

CHAPTER 1

OVERVIEW OF COMPUTERISED ACCOUNTING SYSTEM

1. The Code CS101,CS 102,CS 103 for customer X,Y and Z is an example ofcode.
(a) Mnemonic (b) Sequential (c) Block (d) None of these (2020 Mar – 1 Mark)
2. In an organization, Code 'PL' is used for Purchase Ledger, 'SL' is used for Sales Ledger. Which type of Code is used here ?
(a) Block Code (b) Sequential (c)) Mnemonic (d) None of these (2020 Say – 1 Mark)
3. Pick out the one, which is not a component of computerized accounting system.
(a) Procedure (b) Data (c) People (d) Virus (2021 Mar – 1 Mark)
4. Codes used by Indian Railway as TVC for Trivandrum and TCR for Trissur is an example of
a) Block b) Sequential c) Mnemonic d) Numeric (2021 Say – 1 Mark)
5. Range of numbers are used for codification in :
(a) Sequential codes (b) Block codes (c) Mnemonic codes (d) Alpha Numeric codes (2022 Mar – 1 Mark)
6. Numbers and letters or both of them assigned in a consecutive order as code is a _____.
(a) Block code (b) Mnemonic code (c) Sequential code (d) Numeric code (2022 Say – 1 Mark)
7. Alphabets or symbols used to codify a piece of information is _____.
(a) Sequential codes (b) Block codes (c) Mnemonic codes (d) Numeric codes (2023 Mar – 1 Mark)
8. _____is a mechanism which restricts the access to the computer system and data to the user only.
(a) Data audit (b) Password security (c) Data vault (d) None of these (2023 Say – 1 Mark)
9. CLT-Kozhikode is an example of _____.
(a) Sequential codes
(b) Block code
(c) Mnemonic codes
(d) None of these (2024 Mar- 1 Mark)
10. The Code 201-299 for soaps is an example of _____code.
(a) Sequential (b) Mnemonic
(c) Numeric (d) Block (2024 Say- 1 Mark)
11. Explain any Two security features of a standard accounting software.
(2018 Mar & 2022 Mar & 2022 Say – 2 Marks)
12. Business firms, more often, use alphabets or symbols for codification. Identity the type of codes referred here. Give a suitable example for this type of codes. (2018 Say – 2 Marks)

13. Develop a coding structure and the code number with assumed figures for allotting register numbers for the students in higher secondary examination with district code, school code and admission number
(2019 Mar-2 Marks)

14. Identify the types of codes for the given examples from the items in brackets.

(Sequential code, Block code, Mnemonic code)

(a) Code Name of Railway Station

QLN - Kollam

TCR - Trissur

(b) Code Textile Item

100-199 - Gents Wear

200-299 - Ladies Wear

(2019 Say – 2 Marks)

15. Discuss any two security features of Computerized Accounting System. (2020 Mar – 2 Marks)

16. List out any four components of Computerized Accounting System. (2020 Say– 2 Marks)

17. Explain any three features of computerized accounting system. (2022 Mar – 3 Marks)

18. Describe any three merits of Computerized Accounting System. (2022 Say – 3 Marks)

19. Explain any three sub-systems of Accounting Information System. (2024 Mar – 3 Marks)

20. Describe the security features of CAS. (2024 Say – 3 Marks)

21. Write any 4 merits of computerized accounting system. (2021 Mar & 2021 Say – 4 Marks)

22. Describe any four features of CAS. (2023 Mar – 4 Marks)

23. List out the advantages of Computerised Accounting System. (2023 Say – 4 Marks)

24. Briefly explain the features of computerized accounting system. (2021 Mar -5 Marks)

25. Describe the features of Computerized accounting system. (2021 Say – 5 Marks)

CHAPTER 2

SPREADSHEET

1. Identify the suitable argument in a financial function representing the number of payments from the following.

a) FV b) PV c) Rate d) NPER (2019 Mar -1 Mark)

2. The default base date used in 'DATEVALUE' function in Libre Office Calc., is :

(a) 01-01-1990 (b) 02-01-1899 (c) 02-01-1991 (d) 30-12-1899 (2020 Say – 1 Mark)

3. Each cell in a Spreadsheet is identified with a unique name, which is known as _____.

(a) Range (b) Columns (c) Cell address (d) Rows (2021 Mar – 1 Mark)

4. Pre-defined formula in a spread sheet is called

- a) Cell reference b) Function c) Value d) Label

(2021 Say & 2022 Mar – 1 Mark)

