



Tilak Maharashtra Vidyapeeth, Pune

HOME ASSIGNMENTS

B. A. Ms-Office & Tally

SECOND YEAR - Semester III & IV

2016-17

No. of Copies : 400

Read the following instructions carefully before writing Home Assignments and follow them.

- ◆ Home Assignments are an integral and compulsory part of the programme.
- ◆ Home Assignments help you even in preparation for annual examination.
- ◆ There is separate passing for internal assessment.
- ◆ For essay type question you are supposed to write an answer of 40 to 50 lines and short answer of 20-25 lines.
- ◆ Answers with proper introduction and conclusion are treated as ideal.
- ◆ Your answer should cover all points and sub-points of the related topic.
- ◆ Attach the supplements with proper sequence.
- ◆ Your Assignments should reach us before the scheduled time.
- ◆ As per the norms of U. G. C. the question of Field Work is included in the assignment, extra reading and observation of current situation is needed for the attempt.
- ◆ Please note that the assignments for Semester III and Semester IV are combined in the booklet.

Dates of Home Assignment Submission

Semester	Without Late Fee	With Late Fee
Three	31 st Oct. 2016	15 th Nov. 2016
Four	15 th March 2017	31 st March. 2017

Ms-Office (Practical) (BS-301)

Semester 3

40 Marks

Q. 1. Create a table in MS- Excel having following columns.

City name,Year, Rain fall percentage

Create a bar graph for the above.

Q. 2. Create a powerpoint presentation on "Tilak Maharashtra Vidyapeeth".

Apply proper transition and animation effects for all the slides in presentation. Insert at least 8 slides.

Q. 3. Create attractive Friendship Day greeting in MS-Word. Send it to your atleast 5 friends using Mail-Merge feature.

Q. 4. Create database Patient in MS Access.

Create following tables.

Patient_header : - pat-no, name, add, ph_no

Patient_detail : - pat_no, room_no,decease,blood_group,fee_status

- Display patient & blood group of that patient.

- Display patient name, fee status & room number also.

- Create forms for these two tables.

Ms-Office (Theory) (BS-301)

Semester - 3

40 Marks

Q. 1. Answer the following

Marks : 20

- a) Explain the clipboard in detail.
- b) Write a note on Master slide.
- c) Describe how to create database in Access.
- d) What is Macro in word? Explain steps to create macro.

Q. 2. Answer the following in detail.

Marks : 20

- a) Describe relational database. Explain with an illustration how to create a simple relationship.
 - b) Describe in detail the steps to create mail merge.
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Tally (Practical) (BS - 401)

Semester 4

40 Marks

Q. 1. Create the company Suyog Enterprises

Address : Sadashiv Peth, Pune 30

Financial year 1.4.2010

Record following transactions in company

- a) Cash of Rs. 10000 deposited in Bank of India current account.
- b) Commission of Rs. 2000 received by cash.
- c) Rent of Rs.5000 received by cash.
- d) Cash of Rs. 50000 invested in business.
- e) Machinery of Rs.5700 purchased by cash.

Q. 2. Create the company Akash Agencies

Address : Narayan Peth, Pune 30

Financial year 1.4.2010

Record following transactions in company

- a) Philips TV of 10 nos purchased on credit from Philips India Ltd at Rs.15000 each bill no 45.
- b) White cement of 100 nos purchased on credit from Shubham Corporation at Rs. 100 bill no 11.
- c) White tiles of 500 nos purchased on credit from S.M industries at Rs. 50 bill no 25.
- d) White cement of 200 nos sold by cash at Rs. 60 each bill no 56.
- e) Cement bags of 5 nos sold by cash at Rs.350 each bill no 25.

Q. 1. Create the company Manish Enterprises

Address : Sadashiv Peth, Pune 30

Financial year 1.4.2011

Record following transactions in company

- a) Cash of Rs. 10000 withdrawn from State bank of India current account.
- b) Commission of Rs. 2000 received by cash.
- c) Rent of Rs.5000 paid by cash.
- d) Cash of Rs. 50000 invested in business.
- e) Machinery of Rs.5000 purchased by cash.

Q. 1. Create the company Abhijit Traders

Address : Sinhgad Road, Pune 51

Financial year 1.4.2012

Record following transactions in company

- a) Cash of Rs. 25000 invested in business.
- b) Wages of Rs. 24000 & salary of Rs.1000 paid by cash.
- c) Goods of Rs. 25000 purchased by cash with 10% trade discount.
- d) Sundry expenses of Rs.2000 paid by cash.
- e) Electricity charges of Rs.700 paid by cash.

Tally (Theory) (BS-401)

Semester - 4

40 Marks

Q. 1. Answer the following

Marks : 20

1. Explain the roll of Accountant in detail.
2. Write a note on Trial balance.
3. What are the elements of cost?
4. What are the factors which may affect product mix?

Q. 2. Answer the following in detail.

Marks : 20

1. What is cost accounting and what is the difference between cost accounting and management accounting?
2. Describe in detail about Bank Reconciliation.

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