q_desc	op1	op2	op3	op4	ans
In Word , Page layout tab includes _____.	Create	Show	Paragraph	Tables	C
Page Setup group includes _____options.	Orientation	Breaks	Hyphenation	All of These	D
Margins define the amount of _____ that appears at the top, bottom, left and right edges of our document.	Extra space	White space	Blank space	No space	B
_____ margin setting adds extra space to the side margin or top margin of a document that we plan to bind.	Page	Gutter	Semi Extra	Adjust	B
Portrait means _____	Vertical	Horizontal	Both A and B	Nither A Nor B	A
Business correspondence uses _____page size which is the default page size in Word.	8 1/2 by 11	8 1/2 by 10	8 1/4 by 10	None	A
In News letters _____option is used to splits the text into two or more areas and also available in word .	Row	Columns	Both A and B	Nither A Nor B	B
what feature in word allows you to track changes made to a document	track change	comments	document inspector	compare	A
_____page Section break inserts the section break and then starts the new section on the next odd or even numbered page.	Even or Odd	Continuous	Next Page	New Page	A
According to Add line numbers, Table is counted as one line.	TRUE	FALSE	Can't Say	None	A
Ctrl + A is used for _____	Delet All	Select All	Unselect All	None	B
which of the following sortcuts will bold the selected text	CTRL+ B	CTRL+ I	CTRL+ U	CTRL+ E	A
Page Background includes _____.	Watermark	Page Color	Page Borders	All of These	D

Question	A	B	C	D	Answer
_____Text flows around the image and hugs its shape.	Tight	Through	Behind Text:	None	A
In word,which view is best for reading a document without distractions	Prient layout	Web layout	Read mode	Outline view	C
Mailing Tab includes _____.	Create	Start Mail Merge	Preview Results	All of These	D
Create Group includes _____.	Envelopes	Labels	Both A and B	Nither A Nor B	C
Start Mail Merge group includes_____.	Start Mail Merge	Select Recipients	Edit Recipient List	All of These	D
Mail Merge Data Base list extension is _____	.accdb	.mdb	Both A and B	Nither A Nor B	B
Address block appears which dialoge box?	Insert Address block	Address block	Field Block	None	A
REFERENCES TAB includes _____.	Table of Contents	Captions	Both A and B	Nither A Nor B	C
Table of Contents Group not includes _____.	Table of Contents	Add Text	Update Table	Insert Text	D
Alt+W is used for which Tab?	Data	Insert	View	Page Layout	C
How do you create a new document in word using office 365	File>>new	Home>>new	Insert>>new	File>>opeb	A
How can you access a previously saved document quickly in word	File>>open	File>>recent	Home>>recent	Insert>>open recent	B

In word ,how can you adjust the line spacing of a paragraph	Hometab>line and paragraph spacing	Layout >spacing	Design tab > speacing options	View tab > Line Spacing	A
Show group includes_____.	Ruler	Gridlines	Navigation Pane	All of These	D
Navigation Pane provides _____ views by clicking on their respective tabs at the top of the Navigation Pane.	1	2	3	4	C
_____ is a series of commands that we can use to automate a repeated task and can be run when we have to perform the task.	Macro	Consolidation	What if Analyse	None	A
While Naming a Macro user cannot use_____	Space	@	%	All of These	D
Which of the following Tab is not avalibale in Ms-PowerPoint?	Home	Page Layout	View	Design	B
Which tab is not available on left panel when you open a presentation?	Outline	Slides	Notes	All of the above	C
PowerPoint presentations are widely used as___.	Note outlines for teachers	Project presentations by students	Communication of planning	All of the above	D
In slide layout panel how many layouts are available for text layout by default?	4	7	12	None of the above	A
What PowerPoint feature will you use to apply motion effects to different objects of a slide?	Slide Transition	Slide Design	Animation Objects	Animation Scheme	D
What feature will you use to apply motion effects in between a slide exits and another enters?	Slide Transition	Slide Design	Animation Objects	Animation Scheme	A

