



Exam Code: G-DIFA /IAB/MQP1222

Total Time: 3 Hrs.

Max. Marks: 100

**MODULE - I  
MS OFFICE  
(Max. Marks: 10)**

- I. Choose the correct answer. Each carries 1 mark. [5 x 1 = 5]**
- Portrait and Landscape are \_\_\_\_\_.  
(a) Page Orientations (b) Paper Sizes (c) Page Layouts
  - Which of the following are valid Minimum and Maximum zoom sizes in MS Word?  
(a) 10, 100 (b) 10, 500 (c) 10, 1000
  - Cut, Copy and Paste is in \_\_\_\_\_ Group of the Home Tab.  
(a) Font (b) Page Setup (c) Clipboard
  - In MS Excel to protect a worksheet, you can choose the option from \_\_\_\_\_ menu.  
(a) Review (b) Format (c) Edit
  - The File that consists of readymade styles that we can easily use for our presentation is known as \_\_\_\_\_.  
(a) Template (b) Wizard (c) AutoStyle
- II. State whether True or False. Each carries 1 mark. [5 x 1 = 5]**
- CTRL+B, CTRL+I, and CTRL+U are all short out keys for formatting paragraphs.
  - The total number of columns in MS Excel is 257.
  - MS Power Point is a Spreadsheet program.
  - In MS Word, print option is in File menu.
  - A triple-click within the paragraph will select the entire paragraph.

**MANUAL ACCOUNTING  
(Max. Marks: 10)**

- III. Journalize the following transaction. Each carries 1 mark. [5 x 1 = 5]**
- Mr. Sagar started business with cash Rs. 10,00,000.
  - Bought Machinery for Rs. 35,000.
  - Purchase Goods from M/s Meera Enterprises for Rs. 75,000 on credit.
  - Sold Goods to JK Traders Rs. 58,000 on credit.
  - Salary paid by cash Rs. 12,000.
- IV. Answer the following. Each carries 2.5 marks. [2 x 2.5 = 5]**
- What do you mean by Prepaid Expenses? Write a journal entry for it.
  - What are the three different classes of accounting? Explain briefly.

**MODULE - II  
TALLY  
(Max. Marks: 20)**

- V. Choose the correct answer. Each carries 1 mark. [10 x 1 = 10]**
- 'Dozen of 12 numbers' is an example for \_\_\_\_\_.  
(a) Simple Unit (b) Compound unit (c) Alternative unit
  - \_\_\_\_\_ feature in Tally Prime helps in tracking outstanding bills and sending reminders on time to customers.  
(a) Enable Bill-wise Entry (b) Maintain Invoice Details (c) Tally Bill-wise details
  - The \_\_\_\_\_ feature in Tally Prime facilitates maintenance of records and processes that are fundamental to effective recording of accounting transactions for timely payments.  
(a) Cash (b) Payment (c) Banking

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**Shasha Hu**



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