

Spreadsheet	Spreadsheet
Features of Spread sheet : Calculations, charts and graphs, conditional formatting, filter data, sorting data, data validation etc.	No. of worksheet in a file
OS for spreadsheet	To add a new worksheet
Different OS	Equation for depreciation
Function to calculate total amount	Syntax for SLN
Different Spreadsheet software	SLN?
To add a new column in between A and B	DB?
Use of count function	Cell address
Use of Average function	Financial functions ?
Any example for IF function	Mathematical Functions ?
Use of Date and Time function	Date and Time Functions ?
Which function used to display the current date =Today()	Logical Functions ?
Use of Round function	Absolute cell reference
Use of PMT - Calculate periodic Payment	Mixed cell reference
Use of Roundup	Steps - Name a range
Use of Rounddown	Use of PV Function
Use of COUNTA function	Use of FV function
Use of COUNTBLANK	One variable and Two variable data tables
Use of COUNTIF	Types of charts in spreadsheet
How to wrap text	To change the chart type
How to bring % format in a cell	To delete a chart
Use of CONCATENATE	Legend ?
Function used to derive Grades from Marks	Data Point ?
Use of LOOKUP function	Data series
Types of LOOKUP functions - LOOKUP, H, V	Plot area
Use of ACCRINT - Accrued Interest	Merits of charts and graphs
Use of CUMIPMT - Cumulative Interest Payment	Components of a computer
Use of RATE function - Calculates interest rate per period	Features of computer accounting
How can fill the data in a range	Advantages of Computer Accounting
Use of fill handle	Balance Sheet ?
How can you merge a range of cells (Merge and Centre)	P&L A/c ?
How can you split merged cells (Merge and Centre again)	Trial balance ?
Print Area	Sequential codes
Paper Orientation (Portrait and Landscape)	Mnemonic codes
How to insert a Pivot table	Block codes
How to Insert a chart	Security features of CAS - Password, Data Audit and Data Vault
Payroll Statement	Limitations of CAS
Use of spreadsheet	
Loan repayment schedule	
Save a file	
Delete a file	
Rename a file	
Rename a sheet	
Fill series	
Data sorting steps	

GNUKhata	Base
Financial Year	
BRS	Elements of a data base
GST	Table ?
Default ledgers in GNUKhata / Tally	Query?
How to enter closing stock	Form ?
To edit a voucher entry	Report ?
To delete a voucher entry	Create a table steps
To enter a voucher	Create a form
To delete an organisation / Company	Create a query
Account groups	Create a form
Vouchers in GNUKhata	To create relationship among tables
Contra entry	Primary key
Step to delete a ledger	Data types in a table
Select an organisation in GNUKhata	Front end interface
Create an organisation in GNUKhata	Back end data base
Reconciliation steps	Payroll statement preparation in Base - steps
Display B/s	Two alternatives for entering data in a table
Display P&L A/c	Like A* ?
Display T/B	Like *A ?
Any two Accounting Software	
Steps - Final A/c Preparation	
P&L Account groups	
B/s Account groups	
How to enter Opening stock	
Options in Menu Bar	
Ledger creation steps	
Voucher entry step	
Display ledger - steps	
Edit a ledger - steps	
Use of Purchase Voucher	
Use of Sales Voucher	
Use of Contra voucher	
Use of Receipt Voucher	
Use of Debit note - Discount from a supplier / Creditor	
Use of Credit Note - Discount allowed to a customer/Debtor	
Clone a voucher ?	

Instructions to candidates

1. Do not write anything on the question papers, it must be returned.
2. Procedure 1 Hr, Lab work 1.30 Hrs and 30 Minutes for Viva
3. Create a folder named with your register number and create a spreadsheet file in it , do all the spreadsheet questions in one file on different sheets.
4. GNUKhata - Create organisation by adding your register number (last 4 digits) Eg: **3254 XYZ Ltd.**
5. Create Data Base File in the above folder itself, the name should be in your register number.
Eg: **3254XYZ**
5. Output with procedure or in a separate sheet. (Only the final output eg: NP, B/S Total, Gross Pay etc.)
6. Ensure the reg. no. on the answer sheet once again.
7. No. of additional sheets in front page
8. Show the output to the external examiner after each section.
9. Get ready for Viva with your record book.