_____ is a template used to create consistent layouts throughout the MS PowerPoint presentation.	Notes Master	Slide Master	Handout Master	Clip Art	B
In MS-PowerPoint, Default Page Orientation is _____	Portrait	Landscape	Both A and B	NONE	B
Want your logo in the same position on every slide, automatically, Insert it on the _____ in PowerPoint.	Handout master	Notes master	Slide master	All of the above	C
Objects on the slide that hold text are called _____.	Placeholders	Object holders	Auto layouts	Text holders	A
____ is use to apply formatting from text, shapes and pictures to another selection in Ms-PowerPoint.	Format Painter	Copy	Styles	None of the above	A
Which of the following group is not avalibale in Home tab of Ms-PowerPoint?	Clipboard	Slides	Alignment	Font	C
How many groups we have in Insert tab of Ms-PowerPoint?	6	7	8	9	B
In PowerPoint, you can use _____ to launch any other Presentation, Application or Website from your presentation.	Styles	Action button	Object Linking	None of the above	B
You can modify the background of a PowerPoint presentation by using _____ Tab.	Design	Insert	Transitions	Slide Show	A
The special effects used to introduce slides in a presentation are called_____in PowerPoint.	Effects	Custom animations	Transitions	Present animations	C
What is a motion path in PowerPoint?	A type of animation entrance effect	A method of advancing slides	A method of moving items on a slide	All of the above	C

Question	A	B	C	D	Answer
Which of the following should you use if you want all the slide in the presentation to have the same "look"?	The slide layout option	Add a slide option	Outline view	A presentation design template	D
In order to edit a chart, you can _____ in PowerPoint.	Delete and create new	Click and drag the chart object	Double click the chart object	Click the chart object	C
Which by default theme was appliyed on the slides in Ms-PowerPoint?	Apex Theme	Office Theme	Angels Theme	None of the above	B
Slide Orientation option available in which group of Design tab in PowerPoint?	Themes	Background	Page Setup	Page Layout	C
How the information is arranged on the slide is controlled by _____ in PowerPoint?	Slide layouts	Background	Themes	Slide Master	A
The presentation inherits various design elements as well as prewritten content that's stored in the template called _____.	Background	Slide layouts	Themes	Effects	C
Slide layout option available in ____ group of Home tab in Ms-PowePoint.	Slides	Font	Editing	Clipboard	A
The Powerpoint presentation can be saved using the shortcut key.	Ctrl+S	Shift+F12	Both A & B	Ctrl+F3	C
Which of the following is not a view of Powerpoint?	Normal View	Slide Sorter View	Notes Page View	Outline View	D
Which of them is not a part of PowerPoint Ribbon?	Home	Design	Tool	Slide Show	C

By default , Save, Undo and Redo appear on the Quick Access Toolbar	TRUE	FALSE			A
The very bottom of the screen is the _____, which tells about the slide that is currently displayed.	Notes	Status bar	Task Bar	Navigation Pane	B
What is the Shortcut key of Hyperlink in Ms-PowerPoint?	Ctrl+H	Ctrl+L	Ctrl+K	None	C
What is the default row height in Excel?	12.75	15	20	25	A
Which of the following charts is best for showing trends over time?	Pie Chart	Line Chart	Bar Chart	Scatter Plot	B
How do you freeze the top row in Excel?	View > Freeze Panes > Freeze Top Row	Insert > Freeze Top Row	Data > Freeze Top Row	File > Freeze Top Row	A
Which of the following is not a valid data type in Excel?	Number	Text	Picture	Date	C
Which Excel function will display the current date?	NOW()	DATE()	TODAY()	CURRENT()	C
Which chart type is best for comparing parts of a whole?	Bar Chart	Pie Chart	Line Chart	Area Chart	B
How do you remove the content of a cell in Excel?	Press Delete	Press Backspace	Right-click and choose Clear Contents	All of the above	D
What is the purpose of the TEXT function in Excel?	To convert a number to text	To change the font style	To extract text from a string	To combine text from multiple cells	A

Which of the following is a valid cell reference in Excel?	A1	1A	AA1	Both A and C	D
Which function will return the number of characters in a text string?	LEN()	LENGTH()	COUNT()	CHAR()	A
How do you insert a comment in an Excel cell?	Review > New Comment	Home > New Comment	Insert > New Comment	Data > New Comment	A
How do you highlight cells that meet a specific condition?	Use Conditional Formatting	Use Data Validation	Use Format Painter	Use Sorting	A
Which of the following is not a type of Sparkline in Excel?	Line	Column	Win/Loss	Bar	D
How do you protect a worksheet in Excel?	Review > Protect Sheet	Home > Protect Sheet	Data > Protect Sheet	File > Protect Sheet	A
How can you change the width of a column in Excel?	Right-click the column header and select "Column Width"	Double-click the column boundary on the right side	Drag the column boundary on the right side of the column header	All of the above	D
What is the purpose of the SUBTOTAL function in Excel?	To calculate the total of a range	To calculate the total based on a specific function	To calculate the sum of a filtered range	Both B and C	D

