Idhaya College for Women Kumbakonam

PG & Research Department of Commerce

I M.Com

Fundamentals of Information Technology - P16MC24

Unit – I to III
(Questions & Answers)

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UNIT - I

2MARKS

1. **Define computer.**

   Computer is an electronic device that can store, retrieve and manipulate large amounts of information at high speed and with great accuracy.

2. **What are the two principle characteristics of a computer?**

   High speed and large storage device.

3. **What do you mean by hardware?**

   Hardware consists of all the machinery and equipment in a computer system. E.g. the keyboard, the screen, the printer etc.

4. **What do you mean by software?**

   Software consists of the instructions that tell the computer how to perform a task. It is defined as a set of programs associated with the operation of a computer.

5. **Define I-P-O cycle.**

   Input process output device. E.g. the data can be input into the computer via the keyboard, so keyboard is an input device, the processing is performed by a component of the system called the microprocessor and we can see the result on the VDU. Hence it is an output device.

6. **Expand MICR.**

   Magnetic Ink Character Recognition.

7. **Expand OCR.**

Optical Character Recognition.

4 MARKS

8. **Give some uses of the computers**.

It works like a human being in order to maintain our home budget. Important uses of a computer at home are:

To play games, study, work, entertainment, information, chatting and internet surfing. A computer is also used to operate security cameras.

9. **Discuss the features of different generation of computers**.

There are five computer generations known till date.

Used vacuum tubes for circuitry.

Electron emitting metal in vacuum tubes burned out easily.

Used magnetic drums for memory

Were huge, slow, expensive, and many times undependable.

Were expensive to operate.

Were powers hungry.

The period of first generation: 1946-1959. Vacuum tube based.

The period of second generation: 1959-1965. Transistor based

The period of third generation: 1965-1971. Integrated Circuit based.

The period of fourth generation: 1971-1980. VLSI microprocessor based.

The period of fifth generation: 1980-onwards. ULSI microprocessor based.

10. **Explain about computer Operating System**.

An operating system (OS) is system software that manages computer hardware, software resources, and provides common services for computer programs. ... Other specialized classes of operating systems, such as embedded and real-time systems, exist for many applications.

An operating system has three main functions: (1) manage the computer's resources, such as the central processing unit, memory, disk drives, and printers, (2) establish a user interface, and (3) execute and provide services for applications software.

11. **What is programming languages? Explain**

A programming language is a vocabulary and set of grammatical rules for instructing a computer or computing device to perform specific tasks. The term programming language usually refers to high-level languages, such as BASIC, C, C++, COBOL, Java, FORTRAN, Ada, and Pascal.

7 MARKS

12. **What is the importance of computers?**

Computer is an electronic device used in almost every field even where it is most unexpected. That is why this age is called as the era of IT. And now we cannot imagine a world without computers. Computer has become very important nowadays because it is very much accurate, fast and can accomplish many tasks easily

13. **What are the characteristics of computers?**

1. Speed: - As you know computer can work very fast. It takes only few seconds for calculations that we take hours to complete. You will be surprised to know that computer can perform millions (1,000,000) of instructions and even more per second.

2. Accuracy: - The degree of accuracy of computer is very high and every calculation is performed with the same accuracy. The accuracy level is determined on the basis of design of computer. The errors in computer are due to human and inaccurate data.

3. Diligence: - A computer is free from tiredness, lack of concentration, fatigue, etc. It can work for hours without creating any error. If millions of calculations are to be performed, a computer will perform every calculation with the same

accuracy. Due to this capability it overpowers human being in routine type of work.

4. Versatility: - It means the capacity to perform completely different type of work. You may use your computer to prepare payroll slips. Next moment you may use it for inventory management or to prepare electric bills.

14. **How are computers classified? Explain**.

Computers are classified into various types based on historical development (computer generation), purpose, technology used, and size & storage capacity. The following figure illustrates the classification of computers based on different criteria.

<u>Classification by Purpose:</u>

General Purpose Computers

- General purpose computers are the computers that can be used for all general needs of all environments and users.

- These are the versatile computers that can perform a variety of jobs for all types of environments.

- The programs or instructions are fed to them and at the time of execution these computers process these instructions and produce meaningful results.

Special purpose computers:

- Special purpose computers are the computers that are specially designed to perform a specific environment.

- These are designed for performing a particular task and cannot perform other tasks.

