11

COMPUTER PACKAGES

In the wake of recent information revolution, technology emerged as the major resource, especially in the context of changing job mix, completely overshadowing the traditional resources. The spectacular development in Information Technology have contributed much to the modern society, by providing a competitive. weapon to exploit the potential of various resources, in an optimal manner. With the help of various application packages, It facilitates office automation and easy handling of. day to day work. Traditionally, people used to perform huge volumes of paper work in offices for producing reports, maintaining accounts, preparing invoices, receipts,. etc. Today information technology has paved the way for significant changes in office methods leading to Electronic offices (E-offices). Among the software uses that have profound impact on office and business applications are trio-word processing, Spreadsheet and Database. In India, the prominent word processor is WordStar, dominant Spreadsheet is Lotus 1-2-3, and the prominent Database is dBase.

Word Processing

Word Processing is a program package that uses the power and flexibility of computers to generate various documents from texts recorded on a magnetic media. It refers to the computer system, which helps us to type, edit, store and print documents. It is in fact, highly sophisticated

electronic typing. The typed data is stored in the computer memory and is displayed on the computer screen, which can be transferred to a printer at any time. In simple words, word processing is a programmed package which permits the user to enter the data kept in various data files into the computer through input devices, displayed it on the screen, save it in storage devices, recall it, edit, format and print it on a paper. The important features of word processing are: Formatting, Text editing, Merging, Spell check, Storage and Retrieval, and Output. The popular word processing packages are.

1. Word Perfect
2. WordStar
3. MS Word
4. Ventura
5. PageMaker

A document can be entered into the word processor through the keyboard; an existing document can be extended, modified or curtailed with the help of edit, insert, delete and replace functions. The formatting facility permits the user to enter the text and prepare it for printing, with appropriate left, right, top and bottom margins and with page headings, page numbers, etc. The text-editing feature helps the user to detect the errors and correct them. Merging involves the storing of a list of addresses and the creation and sending of letters to these addresses. With the help of spell check facility, the user can check the spelling mistakes prior to printing. In the last stage, the word processor prints and saves the document on a magnetic storage media for spooling, which allows the functions of, editing and formatting, concurrently while printing is going on.

1. WordStar

It is a commonly used word-processing package, which runs on the Disk Operating System (DOS). WordStar is a screen-oriented, menu-driven application software providing alternative actions on the screen. The minimum requirements of a personal computer to use this package are: an IB PC /XT / AT with one or two floppy disk drives or hard disk, at least 256 KB RAM, a printer, a color monitor, and MS-DOS version 2.0; the files required are WS.EXE, WSINDEX.XCL, WSPRINT.OVR, WSMSGS.OVR WSSPELL.OVR, and

WSSHORT.OVR. The word start commands are executed in seven menus, such as No File Menu, Main Menu, Help Menu, Block Menu, Quick Menu, Print Menu, and Onscreen Menu.

While booting the computer, it display the system prompt, which further displays the 'No File Menu' when pressing 'WS' or 'return'.

Fig. 11.1: No File Menu

The options in the 'No File Menu' consists of preliminary commands like change logged drive, file directory on/off, set help level, etc., to open a file., file commands like print rename, copy and delete., system commands to run a program or exist WordStar, and commands to run mail merge and spell star.

Main menu: It helps to edit the current file. It consists of four classes of commands, such as: curser and scrolling commands, delete commands, miscellaneous and other menu commands.

Fig. 11.2: Main Menu

Edit Menu: It provides commands, which enable the user to move the curser and to change the typed document. The options in the Edit Menu are selected with the help of control key. The menu consists of five classes of commands, such as: curser, scroll, erase, other, and Menus.
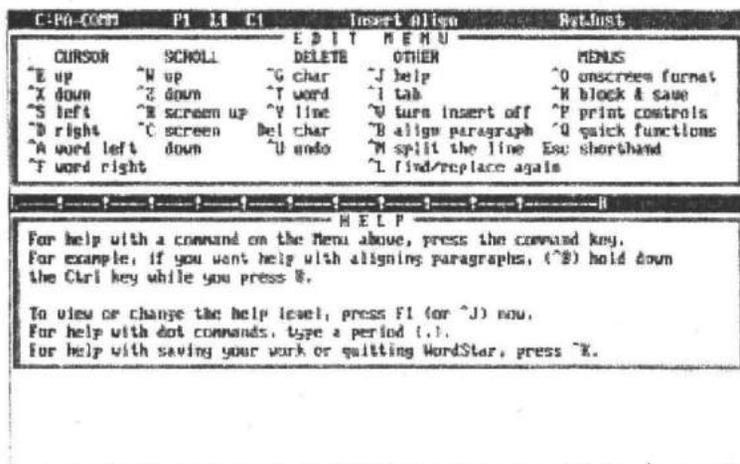

