

Answer key - Computerised Accounting			
Sl. No.	Value points	Split score	Total
1	d) Accounts	1	1
2	a) Maintaining confidentiality of information by encrypting the data	1	1
3	c) Can be used as a database application	1	1
4	Any four advantages of CAS	4x 1/2	2
	1) Speed		
	2) Automatic & Timely generation of reports		
	3) Efficient record keeping		
	4) Cost saving-economy of processing accounting data		
	5) Confidentiality of data		
5	Spread can well be used to evaluate two or more variable by comparison using logical operators. The most commonly used logical functions are AND, OR and NOT. These functions are used to carry out more than one comparison or multiple conditions. These logical functions return either TRUE or FALSE after evaluating arguments AND function returns only a TRUE or FALSE answer OR functions returns TRUE if any argument evaluated is true, and returns FALSE if all arguments are false	1 1/2 1/2	2
6	A function is a preset formula or a keyword programmed to perform some specific function. It begin with the equal sign (=) followed by the function's name and its arguments. The arguments are contained inside round brackets. We can use functions by typing them directly in a cell or the same effect can be made by using the function wizard. The function wizard opens when we pick a function from the "Formulas" menu from the "Function Library" or by typing = in a cell and a handy drop-down menu will allow us to pick a function.	1	2
	A formula an originally user input equation entered into a cell of an electronic spreadsheet. Every formula begins with an equals (=) sign. If equals sign is not used, the information will simply appear in the cell originally entered. Everything placed after the equals sign is important and that will be used to calculate the final value displayed in the cell.	1	
7	A well designed accounting system make use of the practice of using codes. The use of coding systems helps in categorizing and processing transactions and accounts. Codification is the essence of any CAS. The coding system helps in identifying, categorising and grouping accounts on the basis of the inherited characteristics of parent group. The computer cannot understand that, say, Machinery, is an asset. But it doesn't need this understanding so long as assets are defined using codes. For example if we assign code 4 to Assts, all accounts starting with '4' will be treated as an asset. It can further be sub grouped for classification of assets by inheriting the characteristics of parent group Asset In the same manner all accounts can be systematically and scientifically coded to facilitate grouping accounts, processing transactions and production of annual statements	3	3
8	Security features that a typical CAS should possess(brief explanation needed)		3
	1) Data Audit	1	
	2) Password Security	1	
	3) Data Vault	1	
9	Basic Concepts of an electronic Spreadsheet		3
	1) I contain work book		
	2) Work book comprises of large number worksheets which a user can add		
	3) Worksheets contains horizontal and vertical lines which form rows and columns		
	4) Rows are uniquely numbered and columns are assigned alphabets as identifier		
	5) Intersection of rows and columns forms cells having unique address composed of row number and column letter, which is called cell address		
	6) data is entered in cell		
	7) text, numbers and operators are allowed in cells		

	8) arithmetic operations can be done with the help of formula or functions, using cell references		
	9) graph chart etc can be used in work sheets		
	10) data contained in worksheets can be saved and stored in files for future use		
	11) handy reports can be made using data in sheets		
10	Brief explanation on:		5
	a) Formula bar	1	
	b) Cell reference	2	
	c) Row and columns	2	
11	Meaning of Spread sheet	1	5
	Features of Spreadsheet	3	
	Examples of Spreadsheet	1	