

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

- I. Choose the correct answer. Each carries 1 mark. (5 × 1 = 5)
- The keyboard shortcut to open the Font Dialog Box in MS Word is \_\_\_\_\_.  
(a) Ctrl + D (b) Ctrl + F (c) Ctrl + Alt + D
  - The Slide Layout can be changed in MS PowerPoint by using the \_\_\_\_\_ command in Slides Group.  
(a) Layout (b) Template (c) None of these
  - \_\_\_\_\_ function in MS Excel returns the current date and time.  
(a) Today() (b) Now() (c) CurrentDate()
  - In MS Word \_\_\_\_\_ feature helps to create a list in a document.  
(a) Word Art (b) Word Wrap (c) Bullets and Numbering
  - Which function in MS Excel checks whether the condition is true or not \_\_\_\_\_.  
(a) IF() (b) COUNT() (c) Average ()
- II. State whether True or False. Each carries 1 mark. (5 × 1 = 5)
- In MS Excel, functions are predefined formulas that perform calculations by using specific values in a particular order.
  - A triple-click within the paragraph will select the entire paragraph.
  - CTRL+B, CTRL+I, and CTRL+U are all shortcut keys for formatting paragraphs.
  - In MS PowerPoint, the Themes could be found under the Design Tab.
  - The keyboard shortcut to save a document is Ctrl + W.

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

- III. Journalize the following transaction. Each carries 1 mark. (5 × 1 = 5)
- Mr. Mohan started business with cash Rs. 10,00,000.
  - Deposited cash in IOB Bank Rs. 6,00,000.
  - Purchase goods from Calicut traders on credit Rs. 75,000.
  - Commission paid to executives Rs. 5,000.
  - Rent for the month due but not paid Rs. 15,000.
- IV. Answer the following. Each carries 2.5 marks. (2 × 2.5 = 5)
- What do you mean by Prepaid Expenses? Write a journal entry for it.
  - Briefly explain the three major classification of Liabilities.

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

- V. Choose the correct answer. Each carries 1 mark. (10 × 1 = 10)
- The function key used to change the system date in Tally is \_\_\_\_\_.  
(a) F1 (b) F2 (c) F3
  - The tax IGST is charged by \_\_\_\_\_ Government.  
(a) Central (b) State (c) Concern Department
  - The process of consolidating the accounts of two or more companies in to a single company is called \_\_\_\_\_.  
(a) Close company (b) Shut company (c) Group Company

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