What does the MOD function do in Excel?	Returns the remainder after a number is divided by a divisor	Modifies the value of a cell	Multiplies the value of a cell by a specified factor	Returns the modulus of a number	A
How do you delete a worksheet in Excel?	Right-click the sheet tab and select Delete	Home > Delete > Delete Sheet	File > Delete > Delete Sheet	Data > Delete > Delete Sheet	A
Which of the following is used to combine multiple cells into one?	Merge & Center	Group	Consolidate	Combine Cells	A
What is a common use case for filtering data in Excel?	To find specific records in a large dataset	To create new formulas	To change cell colors	To insert new columns	A
How can you filter a list to show only items that have not been reviewed?	Use Text Filters > Does Not Contain	Use Number Filters > Less Than	Use Date Filters > Before	Use Custom Filters > Is Empty	D
Which feature allows you to filter for duplicates or unique values?	Remove Duplicates	Text Filters > Custom Filter	Number Filters > Top 10	Filter by Color	A

What is the purpose of the "Advanced Filter" feature in Excel?	To apply complex criteria and copy filtered data to another location	To format cells with specific rules	To sort data	To create charts	A
Which option would you use to filter for values within a specific date range?	Date Filters > Between	Number Filters > Greater Than	Text Filters > Contains	Custom Filters > Date Range	A
Which filter option is used to filter data based on cell color or font color?	Filter by Color	Custom Filter	Text Filter	Number Filter	A
What is the primary purpose of E-PAN registration in India?	To apply for a passport	To obtain a unique identification number	To streamline the taxation process	To access government healthcare services	C
Which of the following is required to apply for E-PAN?	Aadhar Card	Voter ID	Driving Licence	Passport	A
Which website should you visit to initiate income tax registration?	https://www.incometax.gov	https://www.taxregistration.gov	https://www.irs.gov	https://www.taxportal.in	A
What is the last step to complete income tax registration?	Confirm OTP	Provide Aadhar number	Set a personalized message	Click on Cancel	A

Question	A	B	C	D	Ans
Who is Eligible for ITR-1 filling ?	Individuals with income from Business and Profession	Individuals with income from Salary,One House Property and Other Sources(Excluding winnings from from Lottery and Income from Race Horses)	Non Resident Individual	Individual with agricultural income exceeding 5000	B
AIS Stands for	Annual Information Statement	Assessees Information Statement	Accounting Information Statement	None of the above	A
Which of the following is a Popular Tax Software used for Income tax Filing ?	COMPUTAX SOFTWARE	WINMAN SOFTWARE	CA-ERP	All of these	D
Who is responsible for generating the e-Way Bill?	The consignee.	The Transporter	The consignor (supplier).	The buyer.	C
What does GST TRN stand for?	Goods and Services Tax Transaction Reference Number	Goods and Services Tax Taxpayer Registration Number	Goods and Services Tax Transaction Reporting Number	Goods and Services Tax Refund Number	B

What information is typically required when applying for a GST TRN?	Passport number and date of birth	Business name, address, and PAN (Permanent Account Number)	Driver's license and vehicle registration details	Educational qualifications and employment history	B
Which of the following statements is correct regarding the GST registration process in India?	GST registration is mandatory only for businesses with an annual turnover exceeding ?10 lakhs.	A business must apply for GST registration within 30 days of crossing the threshold limit of ?40 lakhs in turnover.	An existing VAT or service tax registered business must obtain a separate GST registration.	The GST registration process requires only the submission of a PAN card and proof of address.	B
Which of the following is the official website for GST registration in India?	www.gstindia.gov.in	www.gst.gov.in	www.india.gov.in/gst	www.gstregistration.in	B
What does "PPOB" stand for in GST registration?	Principal Place of Business	Primary Point of Business	Professional Place of Business	Personal Place of Business.	A
What is the purpose of the HSN or SAC codes in the "Goods and Services" section?	To verify the business	To calculate taxes	To classify products and services	To provide contact information	C

Question	A	B	C	D	Answer
Which of the following statements is TRUE regarding filing a Nil Tax Return under GST?	A Nil Tax Return must be filed even if there are no transactions or no tax liability during the tax period.	Filing a Nil Tax Return is optional and only required if there are transactions but no tax liability.	Nil Tax Returns are filed using a separate form that is not available on the GST portal.	Businesses with zero tax liability are exempt from filing any GST returns.	A
Why is it important to file a Nil Return under GST even when there are no transactions to Report?	To receive a refund from the government	To avoid paying a late filing fee	To maintain compliance with tax regulations	To report exempt transactions	C
When is a GST Nil Return typically required to be filed?	Weekly	Monthly	Quaterly	Half Yearly	B
What is the primary purpose of filing GSTR-1 under the Goods and Services Tax (GST) system?	To report the inward supplies of goods and services.	To declare the output tax liability and claim input tax credits.	To provide details of outward supplies (sales) made during the tax period.	To report the details of tax payments made to the government.	C

