

SHRIMATHI INDIRA GANDHI COLLEGE

DEPARTMENT OF BANK MANAGEMENT

COMPUTER APPLICATION IN BANKING

SECTION - C

1. Explain Spelling and Grammar Check.

We can do Spelling and Grammar Check in following ways.

- i. Automatically correct spelling and grammar.
- ii. Automatically check spelling and grammar as we type.
- iii. Check spelling and grammar all at once.
- iv. Check the spelling and grammar to text in another language.

Automatically check spelling and grammar as we type:

- i. Turn on automatic spelling and grammar checking
- ii. To start checking spelling and grammar, just type in the document. The spelling and grammar checkers use wavy red underlines indicate possible spelling errors and wavy green underlines to indicate possible grammatical errors.

Do one of the following:

- i. To choose the error we want to correct, right-click a word with a wavy underline.
- ii. To find the next error in the document, double-click the Spelling and Grammar Status icon on the status bar.

On the shortcut menu do one of the following:

- i. Click the spelling or grammatical correction we want.
- ii. If we are correcting a spelling error, click spelling to use additional spelling options
- iii. If we are correcting a grammatical error, click Grammar to use additional grammar options, or use additional grammar options, or click about this Sentence for a detailed explanation of the error.

Check spelling and grammar all at once:

- By default, Microsoft Word checks both spelling and grammar. If we want to check spelling only, click Options on the Tools menu, click the Spelling and Grammar tab, clear the Check grammar with spelling check box, and then click ok.
- Click spelling and grammar on the standard toolbar.
- When word finds a possible spelling or grammatical error, make our changes in the spelling and grammar dialog box.
- We can also edit a spelling or grammatical error directly in the document. Just type our correction, and then click Resume in the

Spelling and Grammar dialog box. For detailed explanation, click Office Assistant in a dialog box.

2) Explain Mail Merge in detail?

Word's mail merge feature is used to combine data source with main documents, which can be a word database file that contains the information

Mail Merge performed by three basic steps:

- Creating the main document
- Creating the data source.
- Merging the data source and the main document.
- Creating the main document
- Which contains the generic information that we want to repeat in each form letter, mailing label, envelope, or catalog.

The steps to create a main document are:

- Select the Mail Merge option from the Tools menu. The Mail Merge Helper dialog box is displayed.
- Click on the Create button in the Main document area. The create Drop-Down list is displayed.
- Select Form letters from the list of displayed options. The Microsoft Word Dialog Box is displayed.
- Click on the Active Window button to confirm that the currently active document is to be the main document, or click on the new main Document button to open a new document as the main document.
- Once the main document is created, the Mail Merge Helper dialog box is reactivated, displaying the type of merge and the path of the main document under the main document heading.

3) Write the Features of Tally?

Tally, being a user friendly business accounting software, allows entry of data in the form of vouchers, and generation of reports. Reports could be generated at any point of time using Tally. Performing analysis of past and present data is another powerful feature of Tally. It has the following features:

1. Accounting without codes:

Tally is a codeless Accounting system.

2. Comprehensive Accounting system:

- a. Tally is a complete accounting system.

- b. It handles different types of vouchers. Example: payment, receipt, journals etc.
- c. We get all the primary books of accounts like cashbook, bankbook, cash flow, fund flow etc.

3. Flexible classification of accounting:

Tally by default created 28 predefined groups as per mercantile accounting convention. Of these 9 primary groups are for balance sheet items and 6 groups are for profit and loss.

4. General ledger:

Tally maintains details of all ledgers defined by us. It follows the concept of single ledger system. This includes real, personal and nominal accounts.

4) How will you create a company?

Creating a company involves – typing the name of the company, address tax numbers, financial year from etc. A company can be created from company info menu.

