



Exam Code: G-DIFA /IAB/MQP1222

Total Time: 3 Hrs.

Max. Marks: 100

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

- I. Choose the correct answer. Each carries 1 mark. [5 x 1 = 5]**
- Portrait and Landscape are \_\_\_\_\_.  
(a) Page Orientations (b) Paper Sizes (c) Page Layouts
  - Which of the following are valid Minimum and Maximum zoom sizes in MS Word?  
(a) 10, 100 (b) 10, 500 (c) 10, 1000
  - Cut, Copy and Paste is in \_\_\_\_\_ Group of the Home Tab.  
(a) Font (b) Page Setup (c) Clipboard
  - In MS Excel to protect a worksheet, you can choose the option from \_\_\_\_\_ menu.  
(a) Review (b) Format (c) Edit
  - The File that consists of readymade styles that we can easily use for our presentation is known as \_\_\_\_\_.  
(a) Template (b) Wizard (c) AutoStyle
- II. State whether True or False. Each carries 1 mark. [5 x 1 = 5]**
- CTRL+B, CTRL+I, and CTRL+U are all short out keys for formatting paragraphs.
  - The total number of columns in MS Excel is 257.
  - MS Power Point is a Spreadsheet program.
  - In MS Word, print option is in File menu.
  - A triple-click within the paragraph will select the entire paragraph.

**MANUAL ACCOUNTING  
(Max. Marks: 10)**

- III. Journalize the following transaction. Each carries 1 mark. [5 x 1 = 5]**
- Mr. Sagar started business with cash Rs. 10,00,000.
  - Bought Machinery for Rs. 35,000.
  - Purchase Goods from M/s Meera Enterprises for Rs. 75,000 on credit.
  - Sold Goods to JK Traders Rs. 58,000 on credit.
  - Salary paid by cash Rs. 12,000.
- IV. Answer the following. Each carries 2.5 marks. [2 x 2.5 = 5]**
- What do you mean by Prepaid Expenses? Write a journal entry for it.
  - What are the three different classes of accounting? Explain briefly.

**MODULE - II  
TALLY  
(Max. Marks: 20)**

- V. Choose the correct answer. Each carries 1 mark. [10 x 1 = 10]**
- 'Dozen of 12 numbers' is an example for \_\_\_\_\_.  
(a) Simple Unit (b) Compound unit (c) Alternative unit
  - \_\_\_\_\_ feature in Tally Prime helps in tracking outstanding bills and sending reminders on time to customers.  
(a) Enable Bill-wise Entry (b) Maintain Invoice Details (c) Tally Bill-wise details
  - The \_\_\_\_\_ feature in Tally Prime facilitates maintenance of records and processes that are fundamental to effective recording of accounting transactions for timely payments.  
(a) Cash (b) Payment (c) Banking

# Iab Difa Model Question Papers

**Emilie Sanchez**



**Iab Difa Model Question Papers:**

## **Iab Difa Model Question Papers** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Iab Difa Model Question Papers**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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