



A Charutar Vidya Mandal's Institution
V.P. & R.P.T.P. SCIENCE COLLEGE
(AUTONOMOUS) (Grant-in-Aid)
Affiliated to Sardar Patel University
VALLABH VIDYANAGAR-388120



Bachelor of Computer Application (Semester I) Internal Examination-2024
US01IDBCA05:Accounting and Office Automation

Date: 05/10/2024 -SATURDAY

Time: 11:00am to 12:00 pm

Marks: 20

Q:1 ATTEMPT FOLLOWING MCQ

06

1. "Art & Science of recording business transaction in a systematic & chronological order" is known as _____.
A. Book keeping
B. Accounting
C. Debiting
D. Crediting
2. The area formed by the intersection of a row and column is called the _____.
A. cell
B. spreadsheet
C. workbook
D. excel
3. A formula always begins with _____.
A. +
B. =
C. Bracket
D. -
4. The name of a word document displays in _____.
A. Ribbon
B. Title bar
C. Status bar
D. Home tab
5. What is a Microsoft PowerPoint?
A. Spreadsheet Program
B. Presentation Program
C. Database Program
D. All of the above
6. Documents can be _____ with MS Word.
A. Created
B. Edited
C. Saved
D. All of the above



- Q:2 Explain the terms: debtors, creditors, Trial Balance, Solvent, insolvent, bad debts, Journal.**

07

OR

Explain the filter, chart and sorting facility of excel in detail with example.

- Q:3 What is Word processing? Write down the benefits and examples of word processor.**

07

OR

Describe the presentation views available in power point.