

1. CorelDraw is a _____ based drawing application package.

- a) Photo paint
- b) Bitmap
- c) Vector
- d) Scalar

Answer: C

2. _____ tool removes overlapping segments in the objects.

- a) Knife
- b) Crop Tool
- c) Virtual Segment Tool
- d) Eraser

Answer: C

3. Which submenu convert the .cdr file in .jpeg format?

- a) import
- b) filter
- c) export
- d) text

Answer: C

4. Apply add perspective from _____ menu.

- a) Effects
- b) File
- c) Help
- d) Window

Answer: A

5. Where we from insert the 'insert character' ?

- a) File
- b) Edit
- c) View
- d) Text

Answer: D

6. CorelDraw is a _____ type of graphics software?

- a) Raster graphics
- b) Vector graphics
- c) Both of these
- d) None of these

Answer: B

7. Shortcut key of zoom to page_____

- a) Shift + F2
- b) Shift + F3
- c) Shift + F4

d) Shift + F5

Answer: C

8. Zoom to all objects, use _____

a) Shift + F2

b) F2

c) F4

d) F3

Answer: C

9. What is the shortcut key to align selected objects to the bottom?

a) S

b) D

c) B

d) T

Answer: C

10. We can get _____ types of pattern ,in CorelDraw

a) 5

b) 3

c) 6

d) None of these

Answer: B

11. Check the odd term out_____

a) Internet

b) Linux

c) Unix

d) Windows

Answer: A

12. One of the Important components of first generation computer was_____

a) Transistors

b) Vacuum tubes

c) Integrated Circuit

d) Capacitor

Answer: B

13. Memory Unit is a part of

a) Input device

b) Control unit

c) Output device

d) Central Processing Unit

Answer: D

14. Which unit holds data permanently?

- a) Input unit
- b) Secondary storage unit
- c) Output Unit
- d) Primary Memory Unit

Answer: B

15. Which language is directly understood by the computer without translation program?

- a) Machine language
- b) Assembly language
- c) High level language
- d) None of above

Answer: A

16. After typing header text, how can you quickly enter footer text?

- a) Press PageDown key and type the text for footer
- b) Click on Switch between Heder & Footer then type the text
- c) Both of these
- d) None of these

Answer: B

17. Which can be used for quick access to commonly used commands and tools?

- a) Status bar
- b) Tool bar
- c) Menu bar
- d) Title bar

Answer: B

18. Portrait and Landscape are_____

- a) Page Orientation
- b) Page Size
- c) Alignment
- d) Style

Answer: A

19. Minimum zoom percentage supported by MS Word is_____

- a) 0.1
- b) 0.15
- c) 0.25
- d) 0.04

Answer: A

20. Bold, Italic, Regular are known as_____

- a) Font Styles
- b) Font Effects
- c) Word Art

d) Text Effects

Answer: A

21. Endnote appears at _____

a) End of the Page

b) End of the Document

c) At the Footer

d) None

Answer: B

22. To open Columns dialog box quickly _____

a) double click on the left margin area of ruler

b) double click the space between area on ruler

c) double click the right margin in ruler

d) All of above

Answer: B

23. To insert a new Column or Row in the Table, click on _____

a) Insert Menu

b) Layout Menu

c) Design Menu

d) Format Menu

Answer: B

24. AutoCorrect was originally designed to replace _____ words as you type.

a) Short, repetitive

b) Grammatically incorrect

c) Misspelled

d) None of the above

Answer: C

25. Mail Merge refers as _____

a) Single document & Multiple address

b) Multiple document & Single address

c) Single document & Single address

d) Multiple document & Multiple address

Answer: A

26. In PageMaker, print option is found from _____ menu?

a) Layout Menu

b) File Menu

c) Element Menu

d) Type menu

Answer: B

27. In PageMaker, auto flow option found in _____ menu?

- a) Layout Menu
- b) Edit Menu
- c) Type Menu
- d) Utilities Menu

Answer: A

28. If you wanted to 'shuffle' or 'reorder' your pages, you would use which PageMaker command?

- a) Shuffle
- b) Document Layout palette
- c) Sort Pages
- d) You can not shuffle pages in PageMaker

Answer: C

29. In PageMaker, edit story option found in _____ menu?

- a) Layout Menu
- b) Edit Menu
- c) Type Menu
- d) Utilities Menu

Answer: B

30. If you want to draw a polygonal shape use _____

- a) BEZIER TOOL
- b) POLYGON TOOL
- c) LINE TOOL
- d) N.A.

Answer: A

31. Normally we can see _____

- a) TWO MASTER PAGES
- b) FOUR MASTER PAGES
- c) N.A.
- d) N.A.

Answer: B

32. Minimum font size in PageMaker _____

- a) 6
- b) 7
- c) 4
- d) 3

Answer: A

33. Include in table of contents found in _____

- a) Type-Character
- b) Type-Paragraph

- c) Type-Indents/Tab
- d) Type-Alignment

Answer: B

34. PageMaker software developed by?

- a) Adobe
- b) Macromedia
- c) Microsoft
- d) None

Answer: A

35. Which part of the computer is used for calculating and comparing?

- a) Disk unit
- b) Control unit
- c) ALU
- d) Modem

Answer: C

36. Which of the following terms is the most closely related to main memory?

- a) Non-volatile
- b) Permanent
- c) Control unit
- d) Temporary

Answer: D

37. Which was the computer conceived by Babbage?

- a) Analytical Engine
- b) Arithmetic Machine
- c) Donald Kunth
- d) All of the above

Answer: A

38. How many Tabs are there in a Ribbon of MS Word?

- a) 7
- b) 8
- c) 9
- d) 10

Answer: B

39. How many ways you can save a document?

- a) 3
- b) 4
- c) 5
- d) 6

Answer: A

40. From which menu you can insert Header and Footer?

- a) Edit
- b) Insert
- c) View
- d) Home

Answer: B

41. How many types of Paragraph Alignment are there in MS Word?

- a) 1
- b) 2
- c) 3
- d) 4

Answer: D

42. How many types of cases are available in PageMaker?

- a) 4
- b) 5
- c) 6
- d) 7

Answer: B

43. By default, graphics larger than _____ are stored in the PageMaker publication:

- a) 1 MB
- b) 256 KB
- c) 16 KB
- d) Files are never stored in the publication.

Answer: B

44. DPI stands for _____

- a) DISK PER INCH
- b) DATA PER INCH
- c) DOT PER INCH
- d) DIGIT PER INCH

Answer: C

45. How many options are available in color palate regarding fill and stroke?

- a) 6
- b) 4
- c) 3
- d) 1

Answer: C

46. How many types of page orientation are there in PageMaker?

- a) 2
- b) 3
- c) 4

d) 1

Answer: A

47. How many types of type style options?

a) 5

b) 6

c) 10

d) 8

Answer: B

48. How many master pages can you have?

a) Unlimited

b) 255

c) 172

d) 2

Answer: D

49. If double-sided option has been chosen, the left and right master pages must be set up separately.

a) TRUE

b) FALSE

c) N.A.

d) N.A.

Answer: A

50. If you save the file in .pdf extension which option can be used?

a) Save

b) Save As

c) Import

d) Export

Answer: D

51. How many types of text wrap option found in page maker?

a) 2

b) 4

c) 3

d) 5

Answer: C

52. How many types of track in page maker?

a) 4

b) 3

c) 5

d) 2

Answer: C

53. How many types of tabs in PageMaker?

- a) 2
- b) 3
- c) 4
- d) 5

Answer: C

54. If you press the [control] key while your pointer contains loaded text, what happens:

- a) Nothing
- b) The text is deleted
- c) The pointer becomes an Standard pointer.
- d) The pointer becomes an AutoFlow pointer.

Answer: D

55. How many types of text flow available in PageMaker?

- a) 2
- b) 4
- c) 3
- d) 5

Answer: C

56. How many different positions can you set for Drop Cap?

- a) 1
- b) 2
- c) 4
- d) 6

Answer: B

57. Default font size in MS word is _____

- a) 10
- b) 11
- c) 12
- d) 14

Answer: B

58. How many types of Page Orientation are there in MS-Word?

- a) 1
- b) 2
- c) 3
- d) 4

Answer: B

59. Which file starts MS Word?

- a) Winword.exe
- b) word.exe
- c) word2003.exe

d) 2007.exe

Answer: A

60. In MS-Word, By default we get _____ number of Columns.

a) 4

b) 2

c) 1

d) 3

Answer: C

61. Changing the appearance of a document is called _____

a) Proofing

b) Editing

c) Formatting

d) All of above

Answer: C

62. Borders can be applied to _____

a) Cells

b) Paragraph

c) Text

d) All of above

Answer: D

63. Autotext is under _____

a) Home

b) Data

c) View

d) Insert

Answer: D

64. Columns Dialog Box 2003 can be opened from _____

a) Format menu, Columns submenu.

b) Double click on column space in ruler.

c) Press Alt + O + C

d) All of these.

Answer: D

65. Ctrl + G shortcut key of _____

a) un group

b) group

- c) add
- d) Combine

Answer: B

66. Apply clone effect from _____

- a) Effects Menu
- b) Arrange Menu
- c) Bitmaps Menu
- d) Edit Menu

Answer: A

67. How many types of Graphics are there?

- a) 2
- b) 3
- c) 1
- d) 4

Answer: A

68. After trim separate the object, by pressing _____

- a) Ctrl + M
- b) Ctrl + K
- c) Ctrl + U
- d) Ctrl + X

Answer: B

69. We have _____ paper orientation in CorelDraw.

- a) 1
- b) 2
- c) 3

d) 4

Answer: B

70. In CorelDraw the keyboard shortcut to paste something into your drawing is _____

a) Ctrl + X

b) Ctrl + P

c) Ctrl + V

d) Ctrl + C

Answer: C

71. Which of the following file types can be modified while applying filters on them?

a) Raster

b) Vector

c) Animation

d) All of the above.

Answer: D

72. In which menu does the "Convert to Bitmap" belong?

a) Bitmaps

b) File Menu

c) Effect

d) Arrange

Answer: C

73. To apply bevel effect from _____ menu

a) Bitmap

b) Effects

c) Layout

d) Edit

Answer: B

74. When an A2 paper is divided equally from the centre, which size will you obtain?

- a) A3
- b) A4
- c) A5
- d) B3

Answer: A

75. What is the shortcut key to toggle snapping to objects?

- a) Alt + Shift + D
- b) Alt + Z
- c) Ctrl + L
- d) Ctrl + G

Answer: B

76. Capacity of 3.5 inch floppy is _____

- a) 1.44 MB
- b) 1.54 MB
- c) 2 MB
- d) 1.44 GB

Answer: A

77. ASCII stands for _____

- a) American Stable Code for International Interchange.
- b) American Standard Case for Institutional Interchange.
- c) American Standard Code for Information Interchange.

d) American Standard Code for Interchange Information.

