STD:XII AA/OM   DATE: 07-07-2024

TIME: 1HR   MRKS: 20

INSTRUCTIONS:

1. All the questions are compulsory

2. There are four sections in this question paper(A, B, C & D) consisting of 10 questions.

3. In section A there are four questions of which

   ---question no.1 & 2 are multiple choice questions,

   --- question no. 3 is to be answered in one word or phrase or figure &

   --- question no. 4 is to be answeredin one sentence.

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 delete a voucher is _____.   (01)

   A) Shift+D

   B) Ctrl+D

   C) Alt+D

   D) None of the above

2. The function key to shut the company in Tally ERP 9 is _____.   (01)

   A) F1

   B) F2

   C) F3

   D) Alt+F1

3. Name the combination key to view the Balancesheet in detailed form   (01)

4. What is Backup in Tally ERP 9.   (01)

SECTION B

5. Differentiate between Payment Voucher and Receipt Voucher giving two points each.   (02)

6. Write the steps to display a Daybook.   (02)

7. What are the steps to alter stock items in Tally ERP 9.   (02)

SECTION C

8. Explain the procedure to create a voucher entry.   (03)

9. Explain the procedure to create a ledger "Rent A/c" in Tally ERP 9.   (03)

SECTION D

10. Explain the procedure to create a company in Tally ERP 9.   (04)

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