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]

1. Portrait and Landscape are _____.
   (a) Page Orientations          (b) Paper Sizes          (c) Page Layouts
2. Which of the following are valid Minimum and Maximum zoom sizes in MS Word?
   (a) 10, 100                    (b) 10, 500              (c) 10, 1000
3. Cut, Copy and Paste is in _____ Group of the Home Tab.
   (a) Font                       (b) Page Setup           (c) Clipboard
4. In MS Excel to protect a worksheet, you can choose the option from _____ menu.
   (a) Review                     (b) Format               (c) Edit
5. 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]

6. CTRL+B, CTRL+I, and CTRL+U are all shortcut keys for formatting paragraphs.
7. The total number of columns in MS Excel is 257.
8. MS Power Point is a Spreadsheet program.
9. In MS Word, print option is in File menu.
10. 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]

11. Mr. Sagar started business with cash Rs. 10,00,000.
12. Bought Machinery for Rs. 35,000.
13. Purchase Goods from M/s Meera Enterprises for Rs. 75,000 on credit.
14. Sold Goods to JK Traders Rs. 58,000 on credit.
15. Salary paid by cash Rs. 12,000.

IV.  Answer the following. Each carries 2.5 marks.                                          [2 x 2.5 = 5]

16. What do you mean by Prepaid Expenses? Write a journal entry for it.
17. 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]

18. 'Dozen of 12 numbers' is an example for _____.
    (a) Simple Unit               (b) Compound unit        (c) Alternative unit
19. _____ 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
20. 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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**J Spring**

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