Answer: C

78. which of the refers to small, single site network?

a) LAN

b) DSL

c) RAM

d) USB

Answer: A

79. Which of the following memories needs refresh?

a) SRAM

b) DRAM

c) ROM

d) All of above

Answer: B

80. Which printer uses a combination of laser-beam & electro photographic techniques?

a) Laser printers

b) Dot-Matrix

c) Line printer

d) Daisy wheel

Answer: A

81. A Computer consists of _____

a) A Central Processing Unit

b) A Memory

c) Input and Output Unit

d) All of the above

Answer: D

82. 1 Nibble equals to _____

- a) 8 bits
- b) 16 bits
- c) 4 bits
- d) 5 bits

Answer: C

83. Which of the following statements is true _____

- a) Minicomputer is works faster than Microcomputer.
- b) Microcomputer is works faster than Minicomputer.
- c) Speed of both the computer is the same.
- d) The speed of both computers cannot be compared with speed of the advance computer.

Answer: A

84. CAD Stands for _____

- a) Computer Aided Design.
- b) Computer Algorithm for Design.
- c) Computer Application in Design.
- d) All of the above

Answer: A

85. Which part interprets program instructions and initiate control operations?

- a) INPUT
- b) CONTROL UNIT
- c) LOGIC UNIT
- d) STORAGE UNIT

Answer: B

86. How many types of contour in CorelDraw?

- a) 4
- b) 3
- c) 2
- d) 5

Answer: B

87. Shortcut key of convert to curve in CorelDraw

- a) CTRL + K
- b) CTRL + L
- c) CTRL + Q
- d) CTRL + P

Answer: C

88. How many types of mirrors button?

- a) 2
- b) 3
- c) 4
- d) 5

Answer: A

89. From which tool helps you draw a rounded corner line in CorelDraw?

- a) Pick Tool
- b) Freehand Tool
- c) Outline Tool
- d) Bezier Tool

Answer: C

Tally

1. Company restore option is available in _____.

- a) Company reset b) New company c) company information d) Edit company

Ans. c

2. To change current Date from Gateway of tally press the key _____.

- a) F1 b) F2 c) F3 d) F4

Ans. b

3. Tally supports _____ system of accounting.

- (a) single entry (b) double entry (c) no entry (d) null entry

Ans. b

4. Tally can maintain _____ for stock keeping, so that fresh inventory may arrive before the old stock is exhausted.

- (a) reorder level (b) profit (c) loss (d) cash

Ans. a

5. Balance sheet is produced _____ when accounts are maintained in Tally.

- (a) manually (b) automatically (c) remotely (d) randomly

Ans. b

6. The statement of account debits, credits, assets and liabilities is called _____.

- (a) stock & inventory report (b) profit & loss account (c) balance sheet (d) cash balance

Ans. c

7. Pressing _____ button in the Gateway of Tally opens company info in Tally.

- (a) Alt+F3 (b) F11 (c) F5 (d) F6

Ans. a

8. Pressing _____ key opens accounting features.

- (a) Alt+F3 (b) F11 (c) F5 (d) F6

Ans. b

9. Payroll, budgeting and scenario management may be enabled through _____ menu in Tally.

- (a) Accounting Features (b) Inventory Features (c) Statutory and Taxation (d) none of them

Ans. a

10. Account Groups, Ledgers, Budget and scenario are available under _____ in Tally.

- (a) Payroll Info (b) Inventory Info (c) Accounts Info (d) none of them

Ans. c

11. Inventory groups, (categories, if needed), items, units of measure, reorder level, inventory vouchers, etc. are available under _____ in Tally.

- (a) Payroll Info (b) Inventory Info (c) Accounts Info (d) none of them

Ans. b

12. Employee groups, employee, attendance/production types, pay heads, salary details, voucher types, etc. are available under _____ in Tally.

- (a) Payroll Info (b) Inventory Info (c) Accounts Info (d) none of them

Ans. a

13. _____ is the shortcut to create contra voucher in Tally.

- (a) F6 (b) F5 (c) F4 (d) F2

Ans. c

14. _____ is the shortcut to create payment voucher in Tally.

- (a) F6 (b) F5 (c) F4 (d) F2

Ans. b

15. _____ is the shortcut to create receipt voucher in Tally.

- (a) F6 (b) F5 (c) F4 (d) F2

Ans. a

16. _____ is the shortcut to configure a company in Tally.

- (a) F6 (b) F5 (c) F4 (d) F12

Ans. d

17. _____ is the shortcut to change the accounting period from Gateway of Tally.

- (a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3

Ans. c

18. _____ is the shortcut to shut a company in Tally.

- (a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3

Ans. b

19. _____ is the shortcut to company info from Gateway of Tally.

- (a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3

Ans. d

20. _____ is the shortcut to inventory buttons from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1 (c) F7 (d) F8

Ans. a

21. _____ is the shortcut to payroll buttons from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1 (c) F7 (d) F8

Ans. b

22. _____ is the shortcut to Journal from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1 (c) F7 (d) F8

Ans. c

23. _____ is the shortcut to sales voucher from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1 (c) F9 (d) F8

Ans. d

24. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1 (c) F9 (d) F8

Ans. c

25. _____ is the shortcut to credit note from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1

- (c) Ctrl+F9 (d) Ctrl+F8

Ans. d

26. _____ is the shortcut to debit note from Accounting Vouchers in Tally.

- (a) Alt+F1 (b) Ctrl+F1 (c) Ctrl+F9 (d) Ctrl+F8

Ans. c

27. _____ is the shortcut to reversing journal from Accounting Vouchers in Tally.

- (a) F10 (b) Ctrl+F10 (c) Alt+l (d) Alt+V

Ans. a

28. _____ is the shortcut to reversing journal from Accounting Vouchers in Tally.

- (a) F10 (b) Ctrl+F10 (c) Alt+l (d) Alt+V

Ans. a

29. _____ is the shortcut to Memos from Accounting Vouchers in Tally.

- (a) F10 (b) Ctrl+F10 (c) Alt+l (d) Alt+V

Ans. b

30. _____ is the shortcut to Accounting Invoice from Accounting Vouchers in Tally.

- (a) F10 (b) Ctrl+F10 (c) Alt +l (d) Alt +V

Ans. c

31. _____ is the shortcut to voucher as invoice from Accounting Vouchers in Tally.

- (a) F10 (b) Ctrl+F10 (c) Alt +l (d) Ctrl +V

Ans. d

32. _____ is the shortcut to postdated voucher from Accounting Vouchers in Tally.

- (a) Ctrl+ T (b) Ctrl+F10 (c) Alt +l (d) Ctrl +V

Ans. a

33. _____ is the shortcut to optional voucher from Accounting Vouchers in Tally.

- (a) Ctrl +T (b) Ctrl +L (c) Alt +l (d) Ctrl +V

Ans. b

34. _____ is the shortcut to Payroll from Payroll Vouchers in Tally.

- (a) Alt+ A (b) Alt+ S (c) Ctrl+ F5 (d) Alt+F4

Ans. c

35. _____ is the shortcut to Attendance from Payroll Vouchers in Tally.

- (a) Alt+ A (b) Alt+ S (c) Ctrl+F5 (d) Ctrl+F4

Ans. d

36. _____ is the shortcut to Payroll as Voucher from Payroll Vouchers in Tally.

- (a) Alt+ A (b) Alt+ S (c) Ctrl+F5 (d) Ctrl+F4

Ans. b

37. _____ is the shortcut to Payroll Auto fill from Payroll Vouchers in Tally.

- (a) Alt+ A (b) Alt+ S (c) Ctrl+F5 (d) Ctrl+F4

Ans. a

38. _____ is the shortcut to purchase order from Payroll Vouchers in Tally.

- (a) Alt+F4 (b) Alt+F5
(c) Ctrl+F5 (d) Ctrl+F4

Ans. a

39. _____ is the shortcut to sales order from Payroll Vouchers in Tally.

- (a) Alt+F4 (b) Alt+F5 (c) Ctrl+F5 (d) Ctrl+F4

Ans. b

40. _____ is the shortcut to physical stock verification from Inventory Vouchers in Tally.

- (a) Alt+F4 (b) Alt+F5 (c) Alt+F7 (d) Alt+F10

Ans. d

41. _____ is the shortcut to stock journal from Inventory Vouchers in Tally.

- (a) Alt+F4 (b) Alt+F5 (c) Alt+F7 (d) Alt+F10

Ans. c

42. _____ is the shortcut to rejection in from Inventory Vouchers in Tally.

- (a) Alt+F6 (b) Ctrl+F6 (c) Alt+F8 (d) Alt+F9

Ans. b

43. _____ is the shortcut to rejection out from Inventory Vouchers in Tally.

- (a) Alt+F6 (b) Ctrl+F6 (c) Alt+F8 (d) Alt+F9

Ans. a

44. _____ is the shortcut to Indent from Inventory Vouchers in Tally.

- (a) Alt+F6 (b) Ctrl+F7 (c) Alt+F8 (d) Alt+F9

Ans. b

45. _____ is the shortcut to delivery note from Inventory Vouchers in Tally.

- (a) Alt+F6 (b) Ctrl+F7 (c) Alt+F8 (d) Alt+F9

Ans. c

46. _____ is the shortcut to receipt note from Inventory Vouchers in Tally.

- (a) Alt+F6 (b) Ctrl+F7 (c) Alt+F8 (d) Alt+F9

Ans. d

47. Tally maintains account using _____ entry system of accounting.

- (a) single (b) double (c) triple (d) quadruple

Ans. b

48. Entering each transaction in debit and credit columns is called _____ entry system of accounting.

- (a) single (b) double (c) triple (d) quadruple

Ans. b

49. Prior allocation of money for specific purposes using Tally is called _____ .

- (a) budgeting (b) scenario (c) inventory (d) voucher entry

Ans. a

50. Progress of expenses against budget allocation may be compared to the trial balance of original company using _____ menu in Trial Balance.

- (a) Budget (Alt+ B) (b) Column (Alt+ C) (c) F6 (d) F7

Ans. a

51. Creating a hypothetical situation for a company is called _____.

- (a) budgeting (b) scenario (c) inventory (d) voucher entry

Ans. b

52. The voucher created for scenario is called _____ voucher.

- (a) purchase (b) sales (c) reversing journal (d) payment

Ans. c

53. Reversing journal entries made for scenario _____ the original account of company.

- (a) do not affect (b) affect (c) change (d) permanently damage

Ans. a

54. Extra columns may be added to the original Trial Balance using _____ menu in Trial Balance.

- (a) Budget (Alt+ B) (b) Column (Alt+ C) (c) F6 (d) F7

Ans. b

55. Reversing journal entries may be made to scenario using _____ shortcut under Accounting Vouchers in Tally.

- (a) F5 (b) F6 (c) F7 (d) F10

Ans. d

56. _____ is the shortcut to delete an item in Tally.

- (a) Alt+D (b) Alt+ Q (c) Alt+P (d) Alt+G

Ans. a

57. _____ is the shortcut to quit/ exit/ close Tally.

- (a) Alt+D (b) Alt+ Q (c) Alt+P (d) Alt+G

Ans. b

58. _____ is the shortcut to create a master at a voucher screen in Tally.