Fig. 11.3: Edit Menu

Quick Menu: It is a temporary menu that stays on the screen only till a command is selected from this menu. It is quick in the sense that it offers quicker and more powerful commands than those offered in the main menu. It offers four classes of commands, such as: curser, Find, Other, and Spell.

Fig. 11.4: Quick Menu

Onscreen Format Menu: It introduces the use of function keys to represent certain common commands. This menu is very useful for publishing documents and allows us to set margins and paragraphs. Moreover the user can set typing and display controls from this menu. The ONSCREEN FORMAT menu commands and DOT menu commands in EDIT MENU perform the same functions.

Fig. 11.5: On Screen Menu

Block and Save Menu: Block and save menu groups data into blocks and manipulation is made on these blocks. It can be copied, shifted or deleted within a file and can be

copied to other document files. This also is a temporary menu which exists only till a command is selected from this menu. It helps to reform a block of text and can create, move copy or delete these blocks. It consists of three classes of commands, such as: Save, Block and File.

Fig. 11.6: Block and Save Menu

The Print Control Menu: Actually, this menu is not meant for printing of file but for providing and setting the printing instructions. It helps to print things in bold, to underline, use italics, and also to choose paragraph styles. It is also used to select the type of printer.

Fig. 11.7: Print Control Menu

Mail Merge: It is a program in Word Star, which helps to print letters, so as to produce the required form at the print out stage. A list of people and their addresses is given in the data file, which is used by the mail merge to send the letters. The main file called 'master document' contains the complete text of the letter, except the name and address. The data file contains the name and address of persons to whom the letters are to be sent. Mail merge uses the master file and first address from the data file to print and send the first letter; then it picks up the next address from the data file and prints the second letter, and so on. WordStar provides four built in variables that can be used in master documents without defining them or giving value to them. The variables are current data, current time , current page number, and current line number.

2. Microsoft Word

This package is an improvement on word processing concept, consisting of a collection of objects designed to present a central theme, and ensuring automatic performance of certain functions. The features of MS Word, above the word processing concept, include HTML formats for World Wide Web publishing, collection of templates, mail merge function interlinks with other office automation packages, macros to automate repetitive actions, facility to insert hyperlinks, wizards like letter wizard, envelop wizard, mailing label wizard, memo wizard, newsletter wizard, pleading wizard and resume wizard. MS Word allows the user to type, cut, format, print and to make spell and grammar check. It includes embedded graphics, several fonts, etc., facilitates e-mail, and merges it with data from exec, access and power point documents, provision of automatic grammar checking and correction facilities, and has a natural grammar checker.

MS Word can be started from office short cut bar, or by double clicking the 'file' in explorer or by choosing it from the start menu. A document can be opened in MS Word on the computer hard disk or on a network drive. A new document can be created by clicking 'New' on the file menu. If the auto recover facility of MS Word is turned on, the changes made to the document are automatically saved. Scrolling through the document is possible with the help of a mouse or short cut keys. The mouse or short cut keys will also facilitate selection of the text and graphics. Blocking, Block Copy,

Format, etc., can be done in MS Word, by selecting the text to be copied and clicking the format printer button and then by selecting the text where it wants to apply. Before printing the typed and formatted document, it displays each page, as it will look when printed, with the help of print preview facility. The tool bases in MS Word help us to organize the commands init in such a way that the user can find and use them immediately. The toolbars can hide, display, move or create, a new tool bar. The menu bar appearing at the top of the screen, containing menus like File Edit, View, etc., displays various commands and can easily be customized. The other commonly used word processing packages are Word Perfect, Ventura and PageMaker.

