

VIII Answer any two questions from 29 to 31 ,each carries 3 scores (2 x 3 = 6)

29	<p>(a) Insert (Add) a new work sheet Click the tab at the exact position (plus symbol) on the bottom of the present work sheet or right click on the sheet tab-----Insert sheet.</p> <p>(b) To delete a work sheet :Click on the work sheet tab which you want to delete ----- Right click----Delete Sheet----Ok</p> <p>(c) To rename a worksheet :Click on the name of the work sheet tab (say, sheet 1) you want to rename -----Right click-----Enter the new name----- -- --Ok</p>	1 1 1	6
30	<p>DB Function DB Function is the inbuilt fuction in LibreOffice Calc to calculate depreciation under Diminishing Balancer Method/Written Down Value method. Syntax=DB(cost,salvage,life,period,[month])</p> <p>Cost-Cost is the acquisition cost Salvage-Scrap value Life-Life is the useful period for which the asset is available for use. Period-Period is the year (1st, 2nd, 3rd .) for which depreciation is calculated. Month-Number of months in the first year. (It is applicable only when asset is put to use during part of an year in the first year)</p>	3	
31	<p>Double click on the already created Chart Title----Position and Size----- --Here enter the required value in Position X/Y----Ok OR Right click the already created title and drag(We can change the title position with the help of mouse)</p>	3	

IX Answer any one question from 32 and 33, carries 5 scores (1 x 5 =5)

32	<p>1. Receipt voucher-(F4) To record transactions of all cash receipts or receipts through cheque.</p> <p>2 .Payment voucher-(F5) –To record all payments made by cash or cheque</p> <p>3.Sales Voucher-(F6)- To record all cash and credit sales of goods</p> <p>4.Purchase Voucher- (F7) To Record Cash and credit purchase of goods and raw materials</p> <p>5.Journal Voucher-(F-9) Like journal proper-to record adjustment entries, rectification entries, purchase of fixed assets on credit etc.</p>		
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To Create Relationship:

Step-1(Create and name the database)

Step-2(Create two tables with necessary details)

Step-3(Set Primary Key)

Step-4(Save the table by giving suitable name)

Step-5 (Enter data in newly created Tables)

Step-7 (Create Relationship)

Go to the Menu 'Tools'-----Relationship-----here add both the tables
"Select Table 1" and Select "Table 2" and close the screen.

Step-8

In the relationship window, click with **mouse** on the common field
"EMP ID" of one table and **drag and drop** on to the "EMP ID" field
of the second table. Now a **connecting line** between these two fields is
formed. Then click on **save** button to save the relationship and close
the window.

To Delete relationship:

The relationship can be deleted by taking 'EDIT' option.

Path; Tools-----Relationship----Edit

Then,Right click on the line(relationship line) connecting between Table 1
and Table-2-----Right click-----Press 'Delete'.Relationship will
permanently erase.