- (a) Alt+2 (b) Alt+ A (c) Alt+ C (d) Alt+ E

Ans. c

59. Comparison of company performance against budget goals is called _____ .

- (a) variance analysis (b) trial balance (c) balance sheet (d) profit & loss accounts

Ans. a

60. Cost centre can be created using _____ menu in Features (F11) at Gateway of Tally.

- (a) Accounting features (b) Inventory features (c) Statutory & taxation (d) none of them

Ans. a

61. A number ranging from 0 to 1 (or as a percentage) to measure the performance of company against its potential is called _____.

- (a) scenarios (b) budgets (c) ratio analysis (d) voucher

Ans. c

62. Schedule VI of Companies Act specifies the format for _____ report.

- (a) balance sheet
(b) profit and loss accounts
(c) balance sheet & profit and loss accounts
(d) none of them

Ans. c

63. Stock maintained for production purpose is called _____.

- (a) ledger (b) payroll (c) trial balance (d) inventory

Ans. d

64. _____ is the shortcut for purchase order in Tally.

- (a) F8 (b) F9 (c) Alt+F4 (d) Alt+F5

Ans. c

65. _____ is the shortcut for sales order in Tally.

- (a) F8 (b) F9 (c) Alt+F4 (d) Alt+F5

Ans. d

66. _____ is the shortcut for purchase voucher in Tally.

- (a) F8 (b) F9 (c) Alt+F4 (d) Alt+F5

Ans. b

67. _____ is the shortcut for sales voucher in Tally.

- (a) F8 (b) F9 (c) Alt+F4 (d) Alt+F5

Ans. a

69. The head of account for a POS voucher should be under_____.

- (a) Sales (b) Purchase (c) Expense (Direct) (d) Income (Indirect)

Ans. a

70. In taxation, FBT stands for_____.

- (a) Fringe Benefit Tax (b) Frame Benefit Tax
(c) Fast Benefit Tax (d) Fringe Benefit Tariff

Ans. a

71. The tax collected by the employer towards income of an employee is called_____.

- (a) Tax Deducted at Source (TDS) (b) Tax Collected at Source (TCS)
(c) Fringe Benefit Tax (FBT) (d) Value Added Tax (VAT)

Ans. a

72. The tax collected by the seller from the buyer is generally called_____.

- (a) Tax Deducted at Source (TDS) (b) Tax Collected at Source (TCS)
(c) Fringe Benefit Tax (FBT) (d) Value Added Tax (VAT)

Ans. b

73. The tax payable towards to perks/small benefits offered by the employer to the employees through extra means other than salary is called_____.

- (a) Tax Deducted at Source (TDS) (b) Tax Collected at Source (TCS)
(c) Fringe Benefit Tax (FBT) (d) Value Added Tax (VAT)

Ans. c

74. The tax on the value added to an item is called _____.

- (a) Tax Deducted at Source (TDS)
(b) Tax Collected at Source (TCS)
(c) Fringe Benefit Tax (FBT)
(d) Value Added Tax (VAT)

Ans. d

75. Language of Tally user interface can be changed using in Tally Window.

- (a) Languages (Alt+ G) (b) Delete (Alt+ D) (c) Print (Alt+ P) (d) Quit (Alt+ Q)

Ans. a

85 Which accounting system is incomplete and unscientific?

- A** Double Entry System **B** Single Entry System
C Triple Entry System **D** Multi Entry System

Ans. b

86. Which activity in Tally is used to find out the financial position of the organisation?

- A** Balance sheet **B** Book-keeping **C** Trading **D** Profit and loss

Ans. a

87.What is referred to as buying and selling of goods?

- A** Normal account **B** Real account
C Profit and loss account **D** Trading account

Ans. d

89.Which factor determines the cost of the product?

- A** Direct cost **B** Elements of cost **C** Indirect cost **D** Standard cost

Ans. b

90.What is the shortcut key to export the report in ASCII, SDF, HTML or XML format?

- A** Alt + C **B** Alt + D **C** Alt + E **D** Alt + X

Ans. c

91.Who gives benefits without receiving money, but will claim in future?

- A** Creditor **B** Debtor **C** Owner **D** Worker

Ans. a

92. Which is the ledger grouping for bills receivable in Tally ERP9?

- A** Fixed asset **B** Current asset **C** Direct expenses **D** Indirect expenses

Ans. b

93. What is the purpose of financial management feature in Tally?

- A** Handles different types of vouchers **B** Allows importing and exporting data
C Provides budgeting option **D** Provides option for data backup

Ans. c

94.What is the purpose of Inventory Management Feature in Tally?

- A** Provides option for data backup
B Provides all relevant information for any stock item in a single screen
C Provides daily balance and transaction value
D Provides option to upload reports on the website directly

Ans. b

95.Which term is used for receiving aspects of a transaction?

- A** Credit **B** Debit **C** Profit **D** Receipt

Ans. b

96.What is the purpose of Tally audit feature in Tally ERP 9?

- A** Allows easy analysis of result / reports with graphical values
B Allows statutory reporting for VAT, CST, TCS, TDS, FBT, GST
C Allows splitting of company data into multiple compaines
D Verify, validate and accept accounting information

Ans. d

97. Which combination of key is used to change the financial period in Tally?

A F2 **B** Alt + F2 **C** Ctrl + F2 **D** Shift + F2

Ans. b

98. Which combination of key is used to open "Tally Reference Manual"?

A Alt + H **B** Alt + M **C** Alt + R **D** Alt + T

Ans. a

99. Which function of key is used the list / select a company in Tally?

A F1 **B** F3 **C** F5 **D** F7

Ans. a

100. Where does the transactions are entered, before taken to the appropriate ledger account?

A Balance sheet **B** Journals **C** Receipts **D** Vouchers

Ans. b

101. Which term is used for the amount invested for starting a business by a person?

A Asset **B** Capital **C** Debit **D** Liabilities

Ans. b

102. What is the purpose of Technological feature in Tally?

A Allows importing and exporting data **B** Flexible units of measure
C Provides budgeting option **D** Provides option for data backup

Ans. a

103. Which term is used for giving aspect of a transaction?

A Credit **B** Debit **C** Journal **D** Voucher

Ans. a

104. Which term is used for all the amounts payable by a business concern to outsiders?

A Assets **B** Capitals **C** Debits **D** Liabilities

Ans. d

105. Which is a statement of all the ledger account balance prepared at the end of particular period to verify the accuracy of the entries?

A Journals **B** Receipts **C** Trial Balance **D** Vouchers

Ans. c

106. What is the purpose of Ctrl + Q key is the Gateway of Tally screen?

A Close the tally screen **B** Quit tally current screen
C Exit with confirmation **D** Exit without confirmation

Ans. d

107. What is the purpose of Alt + W key in Tally?

A Change the financial period **B** Invoke Tally Reference Manual
C Open default web browser **D** Exist Tally without confirmation

Ans. c

108. Which combination of function key is used to open inventory voucher's entry menu?

A Alt + F1 **B** Alt + F3
C Alt + F5 **D** Alt + F7

Ans. a

109.Which combination of key is used to save the information in Tally?

A Ctrl + A **B** Ctrl + I **C** Ctrl + S **D** Ctrl + X

Ans. a

110.Which shortcut key is used to shut a company from the gateway of Tally screen?

A Alt + F1 **B** Alt + F3 **C** Alt + F5 **D** Alt + F7

Ans. a

111.Which register is used to post the journal entries periodically?

A Bill book **B** Cash book **C** Ledger **D** Trial balance

Ans. c

112.Which sequence of option is used to view the trial balance on the screen?

A Gateway of Tally → Trial balance

B Gateway of Tally → Display → Trial Balance

C Gateway of Tally → Accounts Info → Trial Balance

D Gateway of Tally → Display → Account Book → Trial balance

Ans. b

113.Which report displays the summary of all the cost centres under a cost category?

A Category summary **B** Cost centre Break-up

C Group Break-up **D** Ledger break-up

Ans. a

114.Which function key is used to enter purchase?

A F6 **B** F7 **C** F8 **D** F9

Ans. d

115.Which function key is used to enter receipts?

A F2 **B** F4 **C** F6 **D** F8

Ans. c

116.Which shortcut key is used to open debit Note Voucher?

A Alt + F9 **B** Alt + F10 **C** Ctrl + F9 **D** Ctrl + F10

Ans. c

117.Which shortcut key is used to remove a line in a report in report screen?

A Alt + I **B** Alt + R **C** Alt + S **D** Alt + X

Ans. b

118.Which feature offers a parallel classification of stock item?

A Stock categories **B** Stock group **C** Stock item **D** Stock query

Ans. a

119.Which ratio evaluate the availability of cash to pay debit?

A Activity ratio **B** Debit ratio

C Liquidity ratio **D** Market ratio

Ans. c

120.Which function key is used to enter payment?

A F3 **B** F5 **C** F7 **D** F9

Ans. b

121. Which shortcut key is used to cancel a voucher in Day book / List of vouchers in Tally?

A Alt + D B Alt + I C Alt + S D Alt + X

Ans. d

122. Rs. 20,000 withdraw from state bank, in which voucher type this transaction will be recorded

a) Payment b) Receipt c) Contra d) Post-Dated

Ans. c

123. What is the advantage of a computer-based transaction processing system

a) Does not require as stringent a set of internal controls
b) Will produce a more accurate set of financial statement
c) Eliminates the need to reconcile control accounts and subsidiary ledgers
d) Will be more efficient at producing financial statements

Ans. d

124. How many secondary groups are there in tally?

a) 15 b) 13 c) 28 d) 3

Ans. b

125. How many types of users are present in tally?

a) 1 b) 2 c) 3 d) 4

Ans. c

126. We can see working capital figure changing

a) Voucher configuration b) Profit & Loss configuration
c) Balance Sheet configuration d) Ledger configuration

Ans. c

127. Which of the following shows daily balance for a selected voucher type?

a) Daybook b) Trial Balance c) Balance sheet d) None of these

Ans. a

128. Which option is used to move from one company to another when more than one companies are open?

a) Company info b) Shut company c) Select company d) Company

Ans. c

129. Which of the following can be budgeted in tally?

a) Net Transactions b) Closing Balance c) Daybook d) A and B

130. How many primary groups are there in tally?

a) 19 b) 28 c) 15 d) 20

Ans. c

131. "Aliases" represents

a) Short name b) Nick name c) Code name d) All of these

Ans. d

132. A credit note is sent by.... To.....

a) Seller, buyer b) Buyer, seller c) customer, seller d) Creditor, seller

Ans. a

133. Debit note is used for entering

- a) Purchases b) sales c) purchase return d) sales return

Ans. c

134. Changes in accounts are possible only in

- a) Display mode b) Alternation mode c) Single mode d) multiple mode

Ans. b

135. Income earned but not received is known as.....

- a) Advance income b) Proposed income c) Earned income d) Accrued income

Ans. d

136. Which option is used to view stock items or group summary

- a) Accounts Books b) Inventory Books c) Statutory Books d) Display

Ans. b

137. Income tax number of the company will appear in which report ?

- a) Cash/bank book b) Profit and loss a/c c) Reminder letter d) none of these

Ans. d

138. How many inbuilt Accounts group are in tally by default?

- a) 29 b) 31 c) 25 d) 34

Ans. b

139. Company features in tally includes

- a) Accounting features b) Inventory features c) Statutory features d) all of these

