Time : 2 Hours

COMPUTER

APPLICATION

Subject Code

V	4	2	3	3

Total No. of Questions : 23　　　(Printed Pages : 4)　　　Maximum Marks : 50

INSTRUCTIONS : (*i*)　There are four sections in the question paper (A, B, C & D) consisting of 23 questions.

(*ii*)　In Section A there are eight questions of which question Nos. 1 to 4 are Multiple Choice Questions, question Nos. 5 & 6 are to be answered in one word, phrase or figure and questions Nos. 7 & 8 are to be answered in one sentence each.

(*iii*)　Attempt all the questions however internal choice is given for question numbers 20 and 23.

(*iv*)　Figures to the right indicate marks allotted to each question.

(*v*)　Write the number of each question clearly on the answer book.

Section A

1. In MS-Excel, the address of the active cell is displayed in the 1

* Name box

* Formula bar

* Status bar

* Title bar

2. In MS-PowerPoint, the default slide orientation is   1

   - Portrait

   - Landscape

   - Triangular

   - Diagonal

3. The disadvantage of online shopping is   1

   - Available 24×7

   - Better price

   - No crowd

   - Shipping problem and delay

4. Full form of SGST   1

   - State Goods and Sales Tax

   - State Goa and Service Tax

   - State Goods and Service Tax

   - State Goods and Supply Tax

5. Name the voucher used for 'Depositing cash in the Bank' in Tally.   1

6. In MS-PowerPoint, name the term used for visual effect that occurs when you move from one slide to the next during presentation.   1

7. What is the use of cell handle in MS-Excel ?   1

8. What is Day Book in Tally ?   1

Section B

9. What is the difference between 'Workbook' and 'Worksheet' ?   2

10. Write the steps to increase row height in MS-Excel.   2

11. Write the steps to display 'Profit & Loss A/c' in Tally.   2

12. Explain any *two* E-Commerce business model.   2

13. Write any *four* advantages of online banking.   2

14. Write the steps to view GSTR-2 report in Tally.   2

Section C

15. Write the steps to insert table consisting of '3 columns' and '5 rows' in MS-PowerPoint.   3

16. Explain any *three* components of GST.   3

17. Explain any *three* functions supported in MS-Excel.   3

18. Write the steps to insert 'Column Chart' in MS-Excel.   3

19. Write the steps to delete ledger 'Furniture A/c' in Tally.   3

20. Write the steps to alter 'Unit of Measure' in Tally.   3

Or

Write the 'Journal Entry' and 'Voucher' to enter the following transactions in Tally :

(1) Paid Electricity Charges ₹ 1,000/- by Cash.

(2) Sold goods to M/s Shivam Traders on credit ₹ 50,000/-.

Section D

21. Explain any *four* slide views available in MS-PowerPoint. 4

22. Write the steps to create company in Tally. 4

23. Write the steps to set 'Data Validation' in MS-Excel for marks in a range of '0–20'. 4

Or

Write the steps to 'Protect Worksheet' in MS-Excel.