

G-TEC COMPUTER EDUCATION

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DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (DIFA)

	tal Time: 3 Hrs.		Max. Marks: 100
		MODULE - I	
		MS OFFICE	
	hoose the correct answer. Each	(Max. Marks: 10)	(5 x 1 = 5)
16.0			
	 The keyboard shortcut to ope 		
	(a) Ctrl + D	(b) Ctrl + F	(c) Ctrl + Alt + D
	The Slide Layout can be chan Group.	ged in MS PowerPoint by usi	ng the command in Slide:
	(a) Layout	(b) Template	(c) None of these
	3. function in MS Exc		nd time.
	(a) Today()	(b) Now()	(c) CurrentDate()
	4. In MS Word feature	helps to create a list in a doc	ument.
	(a) Word Art	(b) Word Wrap	(c) Bullets and Numbering
	5. Which function in MS Excel cl		
	(a) IF()	(b) COUNT()	(c) Average ()
SI	tate whether True or False. Each	carries 1 mark.	$(5 \times 1 = 5)$
	6. In MS Excel functions are o	redefined formulas that per	form calculations by using specific
	values in a particular order.		The second second second second
	7. A triple-click within the paras	raph will select the entire pa	ragraph.
	8. CTRL+B, CTRL+I, and CTRL+U		
	9. In MS PowerPoint, the Thems	es could be found under the	Design Tab.
2	10. The keyboard shortcut to say	e a document is Ctrl + W.	atomte &
		MANUAL ACCOUNTING	HUHHI II OC
		(Max. Marks: 10)	
. Ac	ournalize the following transacti		(COC(5x1+5)
	11. Mr. Mohan started business with cash Rs. 10.00.000.		
- 3	12. Deposited cash in IOB Bank Rs. 6.00.000.		
- 3	13. Purchase goods from Calicut traders on credit Rs. 75.000.		
- 5			
1			
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