

SARDAR PATEL ACADEMY AND RESEARCH CENTER

National Institute of Open Schooling(NIOS), AVI No. 990262, MHRD Govt. Of India
NIELIT/DOEACC Society, Ministry of IT, Govt of India - ACCR. No 01921.

EDAFA

Paper Code - EDAFA-FEB-2024

Time: 2 Hours

Max Marks: 80.

Instructions

1. Student can give answers either in Hindi or English.
2. Student can only use black or blue pan
3. Mobile phones are not allowed
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4. You can't leave exam room at first hour

Question 1. MCQ (All Questions Are Compulsory)

10x1 = 10

1. Which of the following is not a type of page margin?
 - a. Top
 - b. Center
 - c. Right
 - d. Left
2. How many types of Measurement Units we can create in Tally?
 - a. 2
 - b. 3
 - c. 4
 - d. Unlimited
3. In Tally, there are____ predefine ledgers.
 - a. On
 - b. Two
 - c. Three
 - d. Four
4. Which of the following is an orientation?
 - a. A and b both
 - b. Gutter
 - c. Portrait
 - d. Landscape
5. In MS Power Point, which option is used to change the layout of slide?
 - a. Delete
 - b. Reset
 - c. Layout
 - d. New Slide
6. We can modify an existing Company from
 - a. Company Info > Alter
 - b. Gateway of Tally > Modify Company
 - c. Company Info > Alter Company
 - d. GOT
7. What is the full of TCS?
 - a. Tax Collected at Source
 - b. Tax Consumption at Source
 - c. Tax Collected by State
 - d. Tax Collected from Sales
8. Which function in Excel checks whether a condition is true or not?
 - a. AVERAGE
 - b. IF
 - c. COUNT
 - d. SUM
9. Which of the following memory is non-volatile?
 - a. Cash/Bank B
 - b. Exceptional Reports
 - c. Accounts Books
 - d. Trail Balance
10. We can see list of Memorandum Vouchers from
 - a. Budgets
 - b. Stock Items
 - c. Cost Category
 - d. Ledgers

Question 2. Fill in the Blank s (All Questions Are Compulsory)

10x1 = 10

1. Profit and Loss Account is also known as_____

2. _____ key is used to insert page number in MS word?
3. Maximum number of rows in Excel is _____
4. _____ is the shortcut command to change the case of font.
5. _____ voucher in tally prime is used to record rejection of goods to the supplier after billing.
6. _____ shortcut key is used for Online modify in Busy.
7. How many options related to Company Features are there in "F11: Features" in Tally. _____
8. The short cut key for Save As in MS Word is _____
9. You will use _____ view when making a presentation.
10. _____ Key is used to insert new Page in MS Word.

Question 3. Write shortcuts of following (All Questions Are Compulsory)

10x1 = 10

1. F8 (busy)
2. Undo
3. Print-preview
4. Purchase
5. Font dialog
6. Run command
7. Previous screen
8. Reconcile
9. Stock Journal Voucher
10. End note

Question 4. True/False (All Questions Are Compulsory)

10x1 = 10

1. The Cut and Paste commands work the same way within a table as they do in a document.
2. We cannot find words in a PDF document
3. You can change row height by dragging the row border.
4. Stock journal voucher is used to record transfer from one location to another.
5. A PivotTable is comprised of three areas: ROW, COLUMN and DATA
6. Vlookup is used to horizontally find out the values.
7. Tally allows deletion of Ledger having Entries recorded in that.
8. There are 18 types of vouchers in Tally 9 by default.
9. You can Insert a picture from Page Layout Tab in MS-Word
10. Configuration changes affect only the current company.

Question 5. Define Following (Short Questions) Attempt any 10

10x2 = 20

1. Discount
2. Vlookup & Hookup
3. Payroll Voucher
4. Explain Match Index function
5. Target (Busy)
6. Purchase order voucher
7. Income
8. Rejection Out and In
9. Receipts Voucher
10. Define Pro forma Invoice
11. Reversing Journal Voucher
12. Online modify option

Question 6. Attempt any 4 Questions

4x5 = 20

1. What is meant by Debit Note and Credit Note
2. Explain with Example: -Match & Lookup Functions?
3. What is the use of Action Button in PowerPoint?

4. What is the use of Bills of materials?
5. What is Conditional Formatting in Excel? Explain.
6. What is Custom Animation? Write down the extension of MS PowerPoint 2016?