- To create a company, select create or press C from company info menu. Company creation screen will be created.
- In the Creation screen first we can type the name of the company. It is a compulsory field.
- Type the Address of the company. This is an optional field; we can leave blank by pressing enter key. Multi line address can be typed.
- If the company has an Income tax number, local sales tax number, and an inter-state number it can be typed. These fields are also optional.
- The Maintain option allows us to specify the method of maintaining the accounts. There are 3 options in it.

Accounts only – maintains only the financial accounts of the company.

Accts-cum-Inv – maintain both financial account and Inventory of the company.

Inventory only – maintain only the inventory accounts of the company.

- a. Type the starting date of financial year of the company. Generally it will start from 1st of April.
- b. Under the option books Beginning From field, type the actual date from which the accounts of the company has to be maintained. Generally, Financial year from and Books Beginning from date will be the same.
- c. There is a provision to give a security control by giving the name of administrator and a password.
- d. Tally helps us to use the Multi-currency Accounting system.

5) What are the characteristics of computer?

The important Characteristics of a computer are:

- i. High speed
- ii. Large memory (or) storage
- iii. Reliability and Accuracy
- iv. Versatility (or) Flexibility
- v. Automation
- vi. Diligence or Attentiveness

i. High speed

The computer is a very high-speed device capable of performing operations at very high speed and with great accuracy. The unit of speed is microseconds, the nanosecond and pico second.

ii. Large memory (or) storage

The Computer is capable of storing a very large amount of data. It receives data instantaneously without any error, when required. The internal memory of the computer is used to store a certain amount of information. The data needs to be stored on auxiliary storage device, usually magnetic tape or disk.

iii. Reliability and Accuracy

The accuracy of computers is consistently high and the data stored in it is highly reliable.

iv. Versatility or Flexibility

Computers are capable of performing any task. For example, a task such as preparing a payroll or controlling the flow of traffic can be performed.

v. Automation

The computers do the calculations or manipulation of the data automatically by using instructions. The instructions not only relate to arithmetic operations such as multiplication, division, etc but also logical decision such as right or wrong.

vi. Diligence or Attentiveness

A computer does not suffer from the human traits of tiredness and lack of concentration.

Some peculiar characteristics of a computer are:

1. Perform complex and repetitive calculations rapidly and accurately.
2. Store large data and information
3. Make decisions

4. Provide information
5. Draw and print graph
6. Interact with the user through the terminals
7. Computers do not have the capacity to think on their own.

6) Explain computer Generations.

Generations of computers

First Generation Computers (1946-1955)

ENIAC (Electronic Numerical Integrator and Calculator) was the world first electronic computer. A team at the University of pennsylvania led by Mauchely and J.P.Eckert in 1946 completed it. The valves were relatively large and each was able to hold only a single bit. **IBM AND REMINGTON** built it.

Example: IBM 650, UNIVAC IBM 701

Advantages: Vacuum tubers were used as electronic components.

Disadvantages:

- I. Large size
- II. Heat Generation
- III. Unreliability
- IV. Constant maintenance required
- V. Very Costly

Memory: Electric Static tubes

Storage: Paper tape, punched card

Software: Machine coded language

Second Generation Computers (1956-1965)

By late 1950, transistors replace vacuum tubes; they characterized the second generation computers. These computers became much smaller in size, faster in processing and we can use larger volume of data. They can store and retrieve data very easily.

Memory: Magnetic core

Storage: Magnetic tape, disk, and drum cards

Software: Assembly language

Special Features: Monitor

Advantages:

- a. Smaller size
- b. Less heat generation
- c. More reliable, faster

Disadvantages:

- Air conditioning and maintenance required.

Third Generation Computers (1965-1970)

The Invention of Integrator Circuitry led to the improvements in Secondary storage devices, Input and Output devices. They were 10,000 times better than that of first generation computers.

Memory: Magnetic cores and others

Storage: Extended core, storage VDU's for interface

Software: Multi tasking Multi programming various languages like BASIC, PASCAL, FORTRAN, DBASE, AND FOXBASE.