In GSTR-1 B2C large applicable for	Inter-state outward supplies to an unregistered person having an invoice value greater than 250000	Intra-state outward supplies to an unregistered person having an invoice value greater than 250000	Intra-state outward supplies to an unregistered person having an invoice value greater than 500000	None of above	A
What is the purpose of Input Tax Credit (ITC) in GSTR-3B?	To claim a refund from the government	To report GST paid on outward supplies	To offset GST paid on purchases against GST collected on sales	To calculate penalties for late filing	C
Which section of GSTR-3B is used to report the summary of inward supplies subject to the reverse charge mechanism (RCM)?	Section A: Outward Supplies and Tax Liability	Section B: Inward Supplies Attracting RCM	Section C: ITC Claimed and Reversed	Section D: Tax Liability and ITC Reconciliation	B
How can you import data into the GST Offl ine Tool?	Manually enter data only	Import data only from Excel	Both manually enter data and import data from Excel	None of the above	C

What is the primary purpose of registering in EPF	Providing unemployment benefits	Offering health insurance to employees	Promoting employee savings for retirement	Funding employee training programs	C
How many digits does the UAN (Universal Account Number) consist of?	16	11	12	14	C
What is the primary purpose of ESI registration?	Providing unemployment benefits	Promoting employee savings for retirement	Offering health insurance to employees	Funding employee training programs	C
What is the primary key used for in a table?	To sort the data	To uniquely identify records	To connect forms	To format text	B
What does a query allow you to do in Access?	Sort and filter data	Enter new records	Print data	Design forms	A
What is the file extension for an Access database?	.xls	.accdb	.docx	.mdb	B
Which of the following is not an object in Access?	Table	Spreadsheet	Query	Form	B
How can you enforce referential integrity between two tables?	Create a primary key	Use a form	Create a relationship between the tables	Create a query	C
In Access, what is the purpose of a form?	To display and enter data	To store large data	To generate reports	To perform calculations	A
Which view is used to create or modify a table structure in Access?	Datasheet View	Design View	Report View	Form View	B

Question	A	B	C	D	Ans
Which of the following is NOT a valid data type in Access?	AutoNumber	Currency	Graphic	Yes/No	C
What is the purpose of the Report object in Access?	To view or print data in a formatted way	To create tables	To input data	To delete data	A
In an Access query, which operator is used for wildcard searches?	%	&	#	*	D
Which short cut key is use to switch between field name and field property in table design?	Ctrl + Q	F6	Ctrl + Enter	Alt + Q	B
What is the maximum number of characters for a Short Text field in Access?	50	100	255	512	C
Which object in Access retrieves specific data by filtering based on certain criteria?	Table	Form	Report	Query	D
How can you create a one-to-many relationship between two tables in Access?	Connect two forms	Use a primary key and foreign key	Use queries	Use macros	B
What is the default view for entering data into a table in Access?	Form View	Datasheet View	Report View	Design View	B
What is the purpose of the AutoNumber data type?	To enter numeric data	To create a unique identifier automatically	To generate random numbers	To manage large numbers	B
Which part of the database stores the actual data in Access?	Reports	Queries	Tables	Forms	C
Which is not a type of join in Access?	Inner Join	Outer Join	Cross Join	Self Join	C

How can you prevent duplicate records in an Access table?	Use a primary key	Use a form	Run a query	Use a report	A
Which section of an Access report is used for page headers?	Report Header	Group Header	Page Header	Detail	C
What is the maximum number of fields that can be included in an Access query?	100	255	512	1000	B
Which key is used to navigate between records in Access?	F1	Tab	F11	Arrow Keys	D
In Access, a "form" is typically used to:	Input, modify, and display data	Summarize data	Print data	Store large amounts of data	A
In which section of an Access report would you place totals or summaries?	Page Footer	Report Footer	Group Header	Detail	B
What is the relationship between a primary key and a foreign key in Access?	One-to-One	One-to-Many	Many-to-Many	No relationship	B
Which operator is used to select records with values within a specified range in Access queries?	LIKE	BETWEEN	IN	IS NULL	B
Which function can be used in queries to perform calculations in Access?	COUNT	SUM	AVG	All of the above	D
In a table, a primary key:	Can be left blank	Must contain unique values	Can contain duplicate values	Can be a calculated field	B
In Access, what does the "Yes/No" data type store?	Numeric values	True/False or Boolean values	Long text values	Dates	B