Ans. d

140. Bank account is.....

- a) Personal account b) Real account
c) Nominal account d) intangible real account

Ans. a

141. Which option is used to view Trial Balance from Gateway of Tally?

- a) Gateway of tally> Report> Trial Balance
b) Gateway of Tally> Trial Balance
c) Gateway of Tally > Reports> Display> Trial Balance
d) None of these

Ans. c

142. Accounting principle are divided into two types. These are

- a) Accounting concepts b) Accounting conventions
c) Accounting standard d) 1 and 3 both

Ans. d

143. Are the liabilities which are payable after a long period.

- a) Fixed liabilities b) Miscellaneous expenditure
c) current liabilities d) contingent liabilities

Ans. a

144. Closing stock come under.....

- a) current asset b) Fixed asset c) stock in hand d) Direct income

Ans. c

145. Capital is treated as liabilities because of

- a) Dual aspect concept
- b) money measurement concept
- c) Matching concept
- d) Entity concept

Ans. d

146. What is the utility of Tally Vault Password

- a) it will lock the period of company
- b) it will lock all voucher entries for that company
- c) it will not show the company name in the company select list
- d) none of these

Ans. c

147. List of Optional Voucher we can get from

- a) Cash Bank Books
- b) Exceptional Reports
- c) Accounts Books
- d) Balance Sheet

Ans. b

148. Loans from individuals comes undergroup

- a) Fixed liabilities
- b) Loans and advances
- c) Current liabilities
- d) Capital

Ans. b

149. Single Entry mode is applicable for

- a) Receipt Voucher
- b) Contra Voucher
- c) Payment Voucher
- d) All of these

Ans. d

150. Which of the following is compulsory to create while entry in accounts with inventory

- a) Stock groups
- b) Stock items
- c) Units of Measure
- d) All of these

Ans. d

151. Reversing journal is a

- a) Conventional Voucher
- b) Unconventional Voucher
- c) Both (a) and (b)
- d) None of these

Ans. b

152. Which of the following is used for voucher entry?

- a) Ledger Account
- b) Groups
- c) Sub- Groups
- d) Depends on number of companies

Ans. a

153. To create scenario which option required to be activated

- a) Use Rev journal & optional voucher in F12
- b) Use Optional voucher in F11
- c) Use Reversing voucher F11
- d) Use rev journal & Optional voucher in F11

Ans. d

154. Which file in tally is used to record the import activity?

- a) Tally dat
- b) Tally ini
- c) Tally imp
- d) None of these

Ans. b

155. A trial balance is a.....

- a) Ledger
- b) journal
- c) Account
- d) List

Ans. d

156. In tally you get currency symbol option from.....menu.

- a) Company creation b) stock items units c) Regional setting d) None of these

Ans. a

157. To hide the name of the company you need to define

- a) Security control b) Tally Audit c) Create at least user d) Tally vault Password

Ans. d

158. A group company is.... Given to the merged accounts of member companies of the group.

- a) a name b) an identity c) A and B d) none of these

Ans. c

159. Discount column is available in _____.

- a) Sales invoice b) Purchase invoice c) Both A and B d) None of these

Ans. c

160. Recording of actual stock as Physically verified or counted is done through

- a) journal b) stock journal c) Physical Stock d) Sales

Ans. c

161. A trial balance is prepared

- a) To prepare p & a/c
b) To test the arithmetical accuracy
c) For making of adjustments
d) To balance the a/c

Ans. b

162. Which account is the odd one?

- a) Furniture b) Land and buildings c) Stock of raw materials d) Plant and machinery

Ans. c

163. Find out which is not a Default Ledger in Tally.

- a) Cash in Hand b) capital Account c) Profit & Loss d) None of these

Ans. b

164. 'Tally vault' is a....

- a) Security mechanism b) Ledger a/c c) Cost category d) None of these

Ans. a

165. Professionals usually maintain accounts as.....

- a) Accounts with inventory b) accounts only
c) Normal accounting d) payroll accounting

Ans. b

166. Transfer of material from one godown to another godown, use

- a) Manufacturing journal b) Stock journal c) Purchase journal d) Both A& B

Ans. b

167. We can show Bill wise details of Debtors and Creditors by activating.

- a) Bill by bill b) Maintain Bill wise Details c) Maintain References d) None of these

Ans. b

168. Which of the following is not compulsory to create while entry in Accounts with inventory

- a) Stock Groups b) Stock items c) Stock Categories d) Units of Measure

Ans. c

169. To see reports of job work Analysis

- a) Display-Statement of a/c
b) Display- Statements of a/cs - job work Analysis
c) Display- statement of a/cs- Job work analysis
d) None of these

Ans. b

170. Drawings accounts is to be created by linking with

- a) Capital b) Current asset c) Current liability d) Drawings

Ans. a

171. Budget represents

- a) Estimation b) Forecasting c) Assumption d) All of these

Ans. d

172. Bottom of tally screen shows

- a) Button bar b) List of vouchers c) List of companies d) calculator

Ans. d

173. By default, which mode is on in purchase and sales voucher

- a) Normal mode b) item invoice mode c) Particular mode d) None of these

Ans. b

174. The term current assets does not include.....

- a) Debtors b) B/r c) Stock d) Goodwill

Ans. d

175. An account that the user need not create is

- a) Cash at bank b) Sundry creditors c) Cash in hand d) Balance sheet

Ans. c

176. We can create multiple users in Tally activating

- a) Tally Audit b) Use Security Control c) Both A and B d) None of these

Ans. b

177. Multiple Godowns are activated from

- a) F11 b) F11>F1 c) F11> F2 d) F11> F3

Ans. c

178. Suspense Accounts Group is defined under

- a) Income b) Expenditure c) Liabilities d) Assets

Ans. c

179. We can get the report of interest from.

- a) Account Books b) Cash and Fund flow
c) inventory Books d) Statements of Accounts

Ans. d

180. 'Inventory books' is used to view
a) Stock items b) Group Summary c) Both A and B above d) None of these
Ans. c

181. F12 button is used to select..... option.
a) Select company b) more features c) Inventory d) Configuration
Ans. d

182. Which of the following is the predefined stock category in tally
a) Primary b) Symbol c) Stock d) Main location
Ans. a

183.....refers the amount invested by the owner into business.
a) Loan b) Advance c) Capital d) Prepaid expenses
Ans. c

184. We can see list of memorandum Voucher from
a) Cash/ Bank Books b) Exception Reports c) Accounts Books d) Trial Balance
Ans. b

185. Which of the following file is usually used as a master file
a) Inventory subsidiary b) Cash disbursements c) Cash receipts d) Payroll transactions
Ans. a

186. Collection of ledgers of same nature is called
a) Vouchers b) asset c) Group d) None of these
Ans. c

187. Predefined groups are also called as
a) Main group b) Primary group c) Statutory d) Parent group
Ans. c

188. Which option is used to place data taken in pen drive or CD to Appropriate place in Tally.
a) Backup b) Restore c) Split company Data d) None of these
Ans. b

189. Which option is selected from company info menu to divide company data into two financial years
a) Change Tally vault b) Alter c) Split Company Date d) New Company
Ans. c

190. Adjustment entries can be entered in
a) Contra voucher b) Journal Voucher c) Sales voucher d) Purchase voucher
Ans. b

191. _____ is an example of tangible assets
a) Furniture b) Debtors c) Patent d) Discount of issue of shares and debentures
Ans. a

192. If we purchase any fixed asset in credit, we can pass it from
a) Payment mode b) Receipt mode c) Journal mode d) Contra mode
Ans. c

193. Carriage inwards can be included in

- a) Direct expenses b) indirect expenses c) current liability d) Misc Expenses

Ans. a

194. We can use stock journal for

- a) Production and Consumption b) Inter Godown transfer for stock
c) both A and B d) None of these

Ans. c

195. Which of the following is not a transaction

- a) Goods are purchased on cash basis for rs 1000
b) Salaries paid for the amount of may 2009
c) Land is purchased for rs 10 lakhs
d) An employee is dismissed from the job

Ans. d

196. The profit & loss statement can be displayed informat.

- a) Horizontal b) Vertical c) A or B d) None of the above

Ans. c

197.is the expense which is unpaid at the end of the accounting period

- a) Outstanding expenses b) prepaid expenses
c) proposed expenses d) working capital

Ans. a

198. To activate MRP feature from gateway of tally initially we need to press

- a) F11 b) F12 c) F10 d) Alt + F1

Ans. b

199. Is the book of original entry

- a) journal b) Voucher c) Invoices d) Ledger

Ans. a

200. Taxes paid come under which group?

- a) Capital b) Loans and liabilities c) Direct expenses d) Duties and taxes

Ans. d

201. How can data be imported in tally

- a) One company to another company created within Tally Package
b) Other programs – a spreadsheet or a database file
c) Depends on number of companies
d) Both A and B

Ans. d

202. Which menu appears after starting Tally for the first time

- a) Gateway of Tally b) Company info
c) Display d) None of these

Ans. b

203. A company can be deleted only in

- a) Display b) alter c) delete d) Create

Ans. b

204. How many options related to Company Features are there in F11:Features in Tally

- a) 3 b) 2 c) 4 d) 5

Ans. a

205. ... button helps to connect data from spread sheet or other application

- a) E-mail b) Help c) Export d) Browser

Ans. c

206. Which unit is created for stock items like grains, pulse, sugar, oil, ghee etc.

- a) Lts. b) Nos c) Kgs d) Box

Ans. c

207. Which of the following is not a disadvantage of introducing computerized accounting system

a) Possible demotivation through reundance

b) High expenditure of set up

c) Saving made on labour cost

d) Required staff training

Ans. c

208. Capital of the company is included under

a) Capital account

b) Fixed liabilities

c) Loans and advances

d) Current liabilities

Ans. b

209.Allow components list details (Bill of Material)? Option is activated for

- a) Ledger b) Cost category c) Stock items d) Budgets

Ans. c

210. Party account can be created through?

a) Group creation window

b) Ledger creation window

c) Inventory creation window

d) Any one of these

Ans. b

211. Which shortcut key is pressed to display Part No. for automobile industries

a) F1

b) F2

c) F11

d) F12

Ans. d

212. E- mail can be used to

a) Send mail directly from tally screen

b) To send e-mail

c) Download information

d) Access help

Ans. a

213. The rate of trade discount varies with the Purchased

a) Total asset

b) Current asset

c) Quantity

d) None of these

Ans. c

214. How many voucher types are readily available in Tally?

a) 18

b) 16

c) 20

d) 28

Ans. a

215. Retained Earning is an alias of

a) Indirect Income

b) Reserve and Surplus

c) Capital Account

d) Investments

Ans. b

216. Branch / Division is a group defined under
a) Liabilities b) Assets c) Income d) Expenditure
Ans. a

217. The voucher type for recording goods received
a) Rejected in b) Receipt note c) Purchase order d) Stock voucher
Ans. b