- These computers are not versatile.

· The instructions used by these computers are generally embedded in various automatic devices.

Classification by Technology Used

Digital Computers:
o   Digital computers are mainly general purpose computers that represent and store data in discrete quantities or numbers.
o   In these computers, all processing is done in terms of numeric representation (binary digits) of data and information.
o   For example: PC, Laptop etc.

Analog Computers:
·   Analog computers are special purpose computers that represent and store data in continuously varying physical quantities such as current, voltage or frequency.
·   These computers are programmed for measuring physical quantities like pressure, temperature, speed, etc., and to perform computations on these measurements.
·   Analog computers are mainly used for scientific and engineering applications.

Hybrid computers:
·   Hybrid computers incorporate the technology of both analog and digital computers.
·   These computers store and process analog signals which have been converted into discrete numbers using analog to digital converters.
·   **For example**, money counting machine and Automated Teller Machine (ATM).

Classification by Size and Capacity:

Computers are classified into different types depending on the memory size, cost and processing speed.

Microcomputers:

Microcomputers are also called personal computers (PCs) and use microprocessor as its CPU, a memory unit, and input device and an output device.

Minicomputers:

These computers can perform more complex tasks and cost more than microcomputers. They are larger in size and their storage capacity is small to

medium.

Mainframes:

These are more powerful than minicomputers. Their word length may be 48, 60 or 64 bits.

They have high processing speeds and can store large amounts of data.

Super Computers:

These are the largest and fastest computers. Their word length is 64-96 bit. They are also the costliest.

A super computer has a number of CPUs which operate in parallel to make it faster.

15. **What are the uses of computers? And explain them with examples**

Multitasking. Multitasking is one of the major advantages of computer,

Speed. Now computer is not just a calculating device,

Cost/ Stores huge amount of data. It is a low cost solution,

Accuracy, Data Security, Online Cyber Crimes, Reduction in employment opportunity.

Uses of the computer in the Education field, business, hospitals, banking sector, Government offices, home, And in marketing.

16. **What are input and output devices? State the functions of these devices.**

An input device can send data to another device, but it cannot receive data from another device. Examples of input devices include the following.

- **Keyboard** and **Mouse** - Accepts input from a user and sends that data (input) to the computer. They cannot accept or reproduce information (output) from the computer.

- **Microphone** - Receives sound generated by an input source, and sends that sound to a computer.

- **Webcam** - Receives images generated by whatever it is pointed at (input) and sends those images to a computer.

- **Monitor** - Receives data from a computer (output) and displays that information as text and images for users to view. It cannot accept data from a user and send that data to another device.

- **Projector** - Receives data from a computer (output) and displays, or projects, that information as text and images onto a surface, like a wall or a screen. It cannot accept data from a user and send that data to another device.

- **Speakers** - Receives sound data from a computer and plays the sounds for users to hear. It cannot accept sound generated by users and send that sound to another device.

17. **Write the history of computers.**

First generation: 1937 – 1946 - In 1937 the first electronic digital computer was built by Dr. John V. Atanasoff and Clifford Berry. It was called the Atanasoff-Berry Computer (ABC). In 1943 an electronic computer name the Colossus was built for the military. Other developments continued until in 1946 the first general–purpose digital computer, the Electronic Numerical Integrator and Computer (ENIAC) was built.

Second generation: 1947 – 1962 - This generation of computers used transistors instead of vacuum tubes which were more reliable. In 1951 the first computer for commercial use was introduced to the public During this generation of computers over 100 computer programming languages were developed, computers had memory and operating systems. Storage media such as tape and disk were in use also were printers for output.

Third generation: 1963 - present - The invention of integrated circuit brought us the third generation of computers. With this invention computers became smaller, more powerful more reliable and they are able to run many different programs at the same time. In1980 Microsoft Disk Operating System (MS-Dos) was born and in 1981 IBM introduced the personal computer (PC) for home and office use.

UNIT -II

2 MARKS

1. **Write any two features of tally.**

   a) Classification of accounting-Tally by default created 28 predefined groups. Of these 9 primary groups are for balance sheet and 6 groups are for profit and loss.

   b) Columnar reports- Tally provided columnar reports in sales, purchase and journal registers as well as ledgers and cash and bank books.