What is a parameter query in Access?	A query that asks for input before execution	A query that uses only pre-defined criteria	A query that runs automatically	A query that creates a report	A
What is the purpose of the "Group By" clause in an Access query?	To sort the results	To summarize data	To format reports	To join tables	B
How can you filter data in an Access table?	By using a macro	By using a filter option in the datasheet view	By creating a report	By using the navigation pane	B
Which data type would you use to store large blocks of text in Access?	Short Text	Long Text	Number	OLE object	B
What does SQL stand for?	Sequential Query Language	Structured Query Language	Standard Query Language	Simple Query Language	B
Which SQL statement is used to retrieve data from a database?	GET	SELECT	RETRIEVE	SHOW	B
What is the correct SQL keyword to select all columns from a table?	SELECT #	SELECT ALL	SELECT *	SELECT COLUMN	C
Which SQL clause is used to filter the results of a SELECT query?	WHERE	HAVING	ORDER BY	FROM	A
In SQL, which operator is used to search for a specific pattern?	IN	BETWEEN	LIKE	=	C
Which SQL function is used to return the total number of rows in a table?	COUNT()	SUM()	MAX()	AVG()	A

Question	A	B	C	D	Answer
What is the correct SQL statement to retrieve all rows where the value of "Salary" is between 50,000 and 100,000?	SELECT * FROM Employees WHERE Salary LIKE 50000 AND 100000;	SELECT * FROM Employees WHERE Salary IN (50000, 100000);	SELECT * FROM Employees WHERE Salary BETWEEN 50000 AND 100000;	SELECT * FROM Employees WHERE Salary >= 50000 OR <= 100000;	C
Which SQL clause is used to sort the result-set?	SORT BY	ORDER BY	GROUP BY	HAVING	B
Which of the following file types can you import into Access?	Excel (.xlsx)	Text files (.txt or .csv)	XML files (.xml)	All of the above	D
Which wizard in Access helps you import data from an Excel file?	Import Wizard	Excel Import Wizard	Data Connection Wizard	Spreadsheet Wizard	B
When importing data from Excel into Access, what does Access do if the data contains an existing primary key?	Access will generate a new primary key	Access will ignore the primary key	Access will let you choose to append or replace the data	Access will create a new table	C
What is the most common file format used when importing plain text data into Access?	.docx	.xlsx	.txt or .csv	.pdf	C

Question	A	B	C	D	Answer
What does the "Append" option do when importing data into an existing table in Access?	Deletes the existing data and replaces it with the new data	Adds the new data to the end of the existing table	Updates the existing data	Combines both tables into one new table	B
Which of the following queries would be used to update existing records in a table?	Select Query	Crosstab Query	Make-Table Query	Update Query	D
What type of query would you use to delete records from a table in Access?	Select Query	Crosstab Query	Delete Query	Append Query	C
Which of the following is a calculated field in an Access query?	A field that uses arithmetic to combine values from other fields	A field that stores numeric data	A field that links two tables	A field that contains a foreign key	A
Which of the following would be a logical operator used in Access query criteria?	SUM	COUNT	AND	MAX	C
What does the "Control" in a form refer to?	A way to control access to the database	An object on the form, such as a text box or button	A setting for security permissions	None of the above	B
What is the purpose of a subform?	To display a form within another form	To create reports	To manage databases	To enter large data	A
In which view can you see live data as you modify your form?	Form View	Layout View	Design View	Datasheet View	B

Which type of control can be used to display a calculation on a form?	Text Box	Combo Box	List Box	Option Group	A
How can you add a combo box to a form?	Use the Combo Box Wizard	Drag it from the toolbox	Both a and b	None of the above	C
Which view should you use to set the tab order for a form?	Form View	Layout View	Design View	Datasheet View	C
What is the main function of a bound control on a form?	To store data temporarily	To link to data in the database	To display a calculation	None of the above	B
Which event triggers when a user presses a key while the form has focus?	On Click	On Load	On Key Down	On Got Focus	C
How do you ensure data validation in a form?	By using VBA code	By setting properties in the form's controls	By using validation rules	All of the above	D
Which form property is used to restrict the types of data a user can enter?	Input Mask	Format	Control Source	Record Source	A
What is a report in MS Access used for?	Data input	Data analysis	Data presentation	Data deletion	C
Which section of a report repeats for each record?	Report Header	Page Header	Detail	Page Footer	C
What does a report's Detail section display?	Summary of data	Individual records	Report title	Page number	B