218. Default 'godown' name in tally is....
a) Primary b) Main location c) A or b d) None of the above
Ans. b

219. Goods returning to a Creditor after challan but before bill we need to pass
a) Debit Note b) Receipt Note c) Rejection Out d) Rejection in
Ans. c

220. Stock category and stock group are same
a) True b) False
Ans. b

221. It is possible to use cash/bank in journal mode
a) True b) False
Ans. a

222. Allocation against bill are done automatically
a) True b) False
Ans. a

223. Tally supports trading inventory
a) True b) False
Ans. a

224. _____ godown facility is available in Tally
a) Single b) Multi
Ans. b

225. It is possible to search voucher in Tally.
a) True b) False
Ans. a

226. Alt + D is used to
a) Create any voucher b) Delete any voucher
c) Copy any voucher d) None of the above
Ans. b

227. The executable file of Tally is
a) Tally.exe* b) WinTally.Exe c) Tally.ini d) Tally.Sav
Ans. a

228. Tally has been developed using
a) c b) Visual Basic c) C++ d) None of these
Ans. c

229. The location of saving data of company can be altered by changing the

- a) Tally.exe b) Tally.data c) Tally.ini d) Tally.sav

Ans. c

230. Tally programme files are stored in

- a) Data Directory b) Application Directory c) Configuration Directory d) None of these

Ans. b

231. Tally data files are stored in

- a) Data directory b) Application Directory c) configuration Directory d) none of these

Ans. a

232. Tally configuration files are stored in

- a) Data Directory b) Application Directory c) Configuration Directory d) none of these

Ans. c

233. There is no "Help" option in Tally 7.2

- a) True b) False

Ans. b

234. The backup file is stored as

- a) TBK500.001 b) TAK500.001 c) TCK500.001 d) TDK500.001

Ans. a

235. We can view the interest Calculation report from

- a) Accounts info. b) Accounts Book c) Statement of Accounts d) None of these

Ans. c

236. For data restoration company creation is compulsory.

- a) True b) False

Ans. b

237. To directly log on to Tally web site, we have to press Alt+ W.

- a) True b) False

Ans. a

238. To create a Group Company, we have to always open at least 3 companies.

- a) True b) False

Ans. b

239. To pass the Sales challan, we have to select Delivery Note.

- a) True b) False

Ans. a

240. Tally does not provide Budget Variance report.

- a) True b) False

Ans. b

241. _____ feature helps the administrator to track changes in the accounts.

- a) Tally Audit b) Tally Vault c) Tally Gold d) None of these

Ans. a

242. The maximum number of decimal places, that can be activated is

- a) 4 b) 3 c) 2 d) 1

Ans. a

243. We can create _____ level (s) of cost centres.

- a) 10 b) 5 c) single d) unlimited

Ans. d

244. To pass the TDS transaction in the journal entry mode, we have to press

- a) Alt + C b) Alt + S c) Alt + N d) Alt + F4

Ans. b

245. We can view the interest Calculation report from

- a) Accounts info. b) Accounts Book c) Statement of Accounts d) None of these

Ans. c

246. Tally does not provide Budget Variance report.

- a) True b) False

Ans. b

247. To pass the Sales challan, we have to select Delivery Note.

- a) True b) False

Ans. a

248. How many types of Measurement Units we can create in Tally?

- a) 5 b) 4 c) 3 d) 2

Ans. d

249. Data folder of a company consists of

- a) 3 digits b) 4 digits c) 6 digits d) 5 digits

Ans. d

250. To hide the name of the Company you need to define

- a) Report Voucher b) Conventional Voucher c) Unconventional Voucher d) Both A and B

Ans. c

251. While exporting ledgers from Tally to Web page, we use

- a) ASCII Format b) XML Format c) SDF Format d) HTML Format

Ans. d

252. For Export of Data from Company to Company Tally users

- a) XML format b) ASCII Format c) SDF Format d) PDF Format

Ans. a

253. To activate MRP features from Gateway of Tally initially we need to press

- a) F10 b) F11 c) F12 d) Alt + F1

Ans. c

254. Bank OCC account is a group defined under

- a) Bank Account b) Loan and Liability
c) Secured loan d) Unsecured Loan

Ans. b

255. To show the cheque number while reconciling Bank Account Press

- a) Ctrl + F11 b) Ctrl + F12 c) F11 d) F12

Ans. d

256. Optional voucher is _____

- a) Voucher which update figures
b) Voucher Type is emergency
c) Temporary voucher which does not update any figure any where
d) None of the above

Ans. c

257. Balance sheet display _____

- a) Bank and cash Balances
b) Balances of all individual account
c) Entire summary of the all Transaction
d) Exact financial position of the business on specific date

Ans. d

258. Contra Voucher is used for _____

- a) Reports
b) Master Entry
c) Cash account to Bank Account or Bank Account to Cash Account
d) None of the options

Ans. c

259. Closing stock appears in _____

- a) Journal Voucher b) Trial Balance c) Profit & Loss A/C d) Balance Sheet

Ans. d

260. Tally can maintain accounts for _____ company/companies.

- (a) 9 (b) 99 (c) 99,999 (d) 100

Ans. c

261. Which area in Tally screen provides quick access to different options?

- A** Button bar **B** Calculator **C** Product info **D** Work area

Ans. a

262. What is the rule for real account?

- A** Debtor the receiver, Creditor the giver
B Debtor the giver, Creditor the receiver
C Debit comes in, Credit goes out
D Debit goes out, Credit comes in

Ans. c

263. Salary account comes under which head?

- a) indirect income b) indirect expenses
c) Direct Incomes d) Direct Expenses

Ans. b

264. The left hand side of tally screen shows

- a) Current date b) Last entered voucher
c) Gate way of tally d) List of selected companies

Ans. d

265. Which option is used in Tally to close opened company?

- a) Alter b) Shut company c) Create company d) Select company

Ans. b

266. ETCS means

- a) Enable Tax collected at source b) Electronic Tax Collected at source
c) Electric Tax Collected at source d) None of these

Ans. b

267. ERP stands for

- a) Enterprise resource planning b) Economic resource planning
c) Efficient resource planning d) Economic resource planning

Ans. a

268. The home screen of tally is also known as

- a) menu bar b) Gate way of tally c) Accounts info d) Button tool bar

Ans. b

269. What is TAN?

- a) Tax Absorb Number b) Tax Assign Number
c) Tax Account Number d) Tax Assessment Number

Ans. d

270. What is MRP?

- a) Market Price b) Marginal Price
c) Maximum Retail Price d) Minimum Retail Price

Ans. c

1. Tally Package is developed by _____.

- a) Tally solutions b) Tally corporation c) Tally company d) Tata company

2. Financial Year period is _____.

- a) 1 April to 31 March b) 1 January to 31 December
c) 1 June to 31 July d) none of these

3. Tally is a _____ software.

- (a) spreadsheet (b) accounting (c) publishing (d) animation

4. Tally supports _____ accounting types.

- (a) cash (b) payroll (c) inventory (d) all of them

5. Tally can provide _____ to each company.

- (a) password security (b) no security (c) barrier (d) wrapper

6. Tally can maintain _____ accounts.

- (a) tax accounts (b) liabilities accounts (c) both a & b (d) none of them

7. Tally allows data entry in _____ language(s).

- (a) only Tamil (b) only English (c) only Hindi (d) many Indian/Asian

8. Tally generates _____ report(s) automatically based on voucher/ journal entries.

- (a) balance sheet (b) stock report
(c) profit & loss account (d) all of them

9. _____ is the shortcut to set date in Tally.

- (a) F6 (b) F5 (c) F4 (d) F2

10. _____ is the shortcut to select a company in Tally.

- (a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3

11. _____ is the shortcut to Print a report from Tally.

- (a) Alt+ D (b) Alt+ Q (c) Alt+ P (d) Alt+ G

12. _____ is the shortcut to change the language in Tally.

- (a) Alt+ D (b) Alt+ Q (c) Alt+ P (d) Alt+ G

13. _____ is the shortcut to duplicate a voucher in Tally.

- (a) Alt+2 (b) Alt+ A (c) Alt+ C (d) Alt+ E

14. _____ is the shortcut to add a voucher in Tally.

- (a) Alt+2 (b) Alt+ A (c) Alt+ C (d) Alt+ E

15. _____ is the shortcut to export a report to different format in Tally.

- (a) Alt+2 (b) Alt+ A (c) Alt+ C (d) Alt+ E

16. POS stands for _____ in accounting/Tally.

- (a) Purchase of Sale (b) Point of Safety
(c) Purpose of Sale (d) Point of Sale

17. In taxation, TCS stands for _____.

- (a) Tax Creation at Source (b) Tax Collected at Source
(c) Tax Combined at Source (d) Tariff Collected at Station

18. In taxation, VAT stands for _____.

- (a) Value Assigned Tax (b) Value Approved Tax
(c) Value Added Transaction (d) Value Added Tax

19. Who receives benefits without giving money immediately but liable to pay in future?

- A** Creditor **B** Debtor
C Owner **D** Worker

20. What is the purpose of security feature in Tally?

- A** Provides budget option
B Provides option for data backup
C Provides option to upload reports
D Provides statement of accounts

21. Which budget is prepared for a very short period?

- A** Current budget **B** Long term budget
C Rolling budget **D** Short term budget

22. _____ is the major source of revenue of any business.