Advantages:

- I. Smaller size
- II. It uses Integrated Chips
- III. Lower heat generation and power dissipation

Fourth Generation Computers (1971-1995)

The development of “very large scale integrated circuit”, commonly known as ‘Micro chips’, led to the Fourth Generation computers. This period saw a greater trend in high-level languages. All these models make use of microprocessors, standard storage and Input/Output devices.

Memory: Semiconductor memory

Storage: High capacity and compact

Software: Virtual storage, database and 4GLike oracle, sybase

Special Features: PCs, Laptops, Mini, Micro and Super computers.

Advantages:

- i. No air conditioning
- ii. Minimal maintenance
- iii. High component density
- iv. Cheapest

Fifth Generation Computers (1995 onwards)

Artificial Intelligence “Knowledge Processing” is the concept behind 5GLs. They can solve a problem similar and near equivalent to human brains. They can process non-numerical information such as pictures, graphics etc.

Memory: High-speed memory

Storage: User-friendly Input and Output devices

Software: New languages and packages like PROLOG, LISP, AND SIMULA.

Advantages:

- i. It is user-friendly

- ii. Very high speed and could handle any event from numerical calculation to decision-making process
- iii. Robotics is the masterpiece in the study of AI, which makes computer think like man.
- iv. It introduces networking concepts, and usage of relational database management system.

7) Write about inserting a Microsoft Excel worksheet or chart into a Word document.

Word provides several ways to insert Microsoft Excel data into a Word document. For example, we can easily copy and paste a worksheet or chart. Or we can insert the worksheet or chart as a linked object the main differences between linking and embedding are where the data is stored and how it is updated after we place it in the document.

Linked worksheet:

A linked worksheet or chart appears in our document, but its information is stored in the original Excel workbook. Whenever we edit the data in Excel word can automatically update the worksheet or chart in our document.

Linking is useful when we want to include information that is maintained independently, such as data collected by a different department, and when we need to keep that information in Word up-to-date.

Because the linked data is stored in another location, linking can also help minimize the file size of our word document.

Embedded worksheets:

An embedded worksheet or chart stores its information directly in the word document. We can create an embedded object from an existing Microsoft Excel worksheet or chart. Or we can create a new embedded

Microsoft Excel worksheet or chart. To edit the embedded object, just double-click it to start Excel, make our changes, and then return to word. We can embed an existing worksheet or chart, or start from scratch by embedding a new, blank worksheet or chart.

Because the information is totally contained in one word document, embedding is useful when we want to distribute an online version of our document to people who don't have access to independently maintained worksheet or charts.

8) Explain purchase orders- stock vouchers:

Tally provides us to produce purchase orders from the system. Purchase orders may be produced, printed and sent to suppliers. Goods received are linked, with the Post and invoices. Outstanding purchase orders should be monitored.

Creation of purchase orders:

Purchase order details will also depend on configuration settings.

From **Gateway of Tally > select voucher Entry > select Purchase Order.**

To configure stock item settings press F12.

- e. **Advanced Usage:** This section deals with the additional fields we would input during the creation of a stock item.
- f. **Part No:** This is option. To give part number for the item to identify them in certain industries Example: In automation industry, various parts are known by their number.
- g. **Alias:** We are allowed to give aliases for the part number.
- h. **Description:** Give a description of the stock item that would appear in our invoices.
- i. **Category:** Classify stock items into stock categories. Modify previously created stock items to assign them to stock categories.
- j. **Remarks:** This is to identify the products or its usage when we look at its details.
- k. **Alternate units:** This is another unit, apart from the main unit, that we can use for the stock item. This is useful when we need to deal in different units at different times.
- l. **Enter Standard Rates:** If we wish to specify standard purchase and sales rates for the item, select yes.
- m. **Costing method:** Select the method of valuation for the entry.

9) What are the uses of tally in financial and Inventory management?

