Std: XII AA/OM   Mrks: 50
Date: 29/01/2024   Time: 2 Hrs

INSTRUCTIONS:

1. There are four sections in the question paper (A, B, C & D) consisting of 23 questions.
2. In Section A there are eight questions of which question no. 1 to 4 are Multiple Choice Questions, question no. 5 & 6 are to be answered in one word, phrase or figure and question no.7 & 8 are to be answered in one sentence each.
3. Attempt all the questions however internal choice is given for question number 20 and 23.
4. Figures to the right indicate marks allotted to each question.
5. Write the number of each question clearly on the answer book.

SECTION A

1. In Ms Excel 2013, the feature that allows the headings stay in place while you scroll down the worksheet is termed as_____.   01
   - Freezing
   - Freeze First Column
   - Freeze Top Row
   - Sorting

2. In Ms Powerpoint 2013, the view which displays the slides in miniature form is _____.   01
   - Normal
   - Slide sorter
   - Outline
   - Notes Page

3. The Goods and Service Tax which is levied on intra state transactions is_____.   01
   - Central GST
   - State GST
   - IGST
   - UGST

4. The Full from of IGST is_____   01
   - Intergrated Goods and Supply Tax
   - Intergrated Goods and Service Tax
   - Interelated Goods and Service Tax
   - Inter Goods and Service Tax

5. Name the Function key used to Change the Financial Period of the company in Tally. 01
6. Name the default view in Ms Powerpoint. 01
7. What is the use of Now function in Ms Excel 2013? 01
8. What do you mean by Restore command in Tally? 01

SECTION B

9. Write the steps to hide a row in Ms Excel 2013. 02
10. Differenciate between Worksheet and workbook giving two points each. 02
11. Write the steps to alter Stock item in Tally ERP9. 02
12. Differenciate between E-ticketing and E-Banking giving one point each. 02
13. State and explain advantages of E-commerce. 02
14. Write a short note on CGST? 02

SECTION C

15. Write steps to insert a picture in a blank slide and type the text in blank slide in Ms Powerpoint. 03
16. What are the steps to apply Data Validation for the cells in Ms Excel 2013 03
17. Write the steps to apply conditional Formatting for the data in Ms Excel 2013.(03)
18. State and explain any three components of GST. 03
19. Write the steps to create three multiple ledgers under the group " Indirect Expences" in Tally ERP9. 03
20. Write the journal entries for the following Transactions and identify the voucher names and groups. 03
    a. Commenced business with cash Rs 1,00,000 and Machinery worth Rs. 2,00,000.
    b. Paid for wages Rs. 5000
    c. Purchased Furniture worth Rs. 50,000.

OR

Explain any three vouchers used in Tally ERP9.

SECTION D

21. Explain various slide layouts available is Ms Powerpoint. 04
22. Explain the procedure to create a company in Tally ERP9. 04
23. Explain different alignments supported in MS Excel 2013 04
    OR
Explain different functions available in Ms Excel 2013.