

IV Semester B Com Degree Examination, April/May 2016

4B08 COM Informatics Skills

Practical Examination

Time : 1 Hour

Total Marks : 20

Part A

- 1. Mail Merge the following letter using MS Word.**

ELITE DECORS
137 West 5th Avenue
Banerghatta Road, Bangalore 560029
☎ +91.80.41939500

To

Dear Sir/Madam

As our new letter head indicates, we have recently changed the name of our business from A ONE DECORS to ELITE DECORS. There shall be no change in management and we will be providing the same product and fine service. Thank you for being one of our valued customers and we appreciate your co- operation in future also.

Yours faithfully, (Times New Roman, 12, left align)

Sd/ (Managing Director) (Times New Roman, 12, left align)

Addressees

Jawahar Traders	ABC Furnitures	Chrome Mart
Chettachal P.O.,Vithura,	Ambedkar Circle, Attavar,	1st Floor, 16 Camac Street,
Thiruvananthapuram	Mangalore	Kolkata

- 2. Insert a table with the following details, using MS Word.**

Heading Arial Narrow 18, Bold, Centralise. Column Heading Arial 14, Italics. Details Times New Roman, 12.

Copy the table to a new file and sort the data based on Input Power.

Eureka Forbes

MarathoneInnova, Lower Parel Mumbai -400013						
No	Name of Product	Suction Power	Input Power	Weight	Dimension	Price
1	Trendy Nano	1900 mm	1000W	2.5 kg	300x210x185mm	2899
2	Comfy Clean	1220 mm	450W	1.2 kg	300x110x110mm	2490
3	Easy Clean	1600 mm	800W	1.8 kg	250x126x175mm	2399
4	Trendy Wet & Dry	1300 mm	700W	4.5 kg	330x260x525mm	7990
5	Trendy Cion	2000 mm	1300W	6.1 kg	490x330x380mm	7199
6	Quck Clean	1100 mm	1200W	3.6 kg	330x230x210mm	3699

Part B

3. Prepare Pay Roll using MS Excel

CHAITHANYA ENTERPRISES GISI Building, Eranhipalam, Kozhikode										
Sl. No	Employee Name	Basic Salary	DA	HRA	Gross Salary	PF	LIC	Tax	Total Deduction	Net Salary
1	Hemanth	25500					750			
2	Farooq	33300					1010	1000		
3	Lakshmi	42800					1250	1550		
4	Madhav	12000								
5	Mayoori	28500								
6	Thomas	47300					1320	1600		

HRA is 15% of Basic, CCA is 10% of Basic, DA is 60% of Basic, and PF is 30% of Gross.

Heading Font Georgia, Size 14. Details Times New Roman, Size 12.

4. Prepare Electricity Bill considering the following details using MS Excel

A. Heading Century 14, Centralized, Bold **B.** Column Heading Book Antiqua 12, Centralized

RELIANCE ENERGY LTD GRAND PLAZA Bldg, COCHIN Electricity Bill for the month of May, 2015							
Sl No.	Consumer Number	Name of Consumer	Meter Reading		Usage (Units)	Rate	Bill Amount (Rs)
			Previous month	Current month			
1	PS 2818	Yunus	3752	4104			
2	PS 2818	Premjith	4314	4496			
3	PS 2818	Abhinav	8518	8582			
4	PS 2818	Sunny	1852	1975			
5	PS 2818	Keerthana	3956	3998			
6	PS 2818	Namitha	6972	7053			

Note: (Usage = Current meter reading—Previous meter reading; Bill Amount = Usage x Rate)

(Rate = Usage < 50 units, Rs.2; 50 to 99 units, Rs.3; 100 to 149 units, Rs.4, >150 units, Rs.5)

Part C

5. Prepare the Final accounts of Mr. Govind on 31th March 2015, using Tally.

Bank balance	Rs. 13330	Stock(1-4-2012)	Rs.12000	Sundry Expense	Rs. 1500
Capital	Rs.85000	Drawings	Rs. 7500	Purchase	Rs.76000
Sales	Rs. 170000	Purchase returns	Rs.1000	Sales returns	Rs. 7000
Office expense.	Rs.21700	Debtors	Rs. 85000	Creditors	Rs.33000
Commission	Rs. 500	Land &Building	Rs. 57000	Wages	Rs. 8600
Advertising	Rs. 5600	Discount (Cr)	Rs. 5900	Carriage inward	Rs. 200

Adjustments

- | | |
|---|------------------------------------|
| 1. Stock on 31 st March, 2013 was valued at Rs. 17000. | 2. Write off Rs.1085 as bad debts. |
| 3. Depreciation on land & building by 10%, | 4. Salary outstanding Rs. 200 |
| 5. Interest on capital at 5% | |

6. Using Tally, Enter the following transactions in the books of Kishore and Display Trial Balance.

2015

- | | |
|---------|--|
| March 1 | Mr. Sanal commenced business with Cash Rs. 200000, Furniture Rs. 250000, Building Rs. 250000 |
| 3 | Bought Plant worth Rs. 50000 from Karthik Ltd |
| 6 | Paid into bank Rs. 25000 |
| 10 | Purchased goods from Kamal Rs. 40000 |
| 17 | Goods worth Rs. 40000 sold to Rinil |
| 18 | Cash Sales Rs. 20000. Remitted the amount of cash sales into bank |
| 19 | Returned goods worth Rs. 5000 to Kamal |
| 20 | Paid rent Rs. 2500 |
| 23 | Goods purchased by cheque Rs. 10000 |
| 25 | withdrawn from bank for office use Rs. 21000 |
| 26 | Withdrawn for personal use Rs. 3000 |
| 28 | Paid Rs. 34000 to Kamal in full settlement. |
| 28 | Paid salaries Rs. 10000, Commission Rs. 5000. |
| 31 | Cash paid by Rinil Rs. 39500 in full settlement |

7. ABC Traders has three departments, Production, Accounting and Marketing and three salesmen Binu, JinuDinu who were working under marketing department. The following information is available from their books of accounts. Show **Cost Centre Break up**.

2016 Jan 1 Cash sales Rs. 10, 00,000 (Binu 4, 50,000, Jinu 2, 50,000 and Dinu 3, 00,000)

2 Salary paid Rs. 60,000 (Binu 20,000, Jinu 15,000 and Dinu 25,000)

12 Commission paid Rs. 45,500 (Binu 15,500, Jinu 15,000 and Dinu 15,000)

23 Telephone charges Rs. 26,000 (Production 10,000, Accounting 13,000
Marketing 3,000)

23 Rent paid Rs. 40,000(Production 20,000, Accounting 12,000, Marketing
8,000)

Note:

1. There will be 3 sets of question papers Set A, Set B and Set C
2. In each Set, one MS Word, One MS Excel and two Tally questions will be given.
3. Students will have to attend all questions in the question paper given to them. (No Choice)
4. Mark Distribution: MS Word – 5 Marks, MS Excel – 5 Marks and Tally - 10 Marks (5 Marks each for two questions)