To close the MS Word package first of all close the open documents and click 'Close All' on the file menu or 'Click' on the file menu.

ELECTRONIC SPREADSHEET

This is the graphical representation and processing of data, and is the most brilliant application software. It provides a table of horizontal rows and vertical columns, as the working area. Data is entered at the intersection of these rows and columns. In electronic spreadsheet or work sheet, data can be entered, processed, viewed and printed in tabular, textual as well as graphical formats. Some of the major applications of electronic spread-sheets are: budget preparation, development of alternate business plans, design calculations, sales analysis, business accounting, preparation of Balance Sheet, computation of equated monthly installments for loan repayment and analysis of data from business, industrial and agricultural systems (trend analysis). The various electronic spreadsheet software's are visicle. Super Cale, Quattro Pro, Lotus 1-2-3 and Excel, of which the MS Excel 2000 is the earliest and most powerful worksheet package.

1. Lotus 1-2-3

It was developed in 1982 by Mitch Kapor with the intention of reducing the job of accounting, analyzing and studying the relation between data, using tables and graphics. It is a highly integrated and sophisticated three-in-one software package. The 1-2-3 suffixed to lotus stands for.
1. Spread sheet or electronic worksheet
2. Graphics

3. Data Base Management

Lotus 1-2-3 spreadsheet is divided into 8192 horizontal rows and 256 vertical columns., at any point of time, 20 rows and 8 columns are visible on the screen and it is possible to scroll the screen in order to enter data into the remaining columns and rows. The intersection of a row and column is called a CELL, used to enter all kinds of data, numbers, words, titles and even formulae. Two or more adjacent cells are together called a block, by marking a RANGE. A range can be created by specifying the first and last cells in a row, column, or even a rectangular space separated by two dots (Eg;B7. B18 .B7.. B7, C 8..G10)

The popular applications of Lotus are: forecasting budgets, balance sheets, banking, annual reports of business firms, income tax statements, payrolls, accounts receivable or payable, invoices, financial analyses and sales analyses. Once a table is created in Lotus 1-2-3 the computer can perform various arithmetic operations on the data and the results can be stored in the cells. All recalculations are done automatically by the computer if we change any specific data.

Worksheet is an electronic spreadsheet replacing paper, ledgers and pencil, to hold data, so that the user can manipulate and convert it into useful information. The major tasks performed by Lotus 1-2-3 are: creation and saving of file, searching and sorting of fields and records, arithmetic manipulations, duplication of files provision of data security, automatic conversion of data into graphics, development of business application systems like payroll, invoice inventory budgets, etc., and the development of query-based systems to enable the non programmers to use data base.

Lotus 1-2-3 is a menu driven package having the structure of a tree and more than a hundred commands and four popular modes facilitating data entry such as Real mode, Menu mode, Label modes and Value mode. The important commands in Lotus are: data formatting commands (fixed, scientific, currency, general per cent data, text and label prefix commands) work sheet modifying commands (insert / delete, column / row, change width of columns / rows,) arithmetic commands (recalculation, @count, @sum, @average, @ min @max, @ if, @ 100k up, @now, @time etc.) database functional command (@Dcount,@Dsum, @Dmin, @Daverage, @Dmax, etc) File manipulation commands (move, copy,

combine, retrleve, save, name, erase, etc.) status management commands (printer default, worksheet, default, etc.), database management commands (data fill, data sort, data table, data query, data distribution etc.) file printing commands (range, line, page, go, etc.) graph commands (T,X,A,B....F, view, option, etc.) and file security commands (Protect, Unprotect, Enable, disable etc.) The minimum software requirements to run a Lotus 1-2-3 package are: 123.CMP, 123.CNF 123.DLD, 123.DYN, 123.EXE, 123, HLP, 123.RI, 123.SET, Lotus.Com. The minimum hardware requirements are: IBM PC; PC/XT, PC/AT with minimum 640 KB primary memory, disk drive and MS DOS version 3.0.

