

MODULE - I
MS OFFICE
(Max. Marks: 10)

- I. Choose the correct answer. Each carries 1 mark. (5 × 1 = 5)**
- The keyboard shortcut to open the Font Dialog Box in MS Word is _____.
(a) Ctrl + D (b) Ctrl + F (c) Ctrl + Alt + D
 - The Slide Layout can be changed in MS PowerPoint by using the _____ command in Slides Group.
(a) Layout (b) Template (c) None of these
 - _____ function in MS Excel returns the current date and time.
(a) Today() (b) Now() (c) CurrentDate()
 - In MS Word _____ feature helps to create a list in a document.
(a) Word Art (b) Word Wrap (c) Bullets and Numbering
 - Which function in MS Excel checks whether the condition is true or not _____.
(a) IF() (b) COUNT() (c) Average ()
- II. State whether True or False. Each carries 1 mark. (5 × 1 = 5)**
- In MS Excel, functions are predefined formulas that perform calculations by using specific values in a particular order.
 - A triple-click within the paragraph will select the entire paragraph.
 - CTRL+B, CTRL+I, and CTRL+U are all shortcut keys for formatting paragraphs.
 - In MS PowerPoint, the Themes could be found under the Design Tab.
 - The keyboard shortcut to save a document is Ctrl + W.

MANUAL ACCOUNTING
(Max. Marks: 10)

- III. Journalize the following transaction. Each carries 1 mark. (5 × 1 = 5)**
- Mr. Mohan started business with cash Rs. 10,00,000.
 - Deposited cash in IOB Bank Rs. 6,00,000.
 - Purchase goods from Calicut traders on credit Rs. 75,000.
 - Commission paid to executives Rs. 5,000.
 - Rent for the month due but not paid Rs. 15,000.
- IV. Answer the following. Each carries 2.5 marks. (2 × 2.5 = 5)**
- What do you mean by Prepaid Expenses? Write a journal entry for it.
 - Briefly explain the three major classification of Liabilities.

MODULE - II
TALLY
(Max. Marks: 20)

- V. Choose the correct answer. Each carries 1 mark. (10 × 1 = 10)**
- The function key used to change the system date in Tally is _____.
(a) F1 (b) F2 (c) F3
 - The tax IGST is charged by _____ Government.
(a) Central (b) State (c) Concern Department
 - The process of consolidating the accounts of two or more companies in to a single company is called _____.
(a) Close company (b) Shut company (c) Group Company

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In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Difa Model Question Paper**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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