- a) Investment b) Advance c) Loan d) Sales

1. For What work Photoshop is used ?

- A) For Graphics
- B) For Animation
- C) For Programming
- D) For Typing

Correct Answer : A

2. Which company made Image Ready?

- A) Adobe Systems
- B) Citrix Systems
- C) Cisco Systems
- D) Microsoft

Correct Answer : A

3. What is File Extension in Photoshop?

- A) Bmp
- B) Tiff
- C) Psd
- D) Txt

Correct Answer : C

4. Which menu contains the duplicate layer option in Photoshop?

- A) Image
- B) Layer
- C) Filter
- D) Edit

Correct Answer : B

5. Which of these software is using the Gradient tool?

- A) Page maker
- B) Painting
- C) Photoshop
- D) All of these

Correct Answer : C

6. Full form of DPI-

- A) Dots per inch
- B) Dots per ink
- C) Disk Point Inch
- D) Display per inch

Correct Answer : A

7. What is the full form of RGB ?

- A) Red Green Black
- B) Red Gray Black
- C) Red Green Blue
- D) Red Gray Blue

Correct Answer : C

8. What is the meaning of CMYK?

- A) Cream Magenta Yellow Kole
- B) Cyan Magenta Yellow Blue
- C) Cyan Magenta Yellow Brown
- D) Cyan Magenta Yellow Black

Correct Answer : D

9. Which of these formats supports Transparency?

- A) Jpeg

B) Png

C) Gif

D) Jpg

Correct Answer : B

10. The full form of GIF –

A) Graphics Interchange Format

B) Graphics inter file

C) Gray-scale Interchange file

D) Graphics Interchange file

Correct Answer : A

11. In which of these formats does not change the image quality when the image is saved?

A) Tiff

B) Jpeg

C) Png

D) Gif

Correct Answer : A

12. Which one of these formats is not an image format?

A) EPS

B) PCX

C) WPG

D) DPI

Correct Answer : D

13. What is the meaning of S in HSB color model ?

A) Color

B) Saturation

- C) Brightness
- D) All of these

Correct Answer : B

14. Which color mode is used for printing?

- A) RGB
- B) CMYK
- C) Gray Scale
- D) BMP

Correct Answer : B

15. Examples of Vector Image are-

- A) EPS
- B) BMP
- C) GIF
- D) JPG

Correct Answer : A

16. What kind of colors are red, yellow and blue?

- A) Primary
- B) Secondary
- C) Tertiary
- D) Complementary

Correct Answer : A

17. When did Photoshop start?

- A) 1985
- B) 1986
- C) 1987

D) 1988

Correct Answer : D

18. Photoshop launched by which company?

A) Adobe

B) Aldus

C) EULA

D) Microsoft

Correct Answer : A

19. The images are made of _____

A) DPI

B) Pixels

C) Drawing

D) Pictures

Correct Answer : B

20. By using which of these options, a new file is created in Photoshop

A) File > New

B) File > Open

C) Create > New

D) Start > New File

Correct Answer : A

21. What is the shortcut key to create a duplicate layer of a layer?

A) Ctrl+J

B) Ctrl+T

C) Ctrl+N

D) Ctrl+D

Correct Answer : A

22. What is the shortcut key to create a new file in Photoshop?

- A) File, new
- B) Ctrl + N
- C) Ctrl+Shift+N
- D) Shift+N

Correct Answer : B

23. Which of these color models is not in Photoshop?

- A) RGB
- B) LAB
- C) CNYK
- D) HSB

Correct Answer : C

24. Raster Image is also known as

- A) Color Image
- B) Bitmap Image
- C) Curve Image
- D) Graphic Image

Correct Image : B

25. What types of graphics are made of Pixels?

- A) Raster Image
- B) Vector Graphics
- C) A and B Both
- D) None of these

Correct Answer : A

26. Which tool is used to move an image in Photoshop ?

- A) Slice Tool
- B) Selection Tool
- C) Direct Selection Tool
- D) Move Tool

Correct Answer : D

27. Which tool is used to select a similar pixels

- A) Lasso Tool
- B) Magic Tool
- C) Magic Eraser Tool
- D) Clone Tool

Correct Answer : B

28. Which tool is used to fill single color in background

- A) Gradient Tool
- B) Paint Tool
- C) Paint Bucket Tool
- D) Background Tool

Correct Answer : B

29. The full form of GIF –

- A) Graphics Interchange Format
- B) Graphics inter file
- C) Gray scale Interchange file
- D) Graphics Interchange file

Correct Answer : A

30. Which tool is used to remove any spot in the image.

- A) Eraser Tool
- B) Spot Brush Tool
- C) Spot Healing Brush Tool
- D) Gradient Tool

Correct Answer : C

31. Which tool is used to blur the image

- A) Sharp
- B) Blur
- C) Smudge
- D) Dodge

Correct Answer : B

32. Which tool is used to make selection in the round shape.

- A) Ellipse Tool
- B) Rectangle Tool
- C) Circle Tool
- D) Pen Tool

Correct Answer : A

33. Which tool is used to select any color from the image in Photoshop

- A) Paint Bucket
- B) Eyedropper
- C) Zoom
- D) Pen

Correct Answer : B

34. With help of which tool the character is inserted in Photoshop

- A) Slice Tool

- B) Type Tool
- C) Pen Tool
- D) Pencil Tool

Correct Answer : B

35. Which key is pressed while using the Clone tool

- A) Alt
- B) Ctrl
- C) Shift
- D) Tab

Correct Answer : A

36. What is called the change of the size of an image

- A) Selection
- B) Transform
- C) Modify
- D) Contract

Correct Answer : B

37. Which tool is used to light the pixels of the image in Photoshop

- A) Smudge
- B) Sharpen
- C) Burn
- D) Dodge

Correct Answer : D

38. Which of these palettes is not in Photoshop

- A) Layer

- B) Navigator
- C) Channel
- D) Drawing

Correct Answer : D

39. What is the shortcut key to Zoom Out

- A) Ctrl + /
- B) Ctrl + O
- C) Ctrl + –
- D) Ctrl + F

Correct Answer : C

40. Which of the following options is in FILTER

- A) Blur
- B) Noise
- C) Liquefy
- D) All of these

Correct Answer : D

41. Which of these palettes is not displayed by default in Photoshop

- A) History Palette
- B) Navigator Palette
- C) Color Palette
- D) Layers Palette

Correct Answer : A

42. Crop Tool is used-

- A) To cut the image
- B) To move the image

- C) To paint the image
- D) To select the image

Correct Answer : A

43. Which key is used to remove the selection on the image

- A) Ctrl+V
- B) Ctrl+C
- C) Ctrl+D
- D) Ctrl+I

Correct Answer : C

44. Which of these tools is not a selection tool

- A) Lasso Tool
- B) Magic Wand Tool
- C) Polygonal Lasso Tool
- D) Pen Tool

Correct Answer : D

45. Which of these options is not available in Photoshop?

- A) Drawing Toolbar
- B) Option Toolbar
- C) Toolbox
- D) Palette

Correct Answer : A

46. Which of these tools is called painting tools

- A) Pencil Tool
- B) Gradient Tool
- C) Brush Tool

D) All of these

Correct Answer : D

47. In Photoshop, which palette contains important information such as image size, the tool being used, etc.

A) Navigator Palette

B) Layer Palette

C) Info Palette

D) History Palette

Correct Answer : C

48. In Photoshop, _____ allows objects to work on an image object without teasing any other object

A) Palette

B) Toolbox

C) Layers

D) None of these

Correct Answer : C

49. How to make New Layer in Photoshop

A) File>New

B) Layer>New

C) Image>New

D) Edit>New

Correct Answer : B

50. Which of the following is not a menu in Photoshop?

A) Image

B) Select

C) Filter

D) Tools

Correct Answer : D

1. Shortcut Key of UNDO is –

- A) Ctrl + X
- B) Ctrl + H
- C) Ctrl + Y
- D) Ctrl + Z

Correct Answer : D

2. What is the character to be shortened to its normal shape and display something below its location ?

- A) Superscript
- B) Drop Cap
- C) Subscript
- D) Alignment

Correct Answer : C

3. What is the character displayed by showing it slightly above its normal size?

- A) Superscript
- B) Drop Cap
- C) Subscript
- D) Alignment

Correct Answer : A

4. What is the full form of PDF?

- A) Picture Document Format
- B) Portable Document Format
- C) Portable Direct Format
- D) Pixel Document Format

Correct Answer : B

5. Which page size paper is used in the laser printer?

- A) A4
- B) Letter
- C) Legal
- D) All of these

Correct Answer : D

6. The layout of the page depends on_____

- A) On page size
- B) On Text
- C) On Paragraph
- D) All of these

Correct Answer : A

7. Which of these software can be a master page?

- A) PageMaker
- B) Painting
- C) Photoshop
- D) All of these

Correct Answer : A

8. What is the extension of file created in PageMaker ?

- A) Psd
- B) Pmd
- C) Tiff
- D) Txt

Correct Answer : B

9. Which company had developed PageMaker?

- A) Microsoft

- B) Adobe Corporation
- C) Aldus Corporation
- D) Intel

Correct Answer : C

10. What is the unit to measure the quality of the picture?

- A) DPI
- B) LPI
- C) PPI
- D) CCD

Correct Answer : A

11. Which menu contains the Find option in Pagemaker?

- A) Edit
- B) Insert
- C) Utilities
- D) View

Correct Answer : C

12. When did Pagemaker begin?

- A) 1980
- B) 1985
- C) 1990
- D) 1995

Correct Answer : B

13. How many columns are in the newspaper?

- A) 10
- B) 9

C) 8

D) 7

Correct Answer : 8

14. Which one of these is not size of paper ?

A) A1

B) A3

C) A5

D) A6

Correct Answer : D

15. What is the first step of the page layout for desktop publishing –

A) Selecting Page Size

B) Selecting Page Border

C) Selecting the page margin

D) None of these

Correct Answer : A

16. Which of these is not the main part of the PageMaker application ?

A) Title Bar

B) Color Palette

C) Drawing Toolbar

D) Control Palette

Correct Answer : C

17. Which of the following is not a menu in PageMaker ?

A) Elements

B) Type

C) Utilities

D) Format

Correct Answer : D

18. Which of these tools is not in the toolbox-

- A) Ellipse Tool
- B) Polygon Tool
- C) Rotating Tool
- D) Move Tool

Correct Answer : D

19. The Shortcut key of ZOOM OUT is –

- A) Ctrl + +
- B) Ctrl + –
- C) Ctrl + O
- D) Ctrl + Z

Correct Answer : B

20. How many menus are there in PageMaker ?

- A) 6
- B) 7
- C) 8
- D) 9

Correct Answer : D

21. SHIFT + F7 is the shortcut key of _____

- A) Zoom Tool
- B) Hand Tool
- C) Ellipse Tool
- D) Crop Tool

Correct Answer : B

22. How many VIEWS are there in the PageMaker's control palette?

A) 2

B) 3

C) 4

D) 5

Correct Answer : B

23. Which option is used to import text on the page in Page Maker ?

A) Open

B) New

C) Insert

D) Place

Correct Answer : D

24. Which of these is related to vertical alignment in Page Maker ?

A) Frames

B) Page Setup

C) Table

D) Picture

Correct Answer : A

25. What is the full form of GUI

A) Graphical User Interface

B) Graphics User Integrate

C) Graphics Universal Interface

D) Graphics User Interchange

Correct Answer : A

26. By using of which tool we can insert a picture in PageMaker?

- A) Picture Palette
- B) Clip Art
- C) Diagram Tool
- D) Insert Graphics

Correct Answer : A

27. Which of the following is not palette in PageMaker?

- A) Style Sheets
- B) Control
- C) Colors
- D) Document Layout

Correct Answer : D

28. What is the minimum font size in PageMaker?

- A) 8
- B) 7
- C) 6
- D) 4

Correct Answer : D

29. Which of the following options can not be the style sheet?

- A) Drop Cap
- B) Leading
- C) Font Color
- D) Line End

Correct Answer : A

30. Which option does the text flow in PageMaker?

- A) Standard
- B) Auto Flow
- C) Semi-Auto Flow
- D) All of the Above

Correct Answer : D

31. Which menu contains the font option in PageMaker ?

- A) Layout
- B) Type
- C) Utilities
- D) Element

Correct Answer : B

32. Which menu contains the frame option in PageMaker?

- A) File
- B) Utilities
- C) Element
- D) None of these

Correct Answer : C

33. Which of these options is not in the PageMaker?

- A) Toolbox
- B) Style and Color Palette
- C) Control Palette
- D) Slide Palette