5. Find the odd one.

- a) IF b) AND c) OR d) DAY

(2021 Say – 1 Mark)

6. In a spread sheet, formula should always begin with sign.

- a) Plus b) Minus c) Equal to d) Dollar

(2021 Say – 1 Mark)

7. Identify the function which displays the current system date.

- (a) TODAY (b) NOW (c) DATE (d) DATEVALUE

(2022 Mar – 1 Mark)

8. The function that returns current time along with current date is _____.

- (a) DAY (b) TODAY (c) NOW (d) DATEVALUE

(2022 Say – 1 Mark)

9. The function which counts the number of numeric values in a given range of cells is _____.

- (a) COUNTA (b) COUNTBLANK (c) COUNT (d) COUNTIF

(2022 Say – 1 Mark)

10. Identify the function which helps to convert a date in the form of text to a number.

- (a) DATE (b) DAY (c) NOW (d) DATE VALUE

(2023 Mar- 1 Mark)

11. A spreadsheet file is called _____.

- (a) Worksheet (b) Workbook (c) Cell (d) Range

(2023 Mar- 1 Mark)

12. Find the odd one out.

- (a) Tally (b) Gnukhata (c) Libre Office Calc (d) SAP

(2023 Say- 1 Mark)

13. The function that returns the current system date and time is _____.

(a) TODAY Function

(b) NOW Function

(c) DAY Function

(d) MONTH Function

(2024 Mar- 1 Mark)

14. The function which counts the number of cells of any value is _____

(a) COUNTA (b) COUNT

(c) COUNTIF (d) COUNT BLANK

(2024 Say- 1 Mark)

15. Write the result displayed in a cell if the following spread sheet functions are used.

a) =ROUND(999.99,0)

b) =ROUNDDOWN(999.99,0)

c) =ROUND(123.45,-1)

d) =ROUNDUP(123.45,0)

(2018 Mar – 2 Marks)

16. Give the absolute cell reference to represent the following in a Spreadsheet package :

(a) Cell at 8th column and 15th row

(b) Range of cells from 4th column and 5th row to 10th column and 20th row (2018 Say – 2 Marks)

17. Convert the 'relative' cell reference 'A5' into 'absolute' and 'mixed' cell references

(2019 Say -2 Marks)

18. The details of sales is given below in the following spread sheet :

	A	B	C	D
1	Code	Name of Salesmen	Sales	Commission
2	101	Praveen	62,000	?
3	102	Jaffar	74,000	
4	103	Johny	68,000	
5		Total Sales	?	

Write the formula to calculate :

(a) Total Sales in cell C5.

(b) 10% Sales Commission to Praveen in cell D2.

(2020 Mar – 2 Marks)

19. Write any two uses of Pivot table.

(2020 Say – 2 Marks)

20. Write any 2 methods to add a new worksheet in a Spreadsheet (Libre Office calc).

(2021 Mar – 2 Marks)

21. Write any Two features of Spread sheet.

(2021 Say & 2022 Say – 2 Marks)

22. Identify the relevant functions in LibreOffice Calc used for the following purposes :

(a) To count the cells that contain numbers only.

(b) To count all types of data in a range of cells.

(2022 Mar – 2 Marks)

23. Write the appropriate spreadsheet functions from the following :

(a) To count number of empty cell in the given range.

(b) The function combines several text strings of different cells into one string. (2024 Mar – 2 Marks)

24. List out any two advantages of Pivot Table.

(2024 Say – 2 Marks)

25. State the need for data validation in spread sheets .Explain any Two facilities available in spread sheet to prevent wrong data to be entered in a cell.

(2018 Mar – 3 Marks)

26. Explain any 3 logical functions commonly available in Spreadsheet software packages, by giving relevant syntax.

(2018 Say – 3 Marks)

27. Explain any three mathematical functions and their purposes.

(2019 Mar & 2019 Say – 3 Marks)

28. Identify the relevant functions used for the following purposes :

(a) To count the total number of cells which contains any value.

(b) To join several text strings in different cells into one string.

(c) To count the empty cells from a given range.