The main menu of Lotus 1-2-3 is a list of choices displayed across the top of the screen. They are called the working option and will lead to sub-menus where in the selection option commands are displayed. The user can select the desired command either by pressing the first character of the command or by moving the curser to the desired command selecting it. In order to perform quick functions, certain keys or groups of keys are used in Lotus 1-2-3 and are called the function keys in the key board (e.g., F1 to call the Lotus 1-2-3 help information window, F2 – to edit, F3 to obtain the menu displaying the list of cell ranger, F5 to move the curser, F9 to calculate formulae, and F10 to create a graph). The navigation keys used to move over the working area in Lotus are Pg Dn, Pg Up, Ctrl + right arrow. Ctrl + left arrow Home, and End. The main menu offers various options, Viz., Work Sheet Option, Range Option and Copy Option, Move, File graph, Print, Data system, Add-in, and Quit option.

The commonly used worksheet options are:

1. Global: To carry out any task through out the worksheet. The important commands in Global option are format, label, column width, recalculation, protection, default, and zeros.

2. Insert: It is the second option in worksheet and allows the user to insert data of another worksheet into the current one.

3. Delete: This is used to delete the entire worksheet

4. Column: Helps the user to hide certain columns from view, display them, change their width, etc.

5. Erase: It is used to erase the data that has been entered in the worksheet.

6. Titles: It is an option meant for freezing the titles set in the first row or column so that they are always displayed on the screen while the remaining rows and columns scroll naturally.

7. Window: Let the user create a window wherein he can view another part of the worksheet while working in one part.

The other options are: Status Page and Learn.

The range option of the main menu helps the user to carry out data manipulation for a defined range of cells. It consists of various commands: Format (setting decimal parameters, exponential format, displaying the comma used after every third in a number, etc.), Erase (erase the data entered in a specified range), Name (assigning a name to every range), Create (enter a name for a specified range), Delete (delet the name assigned to a range), Reset (removes the names of all ranges), and Table (call a list of range names created so far).

The copy option permits the user to copy the data from one single cell or from a range of cells to a corresponding range of cells. The move option performs a similar function, except that the data is shifted from ane address to another address, keeping the first address vacant. The file option provides various commands like retrieve, save,combine,xtract, erase, list, import, directory and admin. The sub-options available in the graph option in the main menu are: Type, X,A,B,C,D,E,F, Reset, View, Save, Options,Name, Group and Quit. The print option facilitates the printing of worksheet, either as a whole or in part. The data option allows the user to create and manipulate a set of data automatically. The various sub-options are: Fill, Table, Sort, Query, Distribution, Matrix, Regression, and Parse. The simple option in the main menu is the system option, which helps the user to quit the program temporarily and revert to the DOS and return to the worksheet. The add-in option facilitates extraction of text data, and adaptation of it into the worksheet. The last option in the main menu is the quit option, which permits the user to quit Lotus 1-2-3 permanently and return to the DOS prompt.

The function in Lotus 1-2-3 are represented by an @ symbol at the beginning. The functions are used for performing

a variety of mathematical, statistical and accounting – related tasks. The important and commonly used functions are:

1. *The Count Function [@ count (assrl....addr2)]*

   It will count the number of cells with in a specified range of cells, specified as a parameter. The standard format for a range is starting cell address and an ending cell address, with two dots between them. The value returned is the actual number of cells lying between the two cells

   e.g.: @ COUNT (A1.. A5)

2. *The SUM function [@SUM (addr1.. Addr2)]*

   It calculates the total of all values of cells specified in the range parameter.

   e.g.: @ SUM (A1.. A5)

3. *The AVG function [@AVG (addr1.. addr2)]*

   Computes the average of a range of cells

   e.g.: @ AVG (A1... A5)

4. *The STD function [@ STD (addr1.. Addr2)]*

   Finds the standard deviation of values with a range.

   e.g.: @ STD (A1.. A5)

5. *The VAR function [@ VAR (addr1.. addr2)]*

   It computes the variance of the values with a specified range.

   e.g.: @ VAR (A1.. A5)

6. *The INT function [@ INT (n)]*

   It calculates the integer component of a menu value, and requires only one parameter.

   e.g.: @ INT (45-938)

7. *The SQRT function [@ SQRT (n)]*

   It calculates the square root of values, and requires a single parameter.

   e.g.: @ SQRT (34.6)

