If any number is repeated write again source should be given for secondary data.

Q.1

What are the problems of group communication?

There can be problems in communication even when only persons are involved.

Various barriers create and are multiplied when more persons are involved.

The participants as well as the leader need to have meeting skills otherwise a meeting can be very frustrating and waste of time.

Problems are created by various personalities among members of the group.

If the leader cannot handle the meeting or guide the discussion the group communication may go off the track.

or become diffuse and not arrive at a proper conclusion.

One of the worst problems in group communication is not being able to come to a decision.

In order to overcome problems and to ensure success of group and

to lead a discussion the other members must have the commitment

and the skill to take part in the

part in the discussion.

Q.2

Ans:

Both the interviewer and the candidate must be well prepared for the interview.

The candidate must be physically mentally and psychologically prepared for interview.

Not only knowledge and information but also the whole personality of the candidate is assessed at an interview. The candidate must be prepared in the following things.

(a) Physical Preparation: The candidate is expected to be properly groomed and formally dressed.

Clean clothes well in properly combed hair, well cut nails and general personal hygiene are very important.

The way candidate carries himself while standing walking and sitting reveals a good deal about himself.

Self confidence nervousness and over confidence are all reflected in the posture of the candidate.

(b) Mental Preparation: Knowledge in the field of specialization must be up to date.

It is absolute necessary to take look at the bio data and be other interested mentioned in

Q.1

Ans:

Computer games play a very important role in entertainment world. Windows provides several games on the start menu.

If you use wants to add new games then you can add games using Add or Remove Program in control panel.

By default (Built-in) following Rem are available in windows operating system.

- ① Freecell
- ② Hearts
- ③ Minesweeper
- ④ Solitaire
- ⑤ Space (and 3D Pinball)
- ⑥ Solitaire

① Freecell: The object of Freecell is to move all the cards to the home cells using the free cells as placeholders.

To win you make four stacks of cards on the home cells one for each suit stacked in order rank from lowest (Ace) to highest (King).

② Hearts: The object of Hearts is to have the lowest score and 13 point for the Queen of

8.2

Ans: When installing a new printer

with the Add Printer wizard you can choose between adding a local printer (one that directly cables to your computer through one of the ports) or network printer (a printer that connected to your network with an Internet connection just as your computer is connected to the land).

1) click the start button on the windows taskbar and then click control panel on the right side the start menu

2) click the Printers and other Hardware hyperlink if control Panel window is category View.

3) click the Add Printer hyperlink in the Printers and other Hardware window to Add Printer wizard and then click the next button or press Enter advance to the local printer Connection dialog box

4) make sure the Add Printer wizard selects the printer radio button and the Automatically Detect and install plug and play printer check box beneath this radio button before you click the next

9.1

Ans: Excel edits text as needed to make valid names.

Excel uses these standards to generate names from labels or other text, space with an underscore, first last will add a underscore to the beginning of the name.

5 max or 4 bags. Excel will not create a name from cell that contains only Number like 1998, 78, 1254.50) Excel will let you get through the motions but it won't create the names.

Q.9

- 1) which tab is not available on left panel when you open a presentation?
- (a) outline (b) slides
(c) notes (d) All of these
- 2) which of the following section does not exist in a slide not exist in slide layout?
- (a) Titles (b) lists
(c) charts (d) Animations
- 3) In Slide layout Panel how many layout are available for text layout by default?
- (a) 4 (b) 7
(c) 12 (d) None of these
- 4) which command will you use in Powerpoint changing content
- (a) Design template (b) font color
(c) color scheme (d) object color
- 5) In which menu can you find features like slide design slide layout etc
- (a) Insert menu (b) format menu
(c) tools menu (d) slide show menu
- 6) which short cut key inserts a new slide in current presentation?
- (a) Ctrl + N (b) Ctrl + M
(c) Ctrl + S (d) all of these



Wipro - Gaurav Utham Talane

20 marks

College: Sagar B.C.A College Jalna

Sub - Accountancy - I

Seat No - CBCA011095

Q. 1 What do you mean by book-keeping? Give its objectives.

Ans. Meaning of book keeping: book-keeping is a record keeping process. book keeping means maintaining or keeping the record of business transactions. In a systematic manner, by observing certain principles of accounting and the rule of debiting and crediting accounts, made for the purpose of maintaining or keeping books of accounts. books used for recording business transactions are called books of accounts. books of accounts is a collection or a set of all the books used for recording business transactions. For eg. Journal, Ledger etc. thus book-keeping is a systematic record of business transactions. It helps in finding the profits or losses by the business.

Definition of Book-keeping: J.R. Batliboi defines Book-keeping as 'the art of recording business dealings in a set of books'. R.N. Carter has defined book-keeping as 'Book-keeping is the science and art of correctly recording in the books of accounts; all those business transactions that result in transfer of money's worth'.

Objectives of Book-keeping: the different objects or objectives of Book-keeping are as under:

- ① maintaining a systematic record of business transactions. This avoids the necessity to remember the business transactions.
- ② To find out the amount receivable from customers or trade debtors.