(2020 say – 3 Marks)

29. Briefly explain any two Logical functions in Libre Office Calc.

(2022 Mar – 3 Marks)

30. Match the following items in Column – A with Column – B :

A	B
a) TEXT	To calculate the accrued interest on investment
b) ACCRINT	To search certain values from a table
c) LOOKUP	To convert a number into text

(2022 Mar – 3 Marks)

31. Complete the missing area as per the hint given below :

Name of function	Type of function	Purpose
TODAY	Date and Time	Displays current system date
COUNTBLANK
SUM

(2022 Say – 3 Marks)

32. Briefly explain the commonly used Text Functions.

(2022 Say – 3 Marks)

33. Write the syntax for the following functions : (a) SLN (b) DB (c) PMT

(2023 Mar – 3 Marks)

34. Write the application of the following functions :

(a) COUNTIF

(b) PMT

(c) SUM IF

(2024 Mar – 3 Marks)

35. Using the following spreadsheet function, write the result displayed in the cell :

(i) = ROUND (45431.257, -1)

(ii) = ROUND UP (32621.43, 0)

(iii) = ROUND DOWN (656, -2)

(2024 Say – 3 Marks)

36. Name the functions and syntax used to display the following results in Libre Office Calc.

(a) Current system date.

(b) Current date with time.

(c) Count of numeric values in a given range of cells.

- (d) To count the number of empty cells in a given range. (2021 Mar -4 Marks)
37. a) Briefly explain the terms
 “ Cell” and “Range” in relation to Calc.
 b) Name any Two type of data that can be entered in a Cell . (2021 Say- 4 Marks)
38. Describe the use and syntax of the following functions in Libre office calc :
 (a) Now (b) Count (c) IF (d) Rate (e) Concatenate (2020 Mar -5 Marks)
39. Write down the 5 features of Libre Office Calc. Briefly explain. (2021 Mar-5 Marks)
40. Briefly explain any Five of the following functions in Libre Office Calc.
 a) NOW b) COUNT c) SUM d) TODAY e) PMT f) CONCATENATE g) SUMIF.
 (2021 Say -5 Marks)
41. (a) Using the following spreadsheet function, write the result displayed in the cell.
 (i) = ROUND (412.654, -1)
 (ii) = ROUND UP (25.314, 0)
 (iii) = ROUND DOWN (568, -2) (3)
- (b) State the reason for the errors given below : (i) # DIV/0! (ii) # NAME (2) (2023 Mar – 5 Marks)
42. Explain any five ‘Date and Time’ functions with syntax. (2023 Say – 5 Marks)

CHAPTER 3

USE OF SPREADSHEET IN BUSINESS APPLICATIONS

1. Find the odd one
 (Hint : one which is not an element of Gross Pay)
 a) HRA b) CCA c) PF d) DA (2018 Mar – 1 Mark)
2. Name the Spreadsheet function used for calculating the annual depreciation under the fixed installment method. (2018 Say – 1 Mark)
3. Which of the following is not a component of Payroll statement ?
 (a) D.A. (b) D.B. (c) H.R.A. (d) P.F. (2020 Mar – 1 Mark)
4. Which one of the following is a deduction in the calculation of Net Pay in Pay roll statement ?
 (a) HRA b) PF c) DA d) BP (2020 Say – 1 Mark)
5. Which among the following financial function is used for calculating straight line method of depreciation ?
 (a) SLN (b) DB (c) PMT (d) PV (2021 Mar – 1 Mark)

6. Identify the function used for EMI (Equated Monthly Installment) calculation while preparing a Loan Repayment Schedule in Libre Office Calc.

(a) PMT (b) FV (c) PV (d) NPV (2022 Mar & 2022 Say – 1 Mark)

7. Net Pay = _____. (a) Gross Pay – Total Deductions (b) Gross Pay + Total Deductions (c) Basic Pay + DA (d) Basic Pay + DA + HRA (2023 Mar – 1 Mark)

8. Depreciation under written down value method can be found out by

(a) SLN (b) DB (c) PMT (d) DEP (2023 Say – 1 Mark)

9. Explain the syntax and parameters of the following Spread Sheet functions

a) SLN b) DB c) PMT (2018 Mar -3 Marks)

10. The 'Basic Pay' of an employee is supplied in C4 ' of a spread sheet. Give the appropriate formula in the following cells for his salary calculations :

(a) In D4, DA as 14% of the basic pay.

(b) In E4, HRA as Rs.2,500 for basic pay -greater than Rs.55,500 and for others Rs.1,500

(c) In F4, to calculate the gross pay. (2018 Say -3 Marks)

11. One of your friends argued that there is no difference between SLN and DB functions in Spread Sheet. Do you agree with this? Substantiate your answer. (2019 Mar – 3 Marks)

12. Name the functions used for calculating depreciation under straight line and written down value methods. Also, write their syntax in a spread sheet. (2019 Say – 3 Marks)

13. Arun Traders took a loan of Rs.1,00,000 for 24months from SBI @ 12% interest for that period.

(a) Identify the financial function used for preparing loan repayment schedule in Calc.