What is the purpose of a Group Header in a report?	To summarize data	To label data groups	To display page numbers	To display the report title	B
How can you sort records in a report?	Using the Sort & Group dialog box	By creating a query	Both a and b	None of the above	C
What is the purpose of a report footer?	To display data summaries	To label data groups	To display the report title	To show page numbers	A
How can you hide a control on a report?	By setting its Visible property to No	By deleting the control	By setting its Enabled property to No	By setting its Locked property to Yes	A
Which event would you use to perform an action before a report prints?	On Load	On Open	On Close	On Print	D
What is the main advantage of using a query as the Record Source for a report?	To filter records	To perform calculations	To combine data from multiple tables	All of the above	D
How can you ensure that a report shows data from the most recent records only?	By sorting records in descending order	By filtering records in the query	By using the Top Values property in the query	All of the above	D

How can you prevent a report from printing records that have a zero balance?	By using a filter in the query	By setting the Visible property of the Detail section to No	By using conditional formatting	All of the above	A
Which option allows a report to display data from only the current year?	Filter	Query criteria	Sorting	Grouping	B
Which report control can be used to display an embedded chart?	Image Control	OLE Object	Subreport	Text Box	B
In Microsoft Access, when adding a new field in Layout View, where can you find the list of available fields to choose from?	In the Field List pane	In the Group, Sort, and Total pane	In the Property Sheet pane	In the Navigation Pane	A
What is the main advantage of using Layout View when making modifications to a report layout?	It allows you to apply formatting styles easily.	It provides an exact preview of the printed report.	It enables you to add new fields directly.	It offers advanced filtering options.	B
Which of the following SQL commands is used to retrieve data from a database?	SELECT	INSERT	DELETE	UPDATE	A
Which SQL keyword is used to sort the result-set?	SORT BY	ORDER	ORDER BY	SORT	C
Which SQL clause is used to filter the rows returned by a query?	WHERE	HAVING	ORDER BY	FROM	A
Which SQL statement is used to insert new data into a database?	INSERT INTO	ADD NEW	ADD RECORD	INSERT NEW	A
Which SQL statement is used to update data in a database?	MODIFY	UPDATE	CHANGE	SET	B

Which clause is used to filter groups in SQL?	WHERE	GROUP BY	HAVING	ORDER BY	C
What does the SQL JOIN clause do?	Combines rows from two or more tables based on a related column	Removes duplicates	Sorts data	Filters rows	A
Which SQL statement is used to create a new table?	CREATE DATABASE	CREATE TABLE	CREATE INDEX	CREATE NEW TABLE	B
Which SQL keyword is used to retrieve unique values?	DISTINCT	UNIQUE	DIFFERENT	SEPARATE	A
Which command is used to remove a table from a database?	DELETE TABLE	DROP TABLE	REMOVE TABLE	ERASE TABLE	B
Which SQL clause is used to group rows that have the same values?	GROUP BY	ORDER BY	WHERE	JOIN	A
What is the purpose of the SQL ALTER TABLE statement?	To insert data into a table	To modify the structure of an existing table	To remove a table	To retrieve data from a table	B
How can you retrieve data from multiple tables using SQL?	Using the SELECT command with JOIN	Using the SELECT command with UNION	Using the SELECT command with INTERSECT	All of the above	D
Which SQL clause is used to limit the number of rows returned by a query?	LIMIT	TOP	ROWNUM	All of the above	D

Question	A	B	C	D	Ans
What will happen if you execute the following SQL query: DELETE FROM employees;?	Deletes the employees table	Deletes all records from the employees table	Deletes one record from the employees table	Deletes the first record from the employees table	B
Which of the following is a DDL command?	SELECT	INSERT	CREATE	UPDATE	C
What is the primary purpose of a macro in Microsoft Access?	To perform complex calculations	To automate repetitive tasks and procedures	To format reports	To create new tables	B
Where can you create a new macro in Access?	In the Queries section	In the Forms section	In the Macros section of the Create tab	In the Reports section	C
Which action in a macro is used to open a form or report?	OpenForm	RunQuery	SetVariable	OpenReport	A
The PMT function in Excel is used to:	Calculate the present value of an investment	Calculate the present value of an investment	Compute the periodic payment needed to repay a loan	Compute the periodic payment needed to repay a loan	C
----------------- represent a dynamic, cornerstone, better decision making data management and analysis tool in EXCEL	Pivot Tables	Data Tables	Solver	Goal Seek	A