2. **How to create company in Tally?**

   To create a Company select CREATE or press C from company Info menu. Company creation menu will be appeared. Type all the details which are needed then press "YES"

3. **How are groups created?**

   Select Account Info-Gateway of Tally- Groups-select single/multiple –type the necessary groups.

4. **How do you create ledgers?**

   Select Account Info-Gateway of Tally- Ledger-select single/multiple –type the necessary groups.

4MARKS

5. **State the steps for creation of a company.**

   Step 1   To open Tally Software

   Step 2   To go to Create Company Screen

   Step 3   To fill up the Details in Company
             Creation Screen

6. Explain the salient features of tally.

Tally accounting software provides a solution for inventory management, purchase order management, stock valuation technique, etc.

Tally accounting software helps to maintain easy 'categorization of accounts', 'accounts receivable and payable', 'bank reconciliation', and 'general ledger', etc.

7. How are groups created?

Go to Gateway of Tally> Accounts Info> Groups > Create (Under single group)
Now in Group creation screen, Type the name of the group.
Select Suitable group in the field 'Under'
Press Enter and save, you are done.

8. How to create the ledgers?

Step 1: Go to Gateway of Tally and Choose Accounts Info.

Step 2: Under account info, choose the option Ledgers.

Step 3: Click on create under multiple ledgers option to create multi ledgers in Tally.

7 MARKS

9. Explain the fundamentals of computerised accounting.

Computerized accounting environment will therefore have the following salient features: Fast, Powerful, Simple and Integrated: Computerized accounting is designed to automate and integrate all the business operations, such as sales, finance, purchase, inventory and manufacturing.

10. State the differences between manual accounting and computerised accounting.

Manual Accounting:

1. The identification of transactions is done manually.

2. Transactions are recorded and retrieved through books of original entries.

3. Transactions are recorded first in the books of original entry, and then they are to be posted into ledger accounts. Thus, they are recorded twice.

4. After the preparation of ledger accounts, balances of various accounts are known and hence a trial balance is prepared in order to summaries the data.

Computerized Accounting:

1. The transactions are identified on the bases of well designed programmers.

2. Transactions are recorded and stored in well designed databases.

3. The stored data is processed automatically in classified ledger accounts.

11. State the uses of journal voucher.

A **journal voucher** is a document on which is stored the essential information about an accounting transaction. This **voucher** contains the following information: Unique identifying number, Transaction date. Transaction amount etc.

12. State the steps in editing and deleting voucher.

a. Go to Gateway of Tally>>Accounting vouchers.

Now press Pg Up Key from the keyboard. ...

Press Y or Enter Key.

The saved voucher will be displayed, and save the screen.

b. Open Ledger/Daybook (as shown above)

Select Entry.

Just Press Alt D-Enter.

UNIT - III

2 MARKS

1. What is meant by voucher?

Voucher is a document containing the details of a transaction. The voucher entry option at the Gateway enables us to make day-to-day entries.

2. What is meant by contra vouchers?

Cash or Cheque deposited into bank, cash withdrawn from bank, transfer of funds from one bank account to another will be entered through Contra voucher.

3. What is meant by inventory?

Different types of Stocks items maintained in a company are called Inventory.

4. How do you create stock item in tally?

Gateway of Tally – Inventory Info-Stock items – Enter.

5. How to create sales order in tally?

Sales order can be created by Gateway of Tally- Voucher entry –F8: sales – Select sales orders. Then Enter party A/C no. order no., Name of the item etc. can be filled.

4 MARKS

6. State the method for preparing receipt vouchers.

Go to Gateway of Tally > Accounts Info./Inventory Info. > Voucher Type > select Receipt voucher

7. How to create payment voucher?

Go to Gateway of Tally > Accounts Info./Inventory Info. > Voucher Type > payment voucher

8. What is Contra Voucher? Give examples.

Go to Gateway of Tally > Accounts Info./Inventory Info. > Voucher Type > sect contra

E.g. deposit of amount to bank and withdrawal of amount from bank.

9. Write about different types of voucher.

Go to Gateway of Tally > Accounts Info./Inventory Info. > Voucher Type > Create

(i) Receipt Voucher:

A Receipt voucher is used to record cash or bank receipt. Receipt vouchers are of two types which are as follows:

(a) Cash receipt voucher – it denotes receipt of cash in hand.

(b) Bank receipt voucher – it indicates receipt of a cheque or demand draft i.e.

money is not received in the form of cash in hand, instead, the money will be credited to the bank account of the assessed.

