

**PART –A( BASIC ACCOUNTING) 20 MARKS**

**A. Multiple choice question**

**(10\*1=10)**

1. Find out which is a default Ledger in tally:  
 a) Profit & Loss      b) Cash in hand      c) both      d) none of these
2. Drawings ledger comes under:  
 a) Direct Expenses      b) Indirect Expenses      c) Profit & Loss      d) Capital
3. Which of the following is not a voucher type?  
 a) Capital      b) Contra      c) Payment      d) Receipt
4. We record all type of adjustment entry under.....in Tally.  
 a) F5 Payment      b) F6 Receipt      c) F7 Journal      d) F4 Contra
5. Separate column for discount can be enable through:  
 a) F1      b) F2      c)F3      d)F4
6. In order to delete a voucher, press:  
 a) Alt + D      b) Alt + F4      c) Alt + F3      d) None of the above
7. BOM represents:  
 a) Bill of maintenance      b) Bill of material      c) billing of Machines      d) Billing of Machine
8. Short cut key of credit note.  
 a) CTRL + F9      b) CTRL + F8      c) ALT +F8      d) ALT +F9
9. Machine is a:  
 a) Fixed assets      b) liability      c) expenses      d) None of the above
10. Loan from bank ledger comes under:  
 b) Direct Expenses      b) Indirect Expenses      c) Loan and Liability      d) Loan & Advance (assets)

**B. Very Short Question:**

**(2\*5=10)**

Q.1 Explain the followings:

1. Assets      2. Capital      3. creditor      4. Expenses      5. Depreciation

Q.2 Journalize the following transaction in the books of Shobha Enterprises:

- I. Sale to rohit Rs.75,000 and amount received by cheque.
- II. Deposit cash in SBI of Rs. 45,000.
- III. Withdrew cash Rs. 5500 for personal use.
- IV. Commission received Rs.4500
- V. Purchase a Furniture for office use of Rs. 35,000

**PART –B (TALLY PRACTICAL) 30 MARKS**

Q. 1 Create a company with the name of Vinayak Pvt. Ltd. And enter the following opening balance in ledger: (10)

Sr. No.	Name of Ledger	Opening Balance
1.	Bank overdraft	25000
2.	Printer	5000
3.	Purchase return	2000
4.	Loan from sbi	50000
5.	Insurance premium	7500

Q2. Create the following stock item and enter opening balance:

(10)

Sr.No.	Stock Item	Under Group	Godown	Opening Stock Quantity	Price
1.	Books	Stationery	R.M Godown	50 pcs.	Rs. 160 each.
2.	File	Stationery	R.M Godown	75 pcs	Rs. 20 each

Transfer 10 units of each item to F.M godown?

Q3 Prepare with name financial budget for august month 2018:

(10)

Budgeted amount Rs.50000

Indirect expenses	Budget amount	Actual payment
Employees salary	30000	24589
Trade expenses	20000	22454

Or

A Company purchased spare parts and accessories from Madhav Computers on a credit.

Item	Quantity	Rate	Value
Hard disk (320GB)	100	2900	290000
LCD Monitors	100	3800	380000
		TOTAL AMOUNT	?

The above items are taxable at GST @ 18 % and the total invoice amounted?

You are required to create this invoice in tally.

### PART –C ( COMPUTER) Marks 10

**A.Multiple Choise Question:**

(5\*1=5)

Q1. You can activate a cell by

- Pressing the Tab key
- Clicking the cell
- Pressing an arrow key
- All of above

Q2. What symbol is used before a number to make it a label?

- " (quote)
- = (equal)
- \_ (underscore)
- ' (apostrophe)

Q3. Which one is not a Function in MS Excel ?

- SUM
- AVG
- MAX
- MIN

Q4. In Excel, Columns are labelled as \_\_\_\_

- A, B, C, etc

- B. 1,2,3 etc
- C. A1, A2, etc.
- D. \$A\$1, \$A\$2, etc.

Q5. The basic unit of a worksheet into which you enter data in Excel is called a

- A. Cell
- B. Table
- C. Box
- D. Column

**B.Short Question**

**(5\*1=5)**

- Q1. Explain Pivot Table and Chart?
- Q2. What is Filter command in excel?
- Q3. How many types of chart in ms excel? Write name?
- Q4. What is the use of Merge and center command in excel?
- Q5. Explain Following Formulas with Example:-
  - 1) Trim()
  - 2) IF
  - 3) Average
  - 4) Find()

**COMPUTER PRACTICAL (Marks 10)**

Q1. Create mark sheet and sheet name is mark sheet

(5)

<b>MARK SHEET</b>			
STUDENT NAME : RAHUL SINGH			
FATHER NAME : AMIT SINGH			
DOB : 10/05/2000			
CLASS :12			
SUBJECT NAME	FIRST SEM	SECOND SEM	TOTAL
	100		
HINDI	44	30	
ENGLISH	45	55	
COMPUTER	60	78	
<b>TOTAL MARKS</b>			
<b>PERCENTAGE</b>			
<b>GRADE</b>			
<b>MAX: MARKS</b>			
<b>MIN: MARKS</b>			

Q2 Create Table in MS Excel

(5)