Correct Answer : D

34. How many types of screen view in PageMaker?

- A) 2
- B) 3

C) 4

D) 5

Correct Answer : A

35. Which of these views is not in the PageMaker?

A) Layout View

B) Story Editor View

C) Outline View

D) None of these

Correct Answer : C

36. Which option is used to display master items on a page in PageMaker ?

A) Display Master Item

B) Show Master Item

C) View Master Item

D) Insert Master Items

Correct Answer : A

37. Which option is used to change the order of pages in PageMaker ?

A) Page Orientation

B) View Pages

C) Sort Pages

D) Range Pages

Correct Answer : C

38. Which menu contains Insert Pages option ?

A) File

B) Layout

C) Element

D) Utilities

Correct Answer : B

39. What is the default font size in PageMaker ?

A) 11

B) 12

C) 13

D) 14

Correct Answer : B

40. How many alignments are there in PageMaker ?

A) 3

B) 4

C) 5

D) 6

Correct Answer : C

41. Which menu contains the Story Editor option ?

A) File

B) Edit

C) View

D) Insert

Correct Answer : B

42. What are the shortcut to window fit in window in Pagemaker ?

A) Ctrl+0

B) Ctrl+1

C) Ctrl+2

D) Ctrl+3

Correct Answer : A

43. Which menu contain the Show Master Page option in Pagemaker?

- A) Layout
- B) Window
- C) Element
- D) Utilities

Correct Answer : B

44. Which of the options is not available in the Type Style in Pagemaker ?

- A) Bold
- B) Italic
- C) Strikethrough
- D) Indent

Correct Answer : D

45. What is the shortcut key of Find ?

- A) Ctrl + F
- B) Ctrl + H
- C) Ctrl + Y
- D) Ctrl + Z

Correct Answer : A

23. Full form of ODBC

- a) Open data base connectivity
- b) Open data base calculating
- c) Open document basically
- d) Order data base connection

24. BOM represents_____

- a) Billing of machines
- b) Bill of Materials
- c) Bill of Maintenance
- d) None of these

25. In tally screen right extreme displays.....

- a) Selected companies
- b) Current date
- c) Gate way of tally
- d) Button bar

1. Which key is used for the shortcut key to combining the selected objects?

- A. Ctrl +L
- B. Ctrl +Y
- C. Ctrl +K
- D. Ctrl +Q

Ans: A. Ctrl +L

2. Define the shortcut key for toggling snapping to objects?

- A. Ctrl +L
- B. Ctrl +G
- C. Alt + Shift + D
- D. Alt +Z

Ans: D. Alt +Z

3. What fill tool would a person use if she/he wanted to fill an object with hearts,?

- A. Uniform
- B. Transparent
- C. Fountain
- D. Pattern

Ans: D. Pattern

4. Is it possible that W brings up the navigator window allowing you to navigate any object in the document?

- A. FALSE
- B. True

Ans: A. FALSE

5. What key is used for specifying fountain fills for objects?

- A. F11
- B. Alt + F4
- C. Ctrl + B
- D. F6

Ans: A. F11

6. What tool would a person use for an object of two colors that blend one another?

- A. Fountain
- B. Transparent
- C. Uniform
- D. Pattern

Ans: A. Fountain

7. In the drawing, F3 is the shortest key for zooming all objects?

- A. FALSE
- B. TRUE

Ans: A. FALSE

8. The shortest key for displaying a full preview of drawing or graphic?

- A. F2
- B. F4
- C. F 1
- D. F9

Ans: B. F4

9. Aligning selected objects to the bottom which key is used?

- A. T
- B. S
- C. D
- D. B

Ans: D. B

10. C aligns centers of selected objects vertically.

A. FALSE

B. TRUE

Ans: B. TRUE

11. Specifying fountain fills for objects what shortest key is used?

- A. F6
- B. Ctrl + B
- C. F11
- D. Alt + F4

Ans: C. F11

12. What size will be taken when A2 paper is divided equally from the center?

- A. B3
- B. A3
- C. A4
- D. A5

Ans: B. A3

13. For cropping a tool is used is called?

- A. shape tool
- B. zoom tool
- C. knife tool
- D. Pick tool

Ans: A. shape tool

14. What color separation does the graphic work have with red, yellow, black and white?

- A. 4
- B. 3

- C. 5 1/2
- D. 5

Ans: B. 3

15. What number will the sheets contain in a bookwork of ten pages?

- A. 1&10
- B. 3&5
- C. 1&2
- D. 2&9

Ans: A. 1&10

16. Purpose of Ruler bar is?

- A. for book design
- B. Setting of margin
- C. dividing your work
- D. all of the above

Ans: A. for book design

17. what number of paper orientation we have in Corel draw?

- A. 2
- B. 1
- C. 4
- D. 3

Ans: A. 2

18. For selecting and deselecting objects a tool is used called?

- A. freehand tool
- B. shape tool
- C. pick tool
- D. Bezier tool

Ans:C. pick tool

19. Do White and green have two color separations?

- A. False
- B. True

Ans: A. False

20. In which object Zoom total is used for?

- A.Marquee selecting
 - B.Embedding
 - C.Magnifying
 - D. Cropping
- Answer.C.Magnifying

21. What application needed when light color texts are placed on a light color background?

- A. Transparency applied to the background
- B. Transparency applied to the text
- C. A dull outline applied to the text
- D. All of the above

Answer.C.A dull outline applied to the text

22. One of the sheets will contain the following numbers in a bookwork of ten pages.

- A. 1&2
- B. 2&9
- C. 3&5
- D. 1&10

Answer.D. 1&10

23. CorelDraw is _____ based drawing application package?

- A. Bitmap
- B. Scalar
- C. Vector
- D. Photo paint

Answer.C. Vector

24. What color separation will we get with the graphic work of Red, Yellow, Black, and White?

- A. 5 1/2
- B. 4
- C. 5
- D. 3

Answer.D. 3

25. In CorelDraw how much color separation we have?

- A. 4
- B. 2
- C. 6
- D. 3

Answer.A. 4

26. A preset guideline can be created using the?

- A. Replace wizard
- B. Collect for output option
- C. Options dialog box
- D. None of the above

Answer.C. Options dialog box

27. For combining selecting objects shortcut key is used?

- A. Ctrl +L
- B. Ctrl +K
- C. Ctrl +Y
- D. Ctrl +Q

Answer.A. Ctrl +L

Q. Tally package is developed by

1. Peutronics
2. Tally Solutions
3. Coral Softwares
4. Vedika Softwares

Ans:- 2

Q. Which menu appears after starting Tally for the first time

1. Gateway of Tally
2. Company Info
3. Display
4. None of these

Ans:- 2

Q. Which option is used in Tally to make changes in created company

1. Select Company
2. Shut Company
3. Alter
4. None of these

Ans:- 3

Q. Which option from Company Info. menu is selected to create a new Company in Tally

1. Company Create
2. Create Company
3. Create
4. New Company

Ans:- 2

Q. Which option is selected from Company Info Menu to divide company data into two financial years

1. Change Tally Vault
2. Alter
3. Split Company Data
4. New Company

Ans:- 3

Q. Which option is used to copy company's data into pen drive or CD

1. Backup
2. Restore
3. Split Company Data
4. Copy Data

Ans:- 1

Q. Which option is used to place data taken in pen drive or CD to Appropriate place in Tally

1. Backup
2. Restore
3. Split Company Data
4. None of these

Ans:- 2

Q. Which option is used to open company created in Tally

1. Create Company
2. Alter
3. Select Company
4. Shut Company

Ans:- 3

Q. Which option is used in Tally to close opened Company

1. Alter
2. Shut Company
3. Create Company
4. Select Company

Ans:- 2

Q. Which option is used to move from one company to another when more than onecompanies are open

1. Company Info
2. Shut Company
3. Select Company
4. Company

Ans:- 2

Q. Which menu is used to create new ledgers, groups and voucher types in Tally

1. Reports

2. Import

3. Transactions

4. Masters

Ans:- 4

Q. Which submenu is used to create new ledgers, groups and voucher types in Tally

1. Account Info
2. Inventory Info
3. Accounting Vouchers
4. Inventory Vouchers

Ans:- 1

Q. Which submenu is used for voucher entry in Tally

1. Vouchers
2. Account Vouchers
3. Accounts Info
4. None of these

Ans:- 2

Q. Salary Account comes under which head

1. Indirect Incomes
2. Indirect Expenses
3. Direct Incomes
4. Direct Expenses

Ans:- 2

Q. How many groups are pre-defined in Tally

1. 28

2. 30

3. 15

4. 19

Ans:- 1

Q. How many primary groups are there in Tally

1. 19

2. 28

3. 15

4. 20

Ans:- 3

Q. How many secondary groups are there in Tally

1. 15

2. 13

3. 28

4. 3

Ans:- 2

Q. Which option is used to view list of Primary and Secondary groups in Tally

1. List of Accounts

2. Accounts

3. List

4. None of these

Ans:- 1

Q. Which ledger is created by Tally automatically as soon as we create a new company

1. Cash
2. Profit & Loss A/c
3. Capital A/c
4. A and B both

Ans:- 4

Q. Which option is used to make changes in created Groups of Ledgers in Tally

1. Create
2. Display
3. Alter
4. Change

Ans:- 3

Q. How many voucher types are readily available in Tally

1. 18

2. 16

3. 20

4. 28

Ans:- 1

Q. Which voucher type is used to transfer amount from one bank to another

1. Contra
2. Payment
3. Receipt
4. Post-Dated

Ans:- 1

Q. Rs.20,000 withdrawn from State Bank. In which voucher type this transaction will be recorded

1. Payment
2. Receipt
3. Contra
4. Post-Dated

Ans:- 3

Q. Where do we record transactions of salary, rent or interest paid

1. Contra

2. Journal

3. Receipt

4. Payment

Ans:- 4

Q. Where do we record interest received, commission received or rent received in Tally

1. Contra
2. Payment
3. Receipt
4. Journal

Ans:- 3

Q. Where do we record cash sales in Tally

1. Contra

2. Receipt

3. Payment

4. Journal

Ans:- 2

Q. Where do we record credit purchase of furniture in Tally

1. Purchase
2. Payment
3. Receipt
4. Journal

Ans:- 4

Q. Where do we record purchase return, sales return, depreciation, bad debts etc.in Tally

1. Journal
2. Payment
3. Contra
4. Receipt

Ans:- 1

Q. Which of the following equation is true for balance sheet

1. $\text{Assets} = \text{Liabilities} + \text{Capital}$

2. $\text{Liabilities} = \text{Assets} + \text{Capital}$

3. $\text{Capital} = \text{Assets} + \text{Liabilities}$

4. All of these

Ans:- 4

Q. How many options related to Company Features are there in F11: Features in Tally

1. 3

2. 2

3. 5

4. 4

Ans:- 1

Q. Which unit is created for stock items like grain, pulse, sugar, oil, ghee etc.

1. Lts

2. Nos

3. Kgs

4. Box

Ans:- 3

Q. Which option is used to view Trial Balance from Gateway of Tally

1. Gateway of Tally? Reports ? Trial Balance
2. Gateway of Tally? Trial Balance
3. Gateway of Tally? Reports ? Display ? Trial Balance
4. None of these