8. *The LOG function [@ LOG (n)]*

   It permits to calculate the logarithm value to the base 10 for a numeric value.

   e.g.: @ LOG (345.22)

9. *The RATE function [@RATE (Fv, Pv, Pr)]*
   It computes the rate of interest at which any future value has been obtained from the given value, and requires three parameters, such as: future value, present value and compounding period.
   e.g.: @ RATE (1000, 500,5)

10. *The FV function [@ FV (Pv, rate, Pr)]*
    It calculates the future value of a particular investment and requires three parameters: Present value (investment value), rate of interest, and the number of investments.
    e.g.: FV (1500,10%/10,5)

11. *The NPV function [@NPV (rate, range, type)]*
    This finds out the net present value of a set of installments at a specified rate of interest, and requires three parameters like rate of interest, block or range of cells, and the type of calculation.
    e.g.: @ NPV (10%/15,A1..A5)

12. *The IRR function [@IRR (n1 addr1.. addr2)]*
    It calculates the internal rate of return for any range of values, and requires two parameters, i.e., the expected value of IRR and range of cells.
    e.g.: @ IRR (5,A1.. A5)

13. *Nested functions [@Function1 (@ function 2)*
    Lotus 1-2-3 can nest functions with in each other.
    e.g.: @ INT (@ AVG (A1.. A5)

2. Microsoft Excel

Microsoft Excel was developed in 1992, with the objectives of downsizing application and off – loading responsibilities to user departments. The new version of Excel is called Excel 97 and Excel 2000 (MS Office 97 and 2000) . The important characteristics of this package are its compatibility with Lotus 1-2-3, ease to operate, worksheet publishing capabilities, analytical tools, graphical features, linking and consolidating features, charting capabilities, database capabilities, worksheet outlines, and macro and programming language.

Excel runs in its own window, having multiple document facility. The entry of the text and other data is facilitated with

the help of the keyboard, and program control can be excercised with the help of the mouse. An active document window in Excel can be closed by double clicking on the document 'Control' menu icon on the document's title bar, and the user can quit Excel by double clicking on 'Control' menu icon on the Excel title bar. The important functions that are to be performed in Excel are: entering text, correcting mistakes, and formatting cells. Formatting of cells may be in any of the following ways.

1. Centring the text: The text in selected cells can be aligned to the center by clicking on the 'center Alignment tool' in the standard tool bar, or by clicking on format by pressing Alt, T, and by clicking the alignment command or A, then the alignment dialog box appears, and the center button is pressed to align the text to the center. Right and left alignment of text is also possible.

2. Changing the font: The font and style of letters can be changed with the help of a mouse to click B.

3. Adjusting column width: Column width of specified cells can be altered to suit the circumstance by moving the cell pointer over the column..

4. Save the worksheet: By clicking the 'File Save Command', it is possible to save the worksheet or by pressing Alt, F and A.

5. Entering simple data: To enter a number in Excel, first of all select a cell, type the number, and then press 'enter' or Tab. The user can also make a numeric pad automatically enter a decimal point.

6. Entering and copying formulae: Cells in Excel worksheet contain formulae that refer to the value stored in another cell (simple formulae) or complex formulae including text manipulation functions and array mathematics. They begin with an equals sign (=). In order to enter the formula, the user must select a cell, enter the formula, and then press 'Enter' or click the 'Enter' box in the formula Bar.

7. Copying and pasting of formulas: The formulae in one cell can be copied to another cell by selecting C5, the cell containing the formula to be copied. Pasting is possible by choosing the 'Edit paste' command.

8. Formatting the formula results: The formula results in one cell can be formatted with a currency format with no decimal place.

9. Saving the worksheet is possible by selecting 'File Save' command.

10. Exiting Excel: 'File Exit' command facilitates the exit of Excel and the return to the window's desktop.

ACCOUNTING PACKAGES

The books of accounts to be prepared and maintained by an organization consist of 7 ledgers and various registers. The ledgers include sales ledger, purchase ledger, general ledger, cash-bank book, stock creditors ledger and debtor's ledger. The registers are those relating to sales, purchase, credit notes, debit notes, receipts, payments, journals, order register, stock inward or outward register, etc. Accounting packages help organizations to produce these books and registers instantaneously. The important and popular accounting packages in use are: DAC EASY, TALLY, EX, Wings, Audit etc.

