

X B C E  
(INDIA)

## Xavier Board for Computer Education (India)

Roll No :

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NAME \_\_\_\_\_

Time: 1hr 30 Minutes

FM: 60

### READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY

1. Write your roll Number and Name in the appropriate place.
2. All answers of Part A should be answered only in the question paper.
3. Write answers of Part-B in the answer sheet provided.
4. You are expected to complete the exam in the prescribed time and handover the question paper and answer sheet to the invigilator.
5. In case of malpractice, the exam will be cancelled and the person will be debarred from appearing for other exams.

### PART - [A]

All Questions Are Compulsory

#### A) FILL IN THE BLANKS [10 marks]



1. Investment is a ----- asset?
2. The Profit and Loss account is also known as -----?
3. \_\_\_\_ is the default godown in Tally?
4. Interest given to bank such expenses comes under \_\_\_\_ Group?
5. \_\_\_\_ is the short cut key for calculator in Tally?
6. \_\_\_\_\_ is the major source of revenue of any business?
7. Stock items can be viewed through ----- books?
8. \_\_\_\_ Shortcut key is used cancel any voucher in Tally?
9. Bank account is a ----- account?
10. Discount allowed is an -----?

#### B) TRUE OR FALSE [10 marks]

1. Inventory is related to stock?
2. Tally allows deletion of Ledger having Entries recorded in that?
3. Tally does not provide calculator?
4. All credit purchases of goods are entered Purchase Daybook?
5. Sales Voucher is used to record goods sold on cash?
6. On payment of salary to employee salary account is debited?
7. Posting is related to ledger?

8. In accounting accounts are 3 types?
9. Discount received is a -----?
10. Maintain is the compulsory entry for creating company?

**C) Match the Following [10 marks]**

**A**

- 1) Print a voucher
- 2) VAT
- 3) Cancel a voucher
- 4) Delete a master
- 5) ALT + 2

**B**

- a) ALT+D
- b) Duplicate a voucher
- c) Indirect tax
- d) ALT + X
- e) CTRL + P

**Answer Sheet For Part [A]**

**(A)**

1. <input style="width: 100%; height: 30px;" type="text"/>	2. <input style="width: 100%; height: 30px;" type="text"/>	3. <input style="width: 100%; height: 30px;" type="text"/>
4. <input style="width: 100%; height: 30px;" type="text"/>	5. <input style="width: 100%; height: 30px;" type="text"/>	6. <input style="width: 100%; height: 30px;" type="text"/>
7. <input style="width: 100%; height: 30px;" type="text"/>	8. <input style="width: 100%; height: 30px;" type="text"/>	9. <input style="width: 100%; height: 30px;" type="text"/>
10. <input style="width: 100%; height: 30px;" type="text"/>		



**(B)**

1.  2.  3.  4.  5.  6.  7.  8.  9.  10.

**(C)**

1.  2.  3.  4.  5.

**PART - [B]**

**D) Write the Answers (Within 5 Sentences) [15marks]**

1. How you can change the amount entered in a Day Book?
2. Explain Different types of transactions?
3. Explain Direct Expenses with examples?
4. Explain Assets and Liabilities?
5. What are different types of accounts with examples?

**E) Answer the following questions [15marks]**

1. Explain How to create a company details in Tally?
2. Explain Accounting features and Inventory features in Tally

