

Modular Employable Skills

Accounts Assistant Using Tally

Max. Time: 1 Hour

Theory Paper

Max. Marks: 50 Marks

Name of VTP/TC: -

Name of Candidate: - Father's name: -

Assessment Batch Number: - Candidate ID: -

(Date & Signature of Candidate)
Signature Assessor)

(Date &

Section-A

Multiple Choice Questions (MCQ).

30*1

1. What is the full form of http?

- a) HyperText Transmission Protocol
- b) HyperText Transfer Protocol
- c) HyperTerminal Transport Protocol
- d) HyperTerminal Transfer Protocol

2. IRC stands for

- a) Internet Related Chat
- b) Internet Relay Chat
- c) Internet Related Content
- d) None of the above

3. What are the uses of the Internet?

- a) Communication
- b) Information Retrieval
- c) Presentation of Information
- d) All of the above

4. “.net “ domain is used for

- a) educational institution
- b) Internet infrastructure and service providers
- c) International organizations
- d) None Of the above

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5. SEO stands for

- a) Search engine Operation
- b) Search engine Optimization
- c) None of these
- d) Search entry Optimization

6. Full form of POP

- a) Post Operational Protocol
- b) Post Office Protocol
- c) Preliminary Operational Protocol
- d) None of these

7. The output quality of Printer is measured by

- a) Dot per inch
- b) Dot per sq. inch
- c) dots printed per unit time
- d) all the above

8. World wide web was proposed by

- a) Bill Gates
- b) ARPANET
- c) Tim Berners-Lee
- d) Bill Rogers

9. What are the uses of the Internet?

- a) Communication
- b) Information Retrieval
- c) Presentation of Information
- d) All of the above

10. ----- command is used to print voucher

- a) F3
- b) Print
- c) Print Voucher
- d) none of these

11. The Function key to activate contra voucher is -----

- a) F3
- b) F4
- c) F2
- d) F6

12. Cash book is ruled like -----

- a) Ledger Account
- b) Saving account
- c) Fixed account
- d) None of these

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13. Expense incurred on administration come under -----expense group

- a) Direct
- b) Indirect
- c) Default
- d) None of these

14. Debit is in the ----- side of the account (Right)

- a) Right
- b) Left
- c) End
- d) None of these

15. Tally is a ----- software

- a) ERP
- b) Financial Database
- c) Accounting
- d) Recording

16. Comparing ratios of different months are called -----

- a) Comparison Analysis
- b) Ageing Analysis
- c) Stock Ageing Analysis
- d) Ratio Analysis

17. The irrecoverable debts are known as -----

- a) Debts
- b) Bad debts
- c) Good Debts
- d) Irrecoverable Debt

18. Sales Returns are entered in the ----- book

- a) Inventory book
- b) Account Book
- c) Income Book
- d) Sales Day Book

19. Loans and advances received are -----

- a) Assets
- b) Income
- c) Liabilities
- d) None of these

20. Ctrl + V is used to delete a file

- a) True
- b) false

21. Alt + f10 is used for physical stock

- a) True
- b) False

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22. Secured loans are in liabilities

- a) True
- b) False

23. E-Commerce stands for

- a) Electric Commerce
- b) Electrical Commerce
- c) E-mail Commerce
- d) None of these

24. Which of the following is not a type of cyber crime?

- a) Hacking
- b) Phishing
- c) Cyber Stalking
- d) Surfing Websites

25. Which of the following is a Safe Browsing technique

- a) Evaluating Your Web Browser's Security Settings
- b) Shopping Safely Online
- c) Web Site Certificates
- d) All of these

26. Which of the following is not a threat

- a) Spyware
- b) Shareware
- c) Scareware
- d) Adware

27. Full form of Virus is

- a) Vital Information Resource under siege
- b) Virtual Information Resource under store
- c) Vital Information reserve under siege
- d) Very Important Resource under siege

28. Which amongst the following is not an effective security measure?

- a) User Authentication
- b) Anti virus
- c) Biometrics
- d) Using USBs always

29. Which of the following is not an offense under IT Act

- a) E-Mail Spoofing
- b) Identity Theft
- c) Spreading Virus and worms
- d)) Surfing

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30. Which of the following is not an Internet Marketing Technique?

- a) Search Engine Marketing
- b) E-mail Marketing
- c) Social Media Marketing
- d) Texting

Section- B

Fill in the Blank.

5*1

- 31. URL stands for_____
- 32. _____ programs are automatically loaded and operates as a part of browser
- 33. Computer that requests the resources or data from other computer is called -----
- 34. Main storage is also called _____
- 35. We get list of sites after typing a word in search bar calle _____

True/False.

5*1

- 36. Web Downloading Utilities are programs that automatically connect to web sites and download documents and save them to local drives _____
- 37. Malware is not considered as a type of Security Threat _____
- 38. After copying the content the text can be pasted only once _____
- 39. Search Engines maintain heavy database of keywords and URLs _____
- 40. Gmail is an example of Social networking site _____

Match the following

5*1

- | | |
|---------------------------------|-------------------|
| 41. Alta Vista | Cyber Crime |
| 42. Trojan Horse | Anti virus |
| 43. Electronic Money Laundering | Security Threat |
| 44. Format Painter | Search Engine |
| 45. Bit Defender | Tool in MS office |

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One word/Line Answers required

5*1

46. What is a function inside another function called in Excel?
47. What is the full form of VAT?
48. What does http stand for?
49. How do we start a formula in Excel?
50. What is the full form of GAISP?