Question	A	B	C	D	Answer
When to use Pivot Tables	For Large Data sets	Exploratory Analysis	Reporting	All	D
…….. are interactive visual filters.	Slicers	Solver	Flash fill	Drill Down	A
When did the concept of Pivot Tables first emerge?	1960s	1970s	1980s	1990s	C
What is the purpose of refreshing a Pivot Table?	To change its formatting	To update it with the latest data	To delete it from the worksheet	To apply conditional formatting	B
Which aspect of design and formatting plays a crucial role in the effectiveness of charts?	Data labels	Gridlines and axes	Chart colors and themes	Legend placement	C
Which field type is used for custom calculations based on existing fields in a Pivot Table?	Value Fields	Label Fields	Calculated Fields	Summary Fields	C
What is the primary function of the Chart Wizard(Pivot Chart) in Excel?	To create charts from Pivot Tables	To format text in charts	To add data labels to charts	To delete existing charts	A
When creating a Pivot Table, why is it important for the source data to include column headers?	To allow for automatic aggregation	To help Excel recognize field names accurately	To enable sorting and filtering	To apply conditional formatting	B
What is the purpose of applying conditional formatting in a Pivot Table?	To change the font size	To highlight cells based on specified rules	To create a chart from the table	To create a chart from the table	B
We can use the feature of Custom Conditional formatting based on a	Value Fields	Formula	Both	None	B

Question	A	B	C	D	Answer
The data in a PivotTable cannot be changed as it is a summarized view of other data.	TRUE	FALSE			A
Excel offer upto ----------- sort levels .	Three	Four	Thirty-Six	Sixty-Four	D
In Advanced Filter Criteria listed on the same row work with the	OR logic	AND logic	XOR logic	XAND logic	B
Which type of are used to display trends over time.	Line charts	Bar charts	Column charts	Any	A
IRR function represents	The internal rate of return for a series of cash flows	The interest rate of return for a series of cash flows	The internal return of rate for a series of cash flows	Any	A
Goal Seek is a powerful tool for finding the ---------------- needed to achieve a specific goal	input value	output value	data	information	A
Data Tables allow you to perform a one-variable or two-variable analysis of a formula	Goal Seek	Solver	Data Tables	Pivot Tables	C
By using Goal Seek, we can quickly determine ---------------------- we are required to achieve	the source	the target	Both Source & target	None	B
Scenario Manager in Excel is particularly useful for	Organizing data in a structured manner	Creating and comparing different scenarios based on various input values	Calculating financial functions	Sorting data based on specific criteria	B

Question	A	B	C	D	Answer
Which financial function in Excel calculates the future value of an investment?	PV	FV	NPV	IRR	B
What is the purpose of building a financial model in Excel?	To perform basic calculations in a spreadsheet	To create data visualizations	To evaluate investment opportunities and conduct financial analysis	To sort and filter data efficiently	C
Which Excel tool allows you to create and compare different scenarios based on various input values?	Goal Seek	Scenario Manager	Data Tables	Pivot Tables	B
Which of the following is NOT a valid action in Access macros?	SendObject	PrintOut	RunCode	MessageBox	D
How can you run a macro in Access?	By pressing F5	By using the "Run" button in the Macro Designer	By selecting it from the Macros tab	By opening a report	B
What is the purpose of the 'If' condition in an Access macro?	To execute actions based on a condition	To loop through a set of records	To apply formatting	To set default values	A
Can macros in Access be used to interact with external data sources?	Yes, by using the 'SendObject' action	No, macros only interact with internal Access objects	Yes, by using the 'RunCode' action	No, macros are limited to internal data	A

Which type of data is typically used as column headings in a Cross Tab Query?	Data types	Values from fields in the query	Calculated fields	Row headers	B
In a Cross Tab Query, which part of the query design is used to specify how data should be aggregated?	Row Heading	Column Heading	Value Field	Criteria	C
What is the primary purpose of Ms-Excel in accounting finance, and data analysis?	Create graphics	Analyze numerical and financial data	Edit images	Write documents	C
What is the key advantages of using Absolute Cell References in Excel?	They adjust when copied to another location	They stay fixed regardless of copying	They are not use in calculations	They format data automatically	B
Which Excel feature allows you to restrict input to specific criteria in a cell?	Data Validation	Conditional Formatting	Flash Fill	AutoFill	A
_____ automates data transformations based on detected patterns.	AutoFill	Formatting	Copy	Flash Fill	D
_____ enables the quick population of cells with patterns.	Conditional Formatting	AutoFill	Flash Fill	Paste	B
Conditional formatting introduces an intelligent layer to data visualization.	TRUE	FALSE			A
_____ enables you to automatically highlight cells that meet criteria, making key insights easily discernible.	Conditional Formatting	Formatting	AutoFill	Flash Fill	A
Which tab contains the feature 'Conditional Formatting'?	Data Tab only	Home Tab only	Both A & B	None	B