22. What is meant by Double Entry System?

Give its advantages.

The Study of Double Entry Book-keeping 'Every business involves an exchange of goods or services and that exchange requires two parties. Similarly, every transaction has two aspects. Whenever we give something or receive something else in return, thus, in a cash purchase of goods, goods are received and cash is paid. In a cash sale of goods, cash is received and goods are given. When goods are purchased on credit, goods are received and the value becomes the creditor for their value. Similarly, in credit sale goods are given and the customer becomes the debtor for their value. Thus every business transaction has a two-fold aspect or double effect and a complete record of both these aspects can be kept only by recording the transaction in two accounts. This method of book-keeping every transaction in two accounts is called double entry system of book-keeping. ~~act of~~ Every system of book-keeping ~~act of~~ has two accounts, one amount is debited while the other amount is credited with an equal amount. In other words, under this system, every debit given to any account has a corresponding credit given to some other account. Bal 1. Real Account Debit what comes in credit what goes out Bal 2. PERSONAL Account Debit the Receiver credit

Sub [Industrial Economics]

1. What is the importance of micro-economics and macro-economics? or Explain the importance of micro-economics.

a) Importance of micro-economics.

Micro-economics is one aspect of the study of economics. 'Micro' means a very small part of an macro-economics we study the behaviour of each individual (each firm, house hold or individual) we consider the affairs of every business unit and individual. Study of every unit enables us to cover wide historical background. Micro-economics study, has relevance in modern times. It contributes in solving a number of problems. 1) Rational decision-making on the part of every family, firm when there is scarcity of resources. 2) Reasons for production in social surfaces can be studied with the help of micro economics approach. 3) This analysis become more useful in the field of pricing, where public Finance, Monetary and industrial study makes accurate and rational decisions-making.

2) Write a short note on Industrial development in India.

In Greenberg left the political industry. In Greenberg came was called to discuss the conclusion that there should be a period of 3 years time between tobacco and capital and shall be set up to their machinery shall be set up to-

study and already Field wage studies the Government also decided to Slia Sahne tel will not be reversed In 1948 Industrial Finance compo- lition was set up meanwhile condi- tions were improving for the Industry labour situation conside- rable improved anal pressure on transport facilities considerably reduced many Industrial units had to move to the capcity port Shor- ports to the material and look ups of raw material the reducing of Industrial economy the reducing feature Haryana was that how the incentive on the part of the Industrialists still slowed down the development numbers of name men have lost considerably went down In order to look after the well for of the workers in 1948 Employees State insurance corporation set up on April 1 1948 Indian Parliament adopted a resolution on quoted equipment 1948 the Indian ,

Sub-[Business Statistics]

Explain the Importance of Tabulation of Data
Tabulation of data is the systematic arrangement of of Statistical data in rows and columns Rows are horizontal arrangement and whereas columns are vertical arrangement. Statistical data are tabulated after classification. The main purpose of tabulation is to simplify the presentation and to facilitate comparison. Importance of tabulation of data: Tabulation of data helps to present a huge mass of data in a systematic manner without minimum space. The Importance of tabulation can be explained under following grounds:
(i) It simplifies complex data: When data are tabulated, unnecessary details and repetitions are removed. Data are presented in table easily without a short period of time.

(ii) It facilitates comparison: Tabulation facilitates comparison. A table is divided into various parts and for each part, there are total and sub-total. Data of different parts can be compared easily.
(iii) It gives identity to the data: When data are arranged in the table, the table numbers and title, they can be easily identified. Such arranged data help to interpret the problems.

(iv) It gives patterns: Tabulation reveals pattern without the figures with some be seen in plain form of the data.

Throw a light on the objectives of statistics.

Ans- The objective of statistics is broadly to find out the nature of such a finding and so on the basis of such a finding to forecast for the future. Such a finding also helps in making comparisons. From this, many objectives emerge. The following are objectives of statistics:

1. To collect all the statistical facts related to a particular problem at one place and then to make use of such a collection.
2. To compare the past and present statistical facts with a view to arrive at certain conclusion so that the future estimation or forecasting may be done.
3. To throw light on and give reason for changes between the past and present facts.
4. To investigate those reasons which could not be ascertained during the said investigation with a view to give a correct interpretation.
5. To throw light on the practice in which the investigation has been embarked upon.
6. To throw light on the practice with which is expected to arise in future and to offer solution, if possible.

The basic purpose of statistical method according to Johnson and Jackson is to make sense out of the fact and figures to derive the conclusions.

Sub-Operating System-1

Q.1 Explain Command prompt. in dos with example.

Ans- Figure 1 shows an example of command prompt interaction. When DOS displays the command prompt, it is saying in effect, "I'm ready for your next command." In the figure, the user enters a command requesting a listing of the files on drive A; DOS is DIR program displayed the listing. Then + DOS displays the next command prompt.

```
C:\>DIR A:
Volume in drive A: has no label
Volume serial number is 252B-BFEA
Directory of A:\
BACK-EGA SEC 37170 12-24-91 540
BACK-IDY SEC 50784 12-24-91 540
BACK-TRY SEC <DIR> 02-23-91 137P
DEMO
3 files(s) 07962 bytes
908800 bytes free
```

Fig. Sample Command prompt interaction

For many people, the major problem with the Command prompt is having to remember DOS commands.