(b) Give its Syntax and explain its parameters. (2020 Mar – 3 Marks)

14. Write the equation to calculate Gross Salary and Net Salary, if B.P. (Basic Pay), DA, HRA and PF are given in a payroll statement. (2021 Mar – 3 Marks)

15. Briefly explain SLN and DB functions in Libre Office Calc. (2021 Say – 3 Marks)

16. Write the syntax for the following functions :

(a) SLN (b) DB (c) PMT (2023 Mar – 3 Marks)

17. Explain pay roll components (any six) (2023 Say – 3 Marks)

18. Classify the following Payroll components into Earnings and Deductions :

Basic pay HRA TDS

PF DA Professional tax (2024 Mar – 3 Marks)

19. Write the syntax for the following functions :

(a) SLN (b) DB (c) PMT (2024 Say – 3 Marks)

CHAPTER 4

GRAPHS AND CHARTS FOR BUSINESS DATA

1. In most Spread Sheets Charts and Graphs are available intab (2018 Mar – 1 Mark)

2. A Spreadsheet '3D' chart has :

(a) 'X'axis (b) Y axis (c) 'Z' axis (d) All of these (2018 Say – 1 Mark)

3. Can you help Mr.Ajith Kumar by pointing out the missing steps to create a chart in Spread Sheet from the following

Enter the data in cells → Select the data → → → Finish

(2019 Mar -1 Mark)

4. A chart which displays data in rings is a

(a) Pie Chart (b) Column Chart (c) Radar Chart (d) Doughnut Chart

(2019 Say & 2022 Mar- 1 Mark)

5. The chart used to display trends over a period of time is _____.

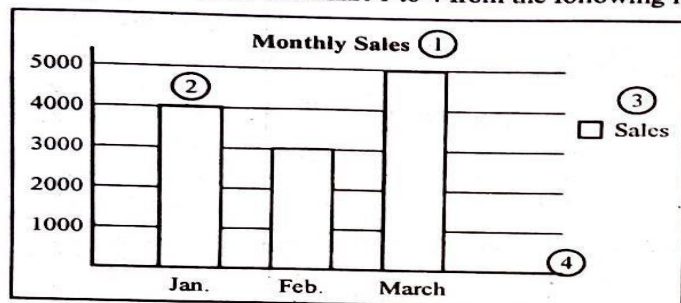
(a) Pie chart (b) Radar Chart (c) Area Chart (d) Line Chart (2022 Say = 1 Mark)

6. Name Four elements of a Spread Sheet graph or Chart (2018 Mar & 2021 Mar – 2 Marks)

7. Name any four types of charts available in a Spreadsheet software (2018 say & 2021 Mar – 2 Marks)

8.

Identify the elements of a chart 1 to 4 from the following figure :



(2019 Mar – 2 Marks)

9. Identify the name of charts mentioned in the following :

(a) Charts with vertical bars. (b) Charts with horizontal bars (2019 Say – 2 Marks)

10. Write any Two advantages of Charts and Graphs

(2021 Say, 2022 Mar & 2022 Say – 2 Marks)

11. Fill in the blanks from the items given in brackets.(As per hint given)

(Column Chart, Line Chart, Doughnut Chart, Pie Chart)

Hint :

Charts used to display trends – Line Chart

a) Chart displays data in rings

b) Chart contains only one data series

(2021 Say – 2 Marks)

12.

	A	B	C	D	E	F
1	PAY ROLL					
2	EMP ID	Name of Employee	Basic Pay	DA	HRA	GROSS PAY
3	E0101	Renjith	70000	?	5000	?

Write the formula to calculate DA and Gross Pay of Renjith if the DA is 7% of Basic Pay.