(ii) Payment Voucher:

A payment voucher is just the opposite of a cash voucher. In the above, cash/ bank was debited, while in this case, cash or bank will be credited. In the above case, there was an inflow of funds, while in this case, there is an outflow of funds. A Payment voucher is used to record a payment of cash or cheque. Payment vouchers are also of two types which are:

(a) Cash Payment voucher – it denotes payment of cash

(b) Bank Payment voucher – it indicates payment by cheque or demand draft i.e. money is not paid in the form of cash in hand; instead, the money will be debited from the bank account of the assessed.

(iii) Non Cash or Transfer Voucher or Journal Voucher:

These vouchers are used for non-cash transactions; they are basically used as documentary evidence. e.g., Goods sold on credit. In such cases, the cash or the bank account of the assessed is unaffected. In the case of Goods sold on credit, the Voucher would debit the Debtor to whom the goods are sold on credit, while sales on credit account would be credited further.

(iv) Supporting Vouchers:

These vouchers are the documentary evidence of transactions that have happened. For example, you can attach the bill of an expense along with the original voucher just to further support the primary voucher. Petrol Bills attached with the conveyance vouchers are a good example of Supporting Vouchers.

7 MARKS

10. Explain the methods for preparation of Balance sheet and trial balance in Tally ERP.

Prepare ledger Accounts

Enter the necessary transactions in their respective voucher

Go to Display menu in main menu for seeing the statement for trail balance and

Select Balance Sheet in the main menu.

The balance sheet and trail balance statement will be appeared in the screen

11. How to view profit and loss in tally?

Prepare ledger Accounts

Enter the necessary transactions in their respective voucher

Select Profit and loss account in the main menu.

The profit and loss account statement will be appeared in the screen

12. Explain deeply about different types of vouchers in Tally.

- Sales Voucher in Tally

Sales voucher is one of the most used accounting vouchers in Tally. Users can create this voucher in two different formats; as an invoice, or as a voucher. The invoice format enables users to print a copy of invoices for customers. The voucher format can be used to store transactional records electronically and it doesn't need a paper copy for the customer.

- Purchase Voucher in Tally

Like sales vouchers, purchase voucher belongs to the accounting category and is available in both invoice and voucher formats. Editing and modifying receipt entries in Tally are easy, as its voucher format helps accountants to do so quickly. Moreover, Tally also helps in converting a purchase voucher in the invoice format to the voucher format.

- Payment Voucher in Tally

The payment voucher is another accounting voucher in Tally that helps create and print cheques against the order. Once the payment voucher gets passed, the corresponding cheque can be printed by clicking on 'banking' and then on 'cheque printing'.

- Receipt Voucher in Tally

When accountants make a receipt voucher in Tally, all the invoices which have pending payments pop up as a reminder. As soon as the client makes the payment through any mode, the receipt can be updated with the payment method details. In addition, all the details of this receipt can be sent to the customer. Thus, receipt vouchers make payment monitoring easy.

- Contra Voucher in Tally

Contra vouchers are used to withdraw or deposit money in banks with the help of instruments such as cheques/ATM/DD or e-transfer to another account through NEFT/IMPS. With the help of contra vouchers in Tally, accountants can also generate deposit slips for recordkeeping.

Tally also provides exact currency denominations to monitor and print the deposit slip while also depositing the amount.

- Journal Voucher in Tally

Unlike other vouchers, a journal voucher in Tally can come under the roof of both accounting and inventory vouchers. There are multiple uses of a journal voucher in Tally depending on the type of business it is being used for.

It can be found as an optional voucher in Tally to make sales and purchase by accountants. Professionals can also use it for the adjustment or transferring of stock from one warehouse to the other.

- Credit Note Voucher in Tally

Credit note voucher in Tally has to be enabled manually. It is usually enabled by pressing F11 and they manually configuring its features. Credit note can also be passed by checking the original invoice. When a client is selected, Tally shows the transaction invoice history that has been raised.

- Debit Note Voucher in Tally

Debit note voucher is one of the most-used types of voucher in Tally ERP 9 that is used for managing purchase returns. With the help of this, accountants can generate a debit note for invoicing as well as a voucher. Like credit note voucher in Tally, debit

note too can easily be configured by pressing F11 and configuring it manually.