0254267   **34166**

Reg. No.

I Semester B.Com.(A&F) Degree Examination, August – 2021
COMMERCE
Practicals On Skill Development
(CBCS New Scheme 2019-20 Onwards)
Paper – 1.8

Time : 2 Hours   **Maximum Marks : 50**

Instructions to Candidates :
   Answers should be completely in English.

SECTION - A

Answer any **Four** questions. Each right Answer carries **5** marks.   (4×5=20)

1. Write the steps to create various ledgers and groups in Tally with imaginary items.

2. Write down the steps involved for calculation of permutation of two numbers using PERMUT function in excel.

3. Draft a complaint letter to your vendor for delay in delivery of products.

4. Design an organizational structure for a PSU.

5. Write a report on the changes in inflation rate during 2020-2021

SECTION - B

Answer any **Three** questions. Each right answer carries **10** marks: (3×10=30)

6. Prepare a Resume for self and any passing - out senior student.

7. Write down the steps involved for finding the optimum value using SOLVER function in excel.

8. Prepare a report on the vision, mission, structure, roles and responsibilities of each position of a Business organization.

9. Write the steps to prepare sales, purchase, payment, receipt and contra voucher in Tally using imaginary figures. (Minimum 7 transactions)