(2022 Say – 2 Marks)

13. Identify the elements of a chart mentioned below :

(a) The entire area of a chart

(b) Identifier of a piece of information

(2024 Mar – 2 Marks)

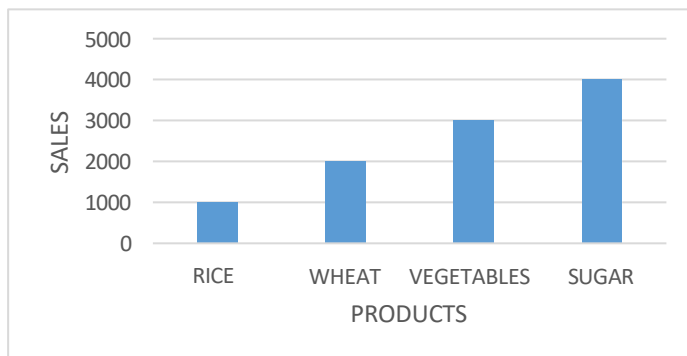
14. Write the steps for preparing chart in Libre office calc

(2024 Mar & 2024 Say – 2 Marks)

15. Explain any two elements of a Chart/Graph.

(2024 Say – 2 Marks)

16. A chart is given for You



(a) Identify the name of above chart type'

(b) Briefly explain any two advantages of preparing charts.

(2020 Mar – 3 Marks)

17. Write the steps to create a chart in Libre Office Calc.

(2020 Say -3 Marks)

18. Briefly explain the following elements of a Chart/Graph :

(a) Chart Area (b) Data Points (c) Legend

(2023 Mar – 3 Marks)

19. What are different types of charts or graphs ?

(2023 Mar – 3 Marks)

CHAPTER 5

ACCOUNTING SOFTWARE PACKAGE – GNU KHATA

1. Name any Two default ledgers available in Gnu Khata. (2018 Mar – 1 Mark)
2. Find the odd one among the computer software given below :
(a) GNU Khata b) TALLY (c) SAP (d) Libre Office Base (2018 Say – 1 Mark)
3. In an accounting software , the ledger “Cash” comes undergroup.
a)Investments b) Current assets c) Fixed assets d) Capital (2019 Mar- 1 Mark)
4. Identify the group under which depreciation account is to be created in an accounting software.
(a) Current Asset (b) Fixed Asset (c) Direct Expenses (d) Indirect Expenses (2019 Say – 1 Mark)
5. Which one of the following is a Free and Open Source Accounting Software ?
(a) Tally (b) GNU Khata (c) Peachtree (d) Dac Easy (2020 Say – 1 Mark)
6. Find the suitable voucher type used for recording ‘Payment by cash or cheque’ from the following in GNU Khata accounting software.
(a) Receipt (b) Purchase (c) Payment (d) Sales (2021 Mar – 1 Mark)
7. Which of the following voucher is used to make rectification entries ?
(a) Purchase Voucher (b) Sales Voucher (c) Receipt Voucher (d) Journal Voucher (2022 Mar -1 Mark)
8. Which of the following is not a system generated ledger account in GNU Khata ?
(a) Opening Stock (b) Closing Stock (c) Cash (d) Profit and Loss Account (2022 Say – 1 Mark)
9. The Voucher used for adjustment entries in GnuKhata
(a) Receipt (b) Journal
(c) Purchase (d) Payment (2024 Mar -1 Mark)
10. Bank Reconciliation statement is available in _____Menu.
(a) Help (b) Report
(c) Voucher (d) Master (2024 Say – 1 Mark)
11. Name the system generated ledger accounts in GNU khata.
(2020 Mar ,2020 Say ,2022 Mar- 2 Marks)
12. Complete the given table based on the hint given.

Name of ledger	Group
Hint : Purchase	Direct expense
a) Sales	?
b) Wages	?
c) Discount received	?
d) Salary	?

(2021 Mar – 2 Marks)

13. Name the voucher type used to record the following transactions in Gnu Khata.

a) Cash paid into bank Rs.10,000

b) Salary paid Rs. 7,000

(2021 Say – 2 Marks)

14. State the accounting groups of the following accounts in GNU Khata :

(a) Cash in hand (b) Machinery

(2022 Mar – 2 Marks)

15. How to delete a Ledger Account in GNUKhata ?

(2022 Say – 2 Marks)

16. How to delete a Ledger Account in GnuKhata ?

(2024 Mar – 2 Marks)

17. Identify the group under which the following ledgers are to be created :

(a) Depreciation (b) Sales Return

(c) Preliminary Expenses (d) Drawings

(2024 Say – 2 Marks)

18. Write any 3 features of GNUKhata Accounting Software.

(2021 Mar – 3 Marks)

19. Explain the purposes of using the following voucher types in GNU Khata :

(a) Receipt Voucher (b) Payment Voucher (c) Contra Voucher

(2022 Mar – 3 Marks)

