

**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

Difa Question Paper

R Bogdan



Difa Question Paper:

Difa Question Paper: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. Difa Question Paper : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Difa Question Paper : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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