# COMPUTERSIED ACCOUNTING

## (VHSE- COMPUTERISED OFFICE MANAGEMENT)

1. Name Some Accounting Packages ?
a) GNU Khata
b) Tally
c) Peachtree
d) Tata-EX

2. What is Codification ?
   Process of allotting codes to various items in Financial Statements

3. What are the type of coding in Computerised Accounting System ?
   a) Sequential Code   (Eg: N001, N002, N003, N004 etc.)
   b) Block Code   (Eg: 500 – 599, 600 – 749, 750 – 800 etc.)
   c) Mnemonic Code   (Eg : (HO - for Head Office, VHS - for Vocational Higher
       Secondary etc.)
   d) Alpha-numerical Code    (Eg: L1, L2, L3, A1, A2 etc.)

4. What is encryption ?
   Encryption is a security mechanism i.e if the data/password reached in the wrong hands,
   the receiver of the data cannot decode or interpret it.

5. Name some spread sheet packages ?
   MS Excel, LibreOffice Calc, Lotus 123, Quattro pro

6. What is a workbook ?
   Workbook is a collection of sheets in a spreadsheet.

7. What is rang in spreadsheet ?
   Range is a collection of selected cells

8. What is cell reference ?
   Cell reference denotes the locations of a cell or group of cells

9. What are the main types of cell references ?
   a) Relative           b) Absolute              c) Mixed

10. Short cut to save a file in Calc / Excel?
    Ctrl+S

11. Short cut to open a file in Calc / Excel ?
    Ctrl+O

12. In Calc / Excel how to begins a formula ?

In Calc / Excel a formula begins with = sign.

13. What are the Mathematical operators in Calc / Excel ?

+ for Addition, - for subtraction, * for multiplication, / for division, % for percent, ^ for exponentiation.

14. What re the Comparison operators used in Clac / Excel ?

= for Equal to, > for Grater than, < for Less than, >= for Grater than or equal to , <= Less than or equal to, <> for not equal to

15. What are the reference operators used in Calc / Excel ?

: for range,   , for Union operator

16. What are the logical operators used in Calc / Excel ?

AND ,  OR,   NOT

17. What is a cell?

Intersecting point of a row and column

18. Which is the function to Sum selected cells according to a condition ?

SUMIF

19. Function to count all the cells in a range without empty cells ?

COUNTA

20. Function to convert numeric value to Text ?

TEXT

21. What is the use of LOOKUP function ?

LOOKUP function returns a value either from one row or one colum or from an array.

22. The cell address c10 refers to ?

Column C and Row 10

23. What is data validation in Calc / Excel ?

Validation is the restrictions on type of data entered in to a cell.

24. What is Pivot Table ?

Pivot table is a special type of table that allows easy compression, analyzing and presenting data.

25. What is payroll ?

Payroll is a statement to show the detailed salary calculation.

26. Which is the function used to compute monthly installments of repayment of loan –

PMT

27. What is database ?

Database is an organized collection of related information.

28. What is DBMS?

Data Base Management System is a software for creating and managing database.

29. What are the main objects in Libre office base / MS Access ?

TABLE, FORMS, QUERIY, REPORT

30. What is relation in database ?

Relation is a tool to connect tables in a database.

31. What is entity ?

Entity is any object in the system we want to store information about,  that exists like person, place etc.

32. What is attribute in RDBMS ?
   Columns in a table is attribute Eg: Name, Fee, Course etc.
33. What is Tuple in RDBMS ?
   The row in a table is known as tuple.
34. What is ER Diagram ?
   ER Diagram describes the structure of a database.
35. What is Primary key in DBMS ?
   Primary key is a unique field that give identity to a tuple / rows.
36. What is Super key ?
   Super key is a set of one or more attributes / columns.
37. What is Foreign key in DBMS ?
   Foreign key are the columns of a table that points to the primary key of another table, it act like a cross reference between tables.
38. What is Cardinality in DBMS ?
   Cardinality is the number of rows in a table.
39. What is degree in DBMS?
   Degree indicates the number of columns in a table.
40. What is a Query in database ?
   Queries are used to get correct information from a database.
41. What are the Main relations in database ?
   a) One to One Relation     – Primary key to primary key
   b) One to Many Relation    – Primary key to non-primary key
   c) Many to Many Relation   – Non-primary key to Non primary key
   d) Many to One Relation    – Non primary key to Primary key