STD: XII (OM/AA)   MID TERM EXAMINATION, AUGUST 2023   MARKS:20
DATE: 10 /08/2023   SUB: COMPUTER APPLICATION   TIME: 1 HR.

Instructions:

1. There are four sections in the question paper(A, B, C, D) consisting of 10 questions.

2. In section A there are four questions of which question no.1 & 2 are Multiple Choice Questions, question no. 3 to be answered in one word, phrase or figure and question no. 4 to be answered in one sentence.

3. Attempt all questions.

4. Figures to the right indicate marks alloted to each question.

5. Write the number of each question clearly on the answer book.

SECTION A

1. In Tally ERP 9, the combination key to display Company Information Menu is
_____ .   (01)

   A) Alt + C
   B) Alt + F3
   C) Alt + F1
   D) Ctrl + F3

2. The function key to select a company in Tally is _____ .   (01)

   A) F1
   B) Alt + F1
   C) Alt + F2
   D) F2

3. Name the two accounts automatically created in Tally ERP 9.   (01)
4. What is Daybook?   (01)

SECTION B

5. What are the steps of delete a ledger account in Tally ERP 9.   (02)
6. What are the steps to display a voucher?   (02)
7. Differentiate between Back up and Restore giving one point each.   (02)

SECTION C

8. What is the procedure to create a ledger "Wages A/c" in Tally ERP 9?   (03)
9. Explain the following Vouchers: (03)

   A) Purchase Voucher   B) Journal Voucher   C) Payment Voucher

SECTION D

10. Explain the Procedure to create a Company in Tally ERP 9.   (04)

—x—x—