Uses of Tally in financial management:

Concurrent open companies:

We can get reports form several companies by opening several companies concurrently. We can view the comparative figures of various companies and can get a consolidated report of several companies, branch of divisions.

Multiple currencies:

Tally allows using multiple currencies. It is useful for importers, exporters, and MNC's.

Unlimited period:

Tally has broken the concept of fixed financial period. Data of several years may be kept together and we can take any report for any period.

Cash and fund flows:

Tally provides cash and fund flow statements. They track the movement of cash and funds in the company.

Percentage based reporting:

It provides percentage based reporting on financial statements.

Budgeting and control:

Tally provides excellent budgeting option to set goals.

Graph:

Bar charts of all financial reports may be viewed on screen along with the data in Tally.

Uses of Tally in Inventory management:**1. Flexible invoicing and billing terms:**

Tally provides flexible invoicing options. It provides good features to computer billing terms like sales tax, discount, excise duty, etc.

2. Sales and purchase orders:

Tally provides reports on sales and purchase orders.

3. Rejection in and rejection out:

Tally provides separate voucher for sale/purchase returns. Rejection in for sales return and rejection out for purchase return.

4. Profitability analysis:

Tally calculates gross profits for each invoice, stock item, and stock group.

10) How will you save, open and close a workbook?**Saving a workbook:**

To **save** a workbook for the first time, we assign a file name and indicate where we want to store the file on our computer's hard disk or in another location. Each time we subsequently save the workbook, Microsoft Excel updates the workbook file with our latest changes.

Save a new, unnamed workbook:

1. On the **File** menu, click **save as**.
2. In the save in list, select the drive and folder where we want to save the workbook. To save the workbook in a new folder, click Create New Folder.
3. In the File name box, type a name for the workbook.
4. Click **save**.

Opening a Workbook:

1. Click **open**

2. In the Look in list, click the drive, folder, or FTP location that contains the workbook we want to open, and then locate and double-click the folder that contains the workbook.
3. Double-click the workbook we want to open.

Closing a workbook:

- 1) On the **File** menu, click **close**.
- 2) To close all open workbooks without exiting the program, hold down SHIFT and click close **All** on the **File** menu.

11) What are the areas of Applications?

Computers are becoming a part of our day today life. Computer revolution is going to affect each one of us as a member of modern society. Computers are everywhere, in Banks, Hospitals, Airlines, Businesses, computers are confined only by limitations on human creativity and imagination.

Ranges of Applications

Scientific Applications

- The advent of information technology has greatly expanded research in sciences such as physics, chemistry, astronomy and genetics.
- There is an increasing use of computers for research and data analysis in the fields of medicine, social sciences and humanities
- Information technology helps in connecting computers in universities and laboratories.
- Using Information Technology,
- A chemical engineer can solve a set of simultaneous differential equations.
- A civil engineer can analyze stress points in a bridge design
- An electronic engineer can use computer as a tool in PCB design.
- An industrial engineer can use it as a statistical package to investigate the interactions between number of defects and level of lighting.
- A draftsman can use computer graphics to draw a particular design.

Educational Applications

- Most of the countries use IT to reform education and technology.
- Computers are now used in classrooms as an aid to teach the students.
- The internet could be used to enable students to take video field trips to distance places and pull out the information from remote museums and libraries.
- Using IT, the distant learning is more improved by 'Virtual University'.
- Government and Electronic Democracy Applications
- Used as a campaigning tool
- Delivering government services

- Public Electronic Network in us gives free access to the city people about council agendas, staff report, public safety tips and public library's online catalog.
- People may also enter into electronic conference.
- Electronic voting has raised the percentage of people to vote.

Industrial Applications

- In industry, production may be planned, coordinated and controlled with an associated work of branch managers using internet.
- The operation of individual machine tools can be controlled via internet form remote systems.
- Designs of a new product can be tested and exchanged with factories in remote locations.