20. Briefly explain any three Voucher types used in GNU Khata.

(2022 Say – 3 Marks)

21. Explain any three features of GnuKhata.

(2024 Mar & 2024 Say – 3 Marks)

22. Explain the procedure of “Create Organization” in Gnu Khata.

(2018 Mar – 5 Marks)

23. Explain any five features of the Accounting software GNU Khata.

(2018 Say – 5 Marks)

24. Explain the procedure for entering Opening stock and Closing stock in Gnu Khata.

(2019 Mar – 5 Marks)

25. Explain the uses of any five default accounting voucher types in an accounting software.

(2019 Say – 5 Marks)

26. Devika Agencies already created an organisation in GNU khata. Now they want to create ledger accounts. Write the procedure to create the following ledger accounts by preparing a table showing relevant groups and subgroups, assuming that there is no opening balances.

(1) Capital (2) Furniture (3) Cash (4) Debtors

(5) Creditors (6) Purchases (7) Sales (8) Salary

(2020 Mar – 5Marks)

27. Read the following transactions. Then make up the following table for voucher entry in GNU Khata.

(a) Started business with cash worth Rs.2,00,000

(b) Opened an account in SBI with Rs.10,000

(c) Purchased goods worth Rs.20,000

(d) Paid wages Rs.5,000

(e) Cash sales Rs.15,000

Account Name	Voucher	Dr/Cr	Amount

(2020 say – 5 Marks)

28. Complete the following table

Voucher Type	Used to Record	Shortcut Keys
Receipts	?	F4
?	Cash and Credit sales of goods	F6
Purchase	?	F7
Journal	Adjustment entries	?
?	Deposits or withdrawals of cash from bank	F8

(2023 Mar – 5 Marks)

29. Complete the table

Transaction	Voucher	Debit	Credit
(a) Started business with cash	?	Cash	?
(b) Cash deposited into bank	Contra	?	?
(c) Purchased goods for cash	?	?	Cash
(d) Purchased machinery on credit from Beena	?	?	Beena
(e) Paid Salary	?	Salary	?

(2023 Say – 5 Marks)

CHAPTER 6

DATABASE MANAGEMENT SYSTEM

1. The tool used to connect two tables in Libre Office Base.
(a) Report . (b) Queries (c) Form (d) Relationship (2020 Mar – 1 Mark)
- 2.....is used to retrieve information from a database (2020 Say – 1 Mark)
- 3.Name any Four DBMS software available for data manipulation by business firms (2018 Mar – 2 Marks)
4. Explain the different methods of creating 'FORMS' in a data base software (2018 Say – 2 Marks)
- 5.A DBMS has different components . List out any Four of them. (2019 Mar – 2 Marks)
6. Explain the terms 'Entity' and 'Attribute' with an example. (2019 Say – 2 Marks)
7. List out any four "data types" available in Libre Office Base. (2020 Mar – 2 Marks)
8. What is DBMS ? Give a suitable example for it. (2022 Mar – 2 Marks)
9. List out the objects available in the database panel of Libre Office Base ? (2022 Say – 2 Marks)
10. Write short notes on : (a) Tables (b) Queries (2023 Mar – 2 Marks)
11. List out any four data types. (2023 Say – 2 Marks)
12. Write short note on the following :
(a) Table
(b) Query (2024 Mar – 2 Marks)
13. Write any four data types in Base. (2024 Say – 2 Marks)
- 14.List out any Three accounting entities and its possible attributes for designing tables for accounting purposes through a DBMS software. (2018 Mar – 3 Marks)
15. Explain the uses or functions of following objects or elements of a DBMS software :
(a) Query (b) Forms (c) Reports (2018 Say & 2019 Say– 3 Marks)
- 16.Explain the procedure for creating Table in a database and how to set the Primary Key (2019 Mar – 3 Marks)
17. Write the different steps for creating a Table in Libre Office Base (2020 Mar – 3 Marks)
18. Briefly explain how a 'Table' is created in Libre Office Base. (First 4 steps). (2021 Mar – 4 Marks)

19. Match the following

A	B
a) Tables	1.Interface to input data in database
b) Queries	2.Presenting contents from the database
c) Forms	3.Retrieve data from a data base
d) Reports	4.Store data in a database

(2021 Say – 4 Marks)**20. Write the steps to create a ‘Student’ Table and set the primary key in Libre Office base from the following details**

- **Admission No.**
- **Name**
- **Sex**
- **Date of Birth**
- **Class**

(2020 Say – 5 Marks)