

**PART –A (ACCOUNTING THEORY) 15 MARKS**

**A. Multiple choice question**

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

1. Interest on drawing is  
a) Indirect income    b) indirect expenses    c) capital    d) None
2. The amount invested by the proprietor in a business is called  
a) Capital    b) Cash    c) revenue    d) none
3. Which of the following is a fixed assets?  
a) Building    b) salary    c) drawing    d) None
4. Bank overdraft is  
a) Liability    b) Assets    c) Expenses    d) None
5. legal expenses is  
a) Direct expenses    b) Indirect Expenses    c) short term Liability    d) None

**Very Short Question:**

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

- Q.1 Difference between debtor & creditor ?
- Q.2 Journalize the following transaction:
- I. Goods Purchase from rohitRs.75,000
  - II. Cash deposite in bank Rs.45000
  - III. Goods sold in cash Rs. 50,000
  - IV. Rent Paid Rs.20,000.
- Q3. How many types of account you can open in bank?
- Q.4 Write golden rules of accounting?
- Q.5 Difference between Resume & C.V?

**PART –B (PRACTICAL) 20 MARKS**

Q.1. 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

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

Real enterprises(08AAHCP3351M1Z3) of Rajasthan purchase@18% microwave (7 nos for Rs.18000) & sold @ 18% microwave on cash to local customer (2 nos for Rs.24500).show required entries in tally?

**PART –C ( COMPUTER) Marks 20**

**A.Multiple Choise Question:**

**(8\*1=8)**

1. What is the use of Table of contents command?  
a) Create table      b) For type any text      c) Create Index      d) Insert contents in table
2. Input Device is?  
a) Keyboard      b) Monitor  
c) Speaker      d) Printer
3. What is the slide show from beginning shortcut key?  
a)F3      b)F2      c)F5      d)F1
4. Extension of MS- Word file is?  
a) .docx      b) .txt      c).bmp      d) .xlsx
5. Choose browser Name ?  
a) Google Chrome      b) Yahoo      c) Bing      d) MSN
6. LAN stands for  
A.) Location access network  
B.) Local anti network  
C.) Local area network  
D.) Location area network
7. What is the function of Ctrl + B in Ms-Word  
A) It converts selected text into the next larger size of the same font  
B) It adds a line break to the document  
C) It makes tho selected text bold  
D) It applies Italic formatting t the selected text
8. Which of the following is not a type of page margin?  
a. Left  
b. Right  
c. Center  
d. top

**B.Short Question**

**(6\*2=12)**

Q1. Write the name of icon?



Q2.Difference between cut and copy command?