Ans:- 3

Q. Which option is true for viewing Profit & Loss A/C in Gateway of Tally

1. Gateway of Tally? Reports ? Profit & Loss A/C
2. Gateway of Tally? Display ? Profit & Loss A/C
3. Gateway of Tally? Account Books ? Profit & Loss A/C
4. None of these

Ans:- 1

Q. By default, which mode is on in Purchase and Sales voucher

1. Norma Mode
2. Item Invoice Mode
3. Particulars Mode
4. None of these

Ans:- 2

Q. Which step is followed to view Purchase Register

1. Gateway of Tally? Display ? Sales Register

2. Gateway of Tally? Account Books ? Sales Register

3. Gateway of Tally? Display ? Account Books ? Purchase Register

4. None of these

Ans:- 3

Q. Which of the following is not compulsory to create while entry in Accounts with Inventory

1. Stock Groups
2. Stock Items
3. Stock Categories
4. Units of Measure

Ans:- 3

Q. Which reports are prepared monthly in Tally

1. Profit & Loss A/C
2. Balance Sheet
3. Trial Balance
4. Cash Flow of Funds Flow

Ans:- 3

Q. By which option Purchase or Sales register can be viewed

1. Statutory Books
2. Inventory Books
3. Accounts Books
4. Display

Ans:- 3

Q. Which option is used to view Stock Items or Group Summary

1. Accounts Books
2. Inventory Books
3. Statutory Books
4. Display

Ans:- 2

Q. We can change the Company Information from

1. A Company Info > Back up
2. Company Info > Alter
3. Company Info > Split Company Data
4. None of these

Ans:- 2

Q. Company Restore option is available in

1. Company Features
2. Company Information
3. Configuration
4. None of these

Ans:- 2

Q. We can modify an existing Company from

1. Company Info > Alter
2. Company Info > Alter Company
3. Gateway of Tally > Modify Company
4. None of these

Ans:- 1

Q. Party account can be created through

1. Group creation window
2. Ledger creation window
3. Inventory creation window
4. Any one of them

Ans:- 2

Q. What is the utility of Tally Vault Password

1. It will lock the period of Company
2. It will lock all voucher entries for that Company
3. It will not show the Company Name in the Company Select List
4. None of these

Ans:- 3

Q. We can show Bill wise details of Debtors and Creditors by activating

1. Bill by bill
2. Maintain Bill wise Details
3. Maintain References
4. None of these

Ans:- 2

Q. How many inbuilt Accounts group are in tally by default

1. 29

2. 31

3. 25

4. 34

Ans:- 2

Q. Suspense Account Group is defined under

1. Income
2. Expenditure
3. Liabilities
4. Assets

Ans:- 3

Q. Manufacturing Journal creates based on

1. Journal
2. Receipt Note
3. Stock Journal
4. Purchase Quotation

Ans:- 3

Q. To create Manufacturing Journal which option must be activated

1. Use Common Narration
2. Narrations for each entry
3. Prefilled with Zero
4. Use as manufacturing Journal

Ans:- 4

Q. How many types of Measurement Units we can create in Tally

1. 2

2. 3

3. 5

4. Unlimited

Ans:- 1

Q. How many different positions can you set for drop cap?

1. 1

2. 2

3. 4

4. 6

Ans:- 2

Q. How many ways you can save a document?

1. 3

2. 4

3. 5

4. 6

Ans:- 1

Q. What is the maximum number of lines you can set for lines to drop box?

1. 3

2. 5

3. 10

4. 15

Ans:- 3

Q. Single spacing in MS-WORD document causes _____
point line spacing?

1. 10

2. 12

3. 14

4. 16

Ans:- 2

Q. What is the default number of lines to drop for drop cap

1. 3

2. 10

3. 15

4. 20

Ans:- 1

Q. What is the maximum number of lines you can set for a drop cap?

1. 3

2. 10

3. 15

4. 20

Ans:- 2

Q. How many columns can you insert in a word document in maximum?

1. 35

2. 45

3. 55

4. 65

Ans:- 2

Q. In a document what is the maximum number of columns that can be inserted in MS Word Table?

1. 35

2. 15

3. 63

4. 65

Ans:- 3

Q. What is the maximum scale percentage available in Scale drop down box?

1. 500

2. 200

3. 100

4. 90

Ans:- 2

Q. What is the maximum font size you can apply for any character

1. 163

2. 1638

3. 16038

4. None of above

Ans:- 2

Q. Word, by default, places a tab stop at every _____ mark on the ruler.

1. .25"

2. .5"

3. .75"

4. 1"

Ans:- 2

Q. What is the default file extension for all Word documents?

1. .txts

2. .word

3. .docs

4. .docx

Ans:- 4

Q. The file type _____ indicates the file is a Word document.

1. .msw

2. .wor

3. .wrd

4. .doc

Ans:- 4

Q. What is the intersection of a column and a row on a worksheet called ?

1. Column
2. Value
3. Address
4. Cell

Ans:- 4

Q. What type of chart is useful for comparing values over categories ?

1. Pie Chart

2. Column Chart

3. Line Chart

4. Dot Graph

Ans:- 2

Q. Which function in Excel tells how many numeric entries are there ?

1. NUM

2. COUNT

3. SUM

4. CHKNUM

Ans:- 2

Q. A features that displays only the data in column (s) according to specified criteria

1. Formula
2. Sorting
3. Filtering
4. Pivot

Ans:- 3

Q. Statistical calculations and preparation of tables and graphs can be done using

1. Adobe Photoshop

2. Excel

3. Notepad

4. Power Point

Ans:- 2

Q. ASCII stands for

1. American Standard Code for Information Interchange
2. American Stable Code for International Interchange
3. American Standard Case for Institutional Interchange
4. American Standard Code for Interchange Information

Ans:- 1

Q. EBCDIC stands for

1. Extended Binary Case Decimal Interchange Code
2. Extended Bit Case Decimal Interchange Code
3. Extended Bit Cod Decimal Interchange Code
4. Extended Binary Coded Decimal Interchange Code

Ans:- 4

Q. BCD is

1. Binary Coded Digit
2. Binary Coded Decimal
3. Bit Coded Decimal
4. Bit Coded Digit

Ans:- 2

Q. Which of the following is first generation of computer

1. ICL-2900

2. CDC-1604

3. IBM-1401

4. EDSAC

Ans:- 4

Q. FORTRAN is

1. File Translation
2. Floppy Translation
3. Format Translation
4. Formula Translation

Ans:- 3

Q. Chief component of first generation computer was

1. Vacuum Tubes and Valves

2. Transistors

3. Integrated Circuits

4. All of above

Ans:- 1

Q. EEPROM stand for

1. Easily Erasable Programmable Read Only Memory
2. Electrically Erasable Programmable Read Only Memory
3. Electronic Erasable Programmable Read Only Memory
4. None of the above

Ans:- 3

Q. Second Generation computers were developed during

1. 1970 to 1990
2. 1965 to 1970
3. 1956 to 1965
4. 1949 to 1955

Ans:- 3

Q. Microprocessors as switching devices are for which generation computers

1. First Generation
2. Second Generation
3. Third Generation
4. Fourth Generation

Ans:- 4

Q. The computer size was very large in

1. First Generation
2. Second Generation
3. Third Generation
4. Fourth Generation

Ans:- 4

Q. With which of the following all formulas in excel starts ?

1. /

2. @

3. =

4. #

Ans:- 3

Q. On an excel sheet the active cell is indicated by ?

1. A dotted border
2. A dark wide border
3. A blinking border
4. By italic text

Ans:- 2

Q. What term describes explanatory text attached to a cell ?

1. Context

2. Callout

3. Dialog

4. Comment

Ans:- 4

Q. How we can view a cell comment ?

1. position the mouse pointer over the cell
2. click the comment command on the view menu
3. C click the edit comment commands on the Insert menu
4. D click the Display comment command on the window menu

Ans:- 1

Q. The default style for new data keyed in a new workbook is ?

1. Comma
2. Normal
3. Currency
4. Percent

Ans:- 2

Q. If you press ____, the cell accepts your typing as its contents ?

1. Tab
2. Ctrl+Enter
3. Enter
4. Alt+Enter

Ans:- 3

Q. Which among following is associated with excel ?

1. Graphic program
2. Word Processor
3. C Presentation
4. Spreadsheet

Ans:- 4

Q. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is ?

1. C1:10H
2. C1:H10
3. C1:H-10
4. C1:H:10

Ans:- 2

Q. You can convert existing Excel worksheet data and charts to HTML document by using the ?

1. Internet Assistant Wizard
2. Intranet Wizard
3. Import Wizard
4. Export Wizard

Ans:- 1

Q. What function displays row data in a column or column data in a row ?

1. Transpose

2. Index

3. Rows

4. Hyperlinks

Ans:- 1

Q. Except which of the following function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result ?

1. NOT
2. OR
3. IF
4. AND

Ans:- 3

Q. Macros can be executed from the which of the following menu ?

1. Format

2. Home

3. Insert

4. Tools

Ans:- 4

Q. Which file format can be added to a power point show?

1. .gif

2. .jpg

3. .wav

4. All of above

Ans:- 4

Q. How to select one hyperlink after another during a slide presentation?

1. Ctrl+K
2. Ctrl+D
3. Ctrl+H
4. Tab

Ans:- 4

Q. Which power point view works best for adding slide transition?

1. Animations
2. Chart Wizard
3. Transition Wizard
4. Auto Content Wizard

Ans:- 4

Q. Which power point view works best for adding slide transition?

1. Slide sorter view
2. Slide show view
3. Slide view
4. Notes

Ans:- 1

Q. You can edit an embedded organization chart object by ?

1. Double clicking the organization chart object.
2. Clicking edit object
3. Right clicking the chart object, then clicking edit MS-Organization Chart object.
4. A and C both

Ans:- 4

Q. Special effects used to introduce slides in a presentation are known as ?

1. transition

2. effects

3. Custom animations

4. annotations

Ans:- 1

Q. Slide sorter can be accessed from which menu?

1. View

2. Edit

3. File

4. Insert

Ans:- 1

Q. To print power point presentation, press:

1. Ctrl+P
2. Ctrl+S
3. Ctrl+Shift+P
4. Ctrl+A

Ans:- 1

Q. What would I choose to create a pre-formatted style?

1. Format
2. Slide layout
3. Slide sorter view
4. None of above

Ans:- 1

Q. What would I choose to create a pre-formatted style?

1. Format
2. Slide layout
3. Slide sorter view
4. None of above

Ans:-