

G-TEC COMPUTER EDUCATION

ISO 9001:2015 CERTIFIED



DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (DIFA)

Exam Code: G-DIFA/IAB/MQP/0223 Total Time: 3 Hrs. Max. Marks: 100 MODULE - I MIS OFFICE (Max. Marks: 10) Choose the correct answer. Each carries 1 mark. $(5 \times 1 = 5)$ 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. (c) CurrentDate() (a) Todavi) (b) Now() 4. In MS Word feature helps to create a list in a document. (a) Word Art (b) Word Wrap (c) Bullets and Numbering 5. 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. $(5 \times 1 = 5)$ 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. 8. 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 (Marks: 10) III. Journalize the following transaction. Each carries 1 mark. 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. $(2 \times 2.5 = 5)$ 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. $(10 \times 1 = 10)$ 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. (b) State (c) Concern Department (a) Central 20. 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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