Business Applications

- The electronic mail, in which people make purchases online.
- Record companies are making sound excerpts and videos of new albums available on websites.
- Wal-Mart and Microsoft have developed a joint online shopping venture that allows shoppers to browse online and buy merchandise.
- Multilingual Applications
- An application suggesting end user a list of languages to select his preferences to work.
- A multilingual service presents a banner to choose a working language among several scripts.

Medical Applications

- The government is calling form an expansion of “telemedicine”, the use of telecommunications to link health-care providers and researchers, enabling them to share medical images, patient records and research.
- Telemedicine allows long distance patient examinations by using video cameras. The virtual reality kinds of gloves help in transmitting and receiving tactile sensations.

12) What is I-P-O cycle? Describe about I-P-O cycle?

Input Process Cycle is the basic for most activities. For example, take a car assembly line. This activity constitutes the input part. The process is the actual building of the car. Therefore the process acts upon what has been the input and produces the output, which in the case would be the finished car. Therefore the process acts upon what has been the input and produces the **Output, which in this case would be the finished car.**

INPUT > PROCESS > OUTPUT

The computer system follows the **I-P-O Cycle**. This can be illustrated by a Railway reservation. A person who wishes to travel by train between Chennai and Mumbai first has to fill in a request slip. This slip contains relevant data, i.e., details of name, age, sex, boarding, destination, date of journey, number of persons etc. The booking clerk keys in the data from the request slip into the computer.

The process in this case includes examining the train number, the date of journey and the class requested. The output of this process is the information confirming the booking, if seats are available. Otherwise the computer turns down the request and issues a message.

The data in the request slip is input into the computer via the keyboard. Hence, the keyboard is an input device. The processing is performed by a component of the system called the microprocessor. The information regarding availability of seats is displayed on the VDU. Hence, the VDU is an output device.

13) List the Input and Output of the computer system.

Input Device

It facilitates interaction between the users and computers. This includes data presentation to the processing unit in machine-readable form.

It accepts data and information from the user.

It converts these instructions and data into computer acceptable form.

It passes the converted data and instructions to the computer for processing.

There are four types of input devices:

- **Key driven devices**
- **On-line devices**
- **Source data automation devices**
- **Direct-input devices**

Key driven devices:

Punched Cards:

There are two types of punched cards. One has 80 columns and the other has 96 columns.

1. 80 columns Card:

- Divided from left to right into 80 columns numbered from 1 to 80
- Each column of this card represents one character
- Uses Hollerith code to represent data.

2. 96 Column Cards:

- There are 96 columns provided into 32 columns sections or tiers.
- Uses BCD code to represent data.

Paper Tape:

- Data is coded on a paper tape in the form of punched hole combination.
- The tape is normally 1 inch in width, and it comes in rolls.
- Information is recorded as holes punched in the rows across the width of the tape with one row representing one character.

On-line Devices;**Keyboard:**

- In the case of key-driven devices data is first prepared using a separate device, but that is not necessary in the case of on line devices.
- It is possible to communicate with the computer directly by using keyboard.
- Same layout of typewriter is maintained in the keyboard. Additional keys are included to perform special functions.

Source Data Automation:

Source data automation is the term used to describe various means of inputting data directly from source material.

The three major technologies used in source data automation are:

- ✓ Mark sensing
- ✓ Magnetic Ink Character Recognition (MICR)
- ✓ Optical Character recognition (OCR)

Mark sensing;

- This device recognizes marks made in pencil or ink on a specially designed form or card
- Detects the presence of any writing, but not the shape of the character.

Magnetic Ink Character Recognition

- MICR can read and interpret a single line of information printed in special ink that contains magnetic particles.
- The most commonly used character set by MICR devices is known as E-13B character set.

Bar Code Recognition:

- Bar codes consist of light and dark lines arranged in a particular form.
- Bar codes are used by retail traders for labeling shelves
- This requires a uniform standard code read by equipment used in any store.