1. DAC Easy

Developed by DAC Easy, the Canadian version of the accounting package is a single user, offline software, popularly used in America, Canada and Arabic countries. The application package enables the user to create and maintain books along with inventory control of various companies and is suitable for small and medium-sized companies. It is a menu-driven system having an in-built inventory module. Standardized options and reports are available in this package, which can't be changed. In this software package first of all vouchers (sales, purchase, receipts, payments, sales return, purchase return, etc.) are prepared, and then journals are created, then posting to the ledger is effected, and finally the profit and loss account and balance sheet are prepared. Moreover, the package facilitates the preparation of purchase orders, order registering, inventory control, and generation of graphics (Bar chart etc.). The DAC Easy menus consist of File, Edit, Journal, Transaction, Journal Posting Reports, DAC Access, Periodic and Modules menu. Each of these menus containing various commands and submenus to enable the user to prepare the various books of accounts of business organizations.

2. Tally

Developed by peutronics Private Limited, Bangalore, Tally is a latest accounting and financial package facilitating efficient accomplishment of tasks – simple or demanding. It makes use of the philosophy of DSS in its working. It is an on-line, fast, flexible and simple software package. It performs the whole bookkeeping activities and helps to prepare almost all books and statements of accounts without using any codes for representing data. The important areas where tally can contribute are: quality-related information, flexible voucher numbering, outstanding management and remainders, etc. the user gets account heads classified, graphical analysis performed, daily balance of any account, memo vouchers, etc., and the system facilitates automatic reversal of journals, cash flows, sales tax forms, percentage-based reporting, and comparison of data.

Tally user language interface for queries cost and profit center concepts, budgeting and payment control, management reports receivables, turnover analysis, consolidation of final balance, and balance sheet. It also provides for rigid internal control system. The modern facilities of intelligent calculator, internal backups, removal and rejoining of historical data, export or import of data, country-specific service support, etc., make the outputs of Tally, more reliable; secrecy can also be maintained by the software. The main screen of Tally is called the 'Gateway of Tally', which consists of a number of options like Accounts info, Voucher entry, Balance Sheet, Ratio analysis displays, Printing, Export, Quit and the functional keys like F1 (company info) F2 (date change). F3 (control), F4 (advanced usage), and F5 (direct commands). It has the power to answer enquiries free from data. Data integrity and report of an error message is also possible in Tally. It is a generalized accounting package that can be used by accountants, proprietary organizations, partnership firms, and private and public limited companies.

3. Audit

Audit is the latest accounting package offering a full-featured accounting and inventory solutions, from entry level to high end performance. It is an outstanding combination of high performance, breadth of application and simplicity. Audit is a window specific application for every business, with more

than 46 modules. The entry module of audit package includes: package and purchase return (cash and credit, taxable and non taxable/VAT), sales and sales return (cash and credit, taxable and non taxable or VAT), cash (payment and receipt), bank (payment and receipt), journal voucher, debit or credit note, post cheque (issue and receipt), provision for quotation, purchase order, sales order, stock adjustment etc.

The master module of audit accounting package consists of debtor or creditor master, account group, ledger account master, item master, tax or other charge, opening balance, price list etc. Audit is a high performance cost effective client server solution that provides additional platform flexibility and scalability. The general features of this accounting package are:

1. Infinite company creation
2. Transfer record from one company to another
3. Infinite user creation and password right assign to each user.
4. High security for database and hide company
5. Item attribute setting allows to keep stock our own style.
6. Negative cash and stock permission
7. Provision to fix line per page in all report.
8. Backup to any backup device
9. Easy year ending procedure
10. Set accounts for proprietor, partnership, limited and non-trading firms, and
11. Provision to keep account under fixed or fluctuating capital method.

