



SURENDRANATH COLLEGE FOR WOMEN

Department of Commerce

24 Mahatma Gandhi Road, Kolkata-700009

Mail ID: sncwcommerce@sncwcal.ac.in

Ref. no.....

Date.....30/02/2026

Computerised Accounting & Introduction to Data Science

Assignment Details

Kindly note the following:

- All the outputs should be neatly shown. (Wherever needed, screenshots should be given)
- The total process for the resultant outputs should be clearly typed with 1.5 line spacing.
- Font: Times New Roman, Font Size: 12, Font Colour: Black
Heading Font Size: 14, Alignment: Justify.
- All the Practical Note Book should be Spirally Binded after completion and have to be submitted during the CU Practical Examination.

Cover Page / Title page

Practical Note Book

(Submitted for the Degree of B.Com. Honours / General in Accounting & Finance
under the University of Calcutta)

[Semester III]

[Skill Enhancement Course (SEC) Paper III]

Computerised Accounting & Introduction to Data Science (Tally, MS-Excel, MS-Access, Digitalisation in India)

Submitted by

Name of the Candidate :.....
Registration No. :.....
C.U. Roll No. :.....
Name of the College :.....
College Roll No. :.....

Supervised by

Name of the Supervisor :
Name of the College :

Month & Year of Submission

..... 2026

.....
Signature of the Candidate

.....
Signature of the Supervisor

Head Of The Department
Dept. Of Commerce
Surendranath College For Women
Kolkata - 700 009



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Assignment Questions

To be done in the PRACTICAL NOTEBOOK

From the following assignments, students have to do One (1) assignment each from these topics.

Module- I (Unit: I)

Computerised Accounting (Tally)

1. Create a company in Tally with your Roll number as your name and create a Trial Balance and Balance Sheet with the following information. (Make necessary adjustments if required)

<u>Name of Ledger</u>	<u>Amount</u>
Cash	Rs. 5,00,000
Bank (SBI)	Rs. 3,00,000
Creditors	Rs. 20,000
Debtors	Rs. 40,000
Furniture	Rs. 50,000

Pass the following Vouchers

- Petty cash expenses Rs. 2000
- Cash stolen Rs. 5000
- Purchased 3 printers @ 5500 each, by cheque

2. Create a company in Tally with your Roll No, which started on 1.4.2024-31.3.2025. Create the Ledger with the appropriate group (Make necessary adjustments if required)

<u>Name of Ledger</u>	<u>Amount (Rs.)</u>
Furniture	30,000
UBI	50,000
ICICI	50,000

Pass the following Vouchers:

- Salary given Rs. 10000
- Rent Received Rs. 5000
- Purchased 3 computers @ 35000 each, by cheque

3. Create a company in Tally with your roll number as a name and pass the necessary Journal Entries. (Make necessary adjustments if required)

- Commenced business with cash Rs.1,00,000.
- Deposit into the bank Rs. 1,50,000
- Bought office furniture for Rs.60,000
- Sold goods for cash Rs. 45,000
- Purchased goods from Mr X on credit Rs.20,000
- Sold goods to Mr Y on credit of Rs. 30,000
- Received cash from Mr Y on account of Rs. 20,000
- Paid cash to Mr X Rs. 10,000
- Received commission of Rs. 500
- Received interest on bank deposit of Rs. 1000

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Module- I (Unit: 2)

Digitalisation in India

Explain on any one of the following topics with a proper step-by-step explanation and screenshots as required. (Within 500 Words)

1. Application of e-services like e-PAN

OR

2. Digilocker

OR

3. Online Banking and Payments

OR

4. M-parivahan, Aadhar-based Services

Module- II (Unit: 1)

Database Application (MS-Access)

1. Create the following database Structure using Office DBMS:

Student

Field Name	Data Type
UID	AutoNumber
Name	Text
Total_Marks	Number
Mobile_No	Number
Grade	Text

a) Save the table with name and student details. b) Enter 10 meaningful data in the table.

c) Create a Report based on the student details table

2. Create a Teachers Table in MS Access with the following fields for 10 records and generate a report.

•Name • Department Number •Department Name •Location •Salary

a) Save the table with the name Teachers details.

b) Create a Report based on the Teachers details table

3. Create the following database Structure using Office DBMS

Student

Field Name	Data Type
Student ID	AutoNumber
Student Name	Text
Address	Text
Year	Text
Section	Text

a) Save the table with the name and student details. b) Enter 10 meaningful data in the table.

c) Create a Report based on the student details table

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Module- II (Unit 2 & 3)

Advance Data Management with Spreadsheet & Tables and Formatting (MS-EXCEL)

Answer any one from the following questions :

1. a) Open a new workbook using MS Excel to store the following data on the sheet from cell A1 :

Daily Report of Stock

Serial No.	Product Name	Unit price (Rs.)	Quantity	Total Cost (Rs.)	Discount (on total cost) (Rs.)	Amount to be paid (Rs.)
1	LG Monitor	4,500	15		1,000	
2	Frontech Speakers	3,500	25		1,350	
3	Logitech Mouse	650	14		500	
4	Intel Processor	7,800	17		2,500	
5	Zebronics Webcam	699	27		150	
6	Dell Laptop	45,000	20		10,000	

- b) Sort the data by Product Name and then by Quantity in ascending order.
c) Insert two rows at the top of the table and add a title "XYZ Computer Store".
d) Calculate "Total Cost" and subtract "Discount" to calculate "Amount to be paid" using appropriate formula.
2. a) Create the following table having a heading 'Electricity Bill' in the worksheet of MS-Excel.

Consumer No.	Unit Consumed	Unit Price (Rs.)	Bill Amount (Rs.)	Remarks
C001	120	5-50		
C002	170	5-50		
C003	740	5-50		
C004	2500	5-50		
C005	1580	5-50		

- b) Find out the Bill Amount of the customers using formula.

- c) Bill Amount Range (Rs.) → Remarks

More than 10,000 → 'Ultra high'


5000 to 10,000 → 'Very high'

1000 to 4,999 → 'High'

500 to 999 → 'Low'

Less than 500 → 'Very low'

According to the above given conditions fill up the 'Remarks' column using formula.


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