Direct-Input devices:

- Voice Input and Speech Recognition:
- New methods to enter data at rapid rate are becoming popular, voice input is one such method, which does not require keyboard skills and technical training.

Joystick:

- It is a positioning device.
- A small cursor displayed on the screen moves in response to users manipulation of the joystick.

Mouse:

Mouse is simple and low cost device, which is widely used, in graphical applications.

Light Pen:

- It is a pointing device.
- If it is pointed at anywhere on the screen, the computer can identify the specific location to which the pen is pointing and determines the item selected by the user.

Graphics Tablet

It is an input device used for tracing logos, map, cartoons etc. It is a computer based terminal.

Scanners

It is an input device that can read text or illustrations printed on paper and it translates the information into a form that the computer can use.

Digital Camera

It is an input device used to input images into a computer.

Output Devices

It receives information from the CPU in the machine readable form, convert them into human readable data and present it to the user. The various output devices are

- ✓ Monitor or Visual Display Unit
- ✓ Printers
- ✓ Plotters

Monitor or Visual Display Terminals

- It is otherwise known as “Display screen”
- It displays the characters keyed in and helps in editing any program segment before storing them.
- This uses a cathode ray tube to display information.

It looks like a television screen.

Graphics visual Display Unit (GVDU)

- This VDU is able to display graphics, diagrams and alphanumeric characters.
- Much more expensive than conventional VDUs.

Printer

Printers are output devices that print the result of an operation on paper. Printers are classified based on number of parameters like the mechanism used for printing, the speed of printing, and the quality of output.

There are two types of printers.

- Line printer.
- Character printer.

Printers that can print an entire line at a time and called “**Line Printer**” printers that can print only one character at a time is called “**Character printers**”.

Computer Output Microfilm:

- Microfilm is a photographic film that records data in a greatly reduced size.
- Documents on microfilms occupy one percent of space taken by originals.

14) How will you create Business letter?

The Letter Wizard in Word can help us write a letter quickly and easily. The wizard provides frequently used letter elements- such as salutations and closings- that we can select from lists. The wizard also helps us to structure our letters based on frequently used letter styles.

Use the following procedure, which requires the Office Assistant, to create a letter with the Letter Wizard. If we do not have the office Assistant installed, we can start the Letter Wizard by clicking New on the File menu, clicking the Letters and Faces tab, and then double-clicking Letter Wizard.

- Type a salutation that starts with the word “Dear”, followed by a name and a colon or comma – such as Dear Thomas, or Dear board Members – and then press **ENTER**.
- In the office Assistant, click Get help with writing the letter.
- Follow the instructions in the letter wizard. If we want to skip a step or go to a specific panel, click one of the tabs.

15) Explain Compiler and Interpreters.

COMPLIER

- Compiler is a program that translates source code into object code.
- It checks the entire user-written program converts the whole into a machine language program.
- After translating the entire program, it executes the program sequentially statement-by-statement and loads one statement at a time in core memory.

- If any corrections occur in it, it asks for rectifications. Hence the execution time is less in it.
- All compiled programs run faster.
- Any mistakes in the programs cannot be known at the time of entering instructions.
- Objects code is generated here.
- Useful for compiling large applications.

Code security – When programs are executed using compilers, the code is highly secured. The basic software on which the application software was developed is not needed at the time of implementation. Thus the user has no need in seeing the source code.

INTERPRETER

The advantage of interpreter is that it can execute a program immediately.

- The programs produced by a compiler runs much faster than the same programs
- Executed by an interpreter.
- An intermediate form exists.
- All interpreted programs runs a bit slow.
- Errors will be known immediately.
- Object code is not generated here.
- It is used for small applications.

No code security – When programs are executed using interpreter, the basic software on which this application software was developed is needed at the time of implementation. Thus the user can see the source code.