Audit Vs Tally: The supremacy of audit accounting package over Tally, can be traced from its distinguishing features as described below:

S.No.	Audit	Tally
1.	Differentiating a company with sole proprietorship, partnership etc.	No differentiation.
2.	User friendly, data entry is very fast and easy.	Need training and good knowledge in accounting.
3.	Infinite company creation	Infinite company creation.
4.	Records can be transferred from one company to another.	Not possible.
5.	Facilities for providing overdraft from bank.	No such facility.
6.	Facility for giving percentage description for each fixed asset and automatic calculation of depreciation.	Need to create separate ledger account and manual calculation
7.	Provision for giving share percentage of capital accounts for each partner.	Not possible.
8.	Provision for giving partners current account and loss or profit will transfer automatically.	Not possible.
9.	View, Edit and Print opening balance of all accounts at a time.	Need to select each ledger.
10.	Provision for giving purchase Tax for each item as per purchase voucher so that the cost of the item include purchase tax.	Not possible.
11.	Day book closing at each day.	Not possible.

S.No.	Audit	Tally
12.	Stock value is actual	Stock value is average.
13.	Provision for giving one base unit And three alternate units for each item.	Item can be kept only in two different units.
14.	Provision for giving price list and three different prices whole sale, retail and MRP.	Not possible
15.	Profit calculated on item and bill wise.	Profit calculated only bill wise.
16.	Provision for giving purchase date and material received date.	Only purchase date.
17.	Serial number is given in purchase or sales bills.	Not possible.
18.	Automatic differentiation of same items with different rate or purchased from different company.	Not possible.
19.	Automatic guidline of items with different purchase rate and purchased from different company while doing sales.	Not possible.
20.	Automatic selection of sales rate.	Not possible.
21.	Any ledger account can be selected from adjustment option and provision for passing the amount to particular ledger or reflect only in purchase or sales invoice.	Not possible.

S.No.	Audit	Tally
22.	Differentiation of debtor creditor and general accounts in voucher entry.	Not possible.
23.	Variety of sales invoice selection to suit any type of business.	Limited selection.
24.	Printer setting reverse, forward, etc. for preprint sales bills.	Not possible.
25.	Selection of all pricing stationary available for sales invoice printing	Limited selection. Not possible.
26.	Selection of font size for any report printing.	Not possible
27.	Profit and Loss statement will be accurate.	Profit and Loss statement will be average because of considering stock average method.
28.	Bank to bank transation allows multiple entry in same voucher.	Bank to bank transation through contra entry only.
29.	Can print all books, invoice vouchers etc.	Not possible.

Developed by Techno Spectra, Int,l Kozhikode, audit is a completely automated package that provides a final solution to accounting and inventory management. It allows us to choose any platform that suits our needs such as windows, unix, solarois, AIX and Linux.

Conclusion

In the modern world of sophisticated and complex technology, business organizations are required to keep systematic and up-to-date records of business transactions. Standard financial accounting and application packages help these organizations to produce timely reports. The basic application packages like worksheet, word processing and accounting packages help to attain the major objective of preparing these instantaneous and reliable reports, on the basis of which various business decisions are to be taken and implemented. The packages help to streamline data entry, storage, retrieval, modification and printing of reports, and contribute to crucial business decisions.

Exercise

Short Answer Questions

1. What are computer packages?
2. Briefly explain the important computer packages used in business.
3. What is word processing?
4. Explain WordStar package.
5. Describe MS Word.
6. Explain the mail merge function in WordStar.
7. What do you mean by electronic spreadsheet?
8. Describe Lotus 1-2-3 spread sheet and brings out its significance in accounting.
9. What are the applications of Lotus 1-2-3?
10. What is mean by a worksheet?
11. Explain the important commands in Lotus 1-2-3.
12. What are the popularly used worksheet options?
13. Describe MicroSoft Excel.
14. What are accounting packages?
15. Explain DAC Easy.
16. Describe Tally.
17. Explain Audit accounting package.
18. Distinguish between Tally and Audit.
19. What are the applications of MS Word?
20. Explain the advantages of MS Word over WordStar.

Essay Questions

1. Explain various computer packages?
2. Explain the important word processing packages?
3. Describe spreadsheet and explain various spreadsheets.
4. What are the popularly used accounting packages? Explain its working.
5. Explain Lotus 1-2-3 and it's functioning.
6. Describe Tally and portray its significance.
7. Explain Audit accounting package. What are its advantages?
8. Explain the functioning of MS Word.
9. How the WordStar application software works?
10. Compare and contrast Tally and Audit accounting packages.