Intelligence in Software is often measured by its capability to comprehend programming language, and by that standard DOS is pretty dumb. You must speak to it in much the same way that you would a well-trained dog with a limited vocabulary and a quick reflex.

Q.2 What is dos?
Ans:- dos is operating system is a set of system

programs that makes it possible for you to use your computer. It provides the link among you the hardware, and software. The dos operating system (and was developed by IBM and Microsoft for the original IBM PCs as personal computers have evolved into today's 486 and pentium machines, dos has grown along with them. dos has these main functions: it manages your system's resources (such as memory and disk); it gives you access to your programs and data; and it helps you manage your system.

Q.3 List out the features of Command prompt.

Ans:-

- ① Also you are able to do the Command prompt, dos helps you out in many ways.
- ② you can recall and modify a previous Command before then having to type in one fresh search.
- ③ you can create macros to simplify often-used Commands.
- ④ you can ~~display~~ documentation on your monitor to help you with Command usage and syntax.
- ⑤ you can design your own Command Prompt.

Self-Communication Skills

Q.1 What are the problems of group communication?

Ans:-

There can be problems in communication even when only two persons are involved. Various behaviors operate and are multiplied when more persons are involved. The participants act as well as the leader need to have meeting skill, otherwise, a meeting can be very frustrating and a waste of time. Problems are created by various personalities. Some are members of the group. Some persons are shy or nervous of addressing a group. Some are aggressive and interrupt others from speaking; they take up all the time and insist on following their own agenda. Some do not participate at all because they have not applied their mind to the agenda or discussion topics. Members may get excited and turn hostile to one another. Even alcoholic group may have problems occasionally.

If the leader cannot control the meeting or guide the discussion, the group's communication may go off the track. Persons refuse and not agree at a particular conclusion. One of the worst problems in group communication is not being able to come to a conclusion on anything. It is reasonable that meeting that go on for a long do not produce good results and are a long way from reaching to members of the group.

Q.2 What preparations does the candidate have to make for an interview?

Ans: Both the interviewer and the candidate must be well prepared for the interview. The candidate must be physically, mentally and psychologically prepared for interview. Not only knowledge and information but also the whole personality of the candidate is assessed at an interview. The candidate must be prepared in the following things.

a) Physical preparation: The candidate is expected to be properly groomed and formally dressed. Clean cloth, well ironed, properly combed hair, well cut nails and general personal hygiene are very important. The way a candidate carries himself while standing, walking and sitting leaves a good deal about himself. Self confidence, nervousness and overall confidence all reflected in the posture of the candidate.

Good manners and conduct are also necessary. The candidate must know what is the suitable greeting for the time of the day.

b) Mental preparation: Knowledge in the field of specialization must be up to date. It is absolutely necessary to make a look at the bio-data and be prepared to give more information about all items including hobbies, etc and others interested mentioned in it.

Sub- [Office Automation tools]

Q.1 Explain the features and tools available in ms-office.

Ans: Ms-office is a powerful application even on the a stand alone computer. But it is designed as a workgroup tool. To share your work with others office can be used to communicate with other users around the world through internet. Impressive proposals can be produced, management of busy calendar, tracking important documents, make sound financial projections, create dynamic presentations and maintain sensational presence of corporate Internet also world wide web.

Ms-office 2000/ Ms-office includes the following applications -

① Excel: a powerful and easy to use spreadsheet application.

② Word: the most popular windows word processor.

③ Access: a four relational database.

④ Powerpoint: A presentation tool that allows anyone to create slide shows.

⑤ Outlook: A convenient desktop information manager.

⑥ Ms-Word: the very important tools provided with windows processors are:

① type a text with help of keyboard and save it.

② Search for any errors in the and make corrections.

Q2. How Excel Creates Range Names from text
Ans:- Excel edits text as needed to make valid name. Excel uses these standards to generate names from labels or other text.

- If the label for a column or row contains spaces, Excel will replace the space with an underscore: Interest_Rate.
- If the cell contents begin with a number, like 8 marks or 4 bags.
- Excel will not create a name from a cell that contains only a number (like 1999, 76, 12, 54.50). Excel will let you go through the motions, but it won't create the names.

Q3. Explain naming Ranges.

Ans:- Naming Ranges: you can apply a name to refer to a cell or a range of cells, rather than using cell addresses as references. Names provide multiple benefits:

- Names are more descriptive and easier to remember than cell addresses.
- When a cell moves, the name moves with it.
- You can use a name in place of a cell or range address in a formula or function argument, just like a row or column label.
- When you copy a formula that uses a name, the effect is the same as using an absolute cell reference. The rules for using range names include the following requirements:

- Names can be up to 255 characters long and can include letters, numbers, underscores, or periods.
- The name must begin with either a letter or the underscore character.