To rotate text for better fit, use the _____ dropdown and choose an angle.	Wrap Text	Indentation	Orientation	Organization	C
Maintaining consistency in formatting is essential for professional-looking worksheets.	Format as Table	Pivot Table	Data Table	Cell styles and themes	D
_____ quickly converts a range of cells to a table with its own style.	Format as Table	Cell styles and themes	Pivot Table	Data Table	A
_____ combine and center the contents of the selected cells in a new larger cell.	Wrap Text	Merge & Center	Paste Special	Text to Column	B
Which tab is used to access cell alignment and orientation options in excel?	Home	Insert	Format	View	A
How can you merge and center cells in Excel?	Format Tab > Merge Cells	Home Tab > Merge & Center dropdown	Right-click on cells and choose "Merge"	Press CTRL + M on the keyboard	B
What does filtering allow you to do in a table?	Display specific data based on chosen criteria	Add new rows to the table	Change the table style	Convert the table back to a range	A
Default row height & width of a cell?	15.43 & 8.15	8.15 & 15.43	15 & 8.43	8 & 15	C
Total rows & columns of a worksheet are	1000000 & 16000	10000 & 16000	1040000 & 16300	1048576 & 16384	D
=A1 is the example of _____	Relative References	Absolute References	Mixed References	Natural Cell Reference	B

Question	A	B	C	D	Answer
What is the purpose of the Total Row in a table?	It provides a designated row for aggregations	It adds a new row at the bottom of the table	It sorts data in ascending or descending order	It applies conditional formatting to the table	A
Which formatting technique is used to automatically highlight cells that meet certain criteria?	Number Formatting	Date and Time Formatting	Conditional Formatting	Cell Alignment and Orientation	C
What does the NOW function in Excel provide?	The current date	The current time	The current date and time	The end of the month based on a given date	C
Which logical function in Excel checks if all conditions are true?	AND	OR	IF	NOT	A
Which error handling function in Excel replaces errors with a specified value?	ISERROR	IFERROR	ISIFERROR	LOOKUPERROR	B
Which function helps to search for a value in the leftmost column of a table and return a corresponding value from a specified column	HLOOKUP	VLOOKUP	LOOKUP	GETLOOKUP	B
Which Excel function is used for calculating periodic loan payments?	SUM	PV	FV	PMT	D
Performing straightforward calculation i.e. =A1+B1 is an _____.	Arithmetic calculation	Math & Trig Function	Sum Function	Relative Cell Reference	A

Question	A	B	C	D	Ans
Which of the following steps involved in created a named range?	Select cell range> Insert tab> Name range> Enter name	Select cell range> Insert Tab > Formula> Create table name	Select cell range> Formula tab> Create from selection	Select cell range> Home > Format as tabale > Type name	C
How do you adjust column widths and row heights in Excel?	Use the "Format" tab in the Home tab	Drag column borders or hover over row boundaries	Apply cell styles from the Cell Styles gallery	Use the "Merge & Center" option	A
Suppose you have separate sheets for each quarter, and you want to find the total revenue for the year. You can select a cell on a summary sheet and use a _____ to add the revenue from each quarter's sheet.	Concatenate function	Consolidate function	Copy & Paste	SUM function	D
Excel provides a powerful built-in tool called _____ for combining data from multiple sheets.	Copy & Paste	Concatenate	Consolidate	SUM function	C
Choose the correct function argument to add up values from A1 to A10.	=SUM[A1:A10]	=SUM(A1:A10)	=SUM{A1:A10}	=A1:A10	B
What are the functions help to find the smallest and largest value from a selected cell range?	MIN & MAX	MINIMUM & MAXIMUM	Smallest & Largest	Lowest & Highest	A
Which category of function helps to make decisions based on specific conditions.	Lookup Function	Decision Function	Text Function	Logical Function	D

AND and OR functions use for?	combine 2 conditions only	combine multiple conditions	Only A	Both A & B	B
Which syntax is correct to express - If the value in cell B2 is greater than 100, the formula returns "Above Target"; otherwise, it returns "Below Target."	=IF(B2>100, "Above Target", "Below Target")	=IF(B2<100, "Above Target", "Below Target")	=IF(B2>=100, "Above Target", "Below Target")	=IF(B2>100, "Below Target", "Above Target")	A
The function extracts characters from the beginning of a text.	=LEN()	=RIGHT()	=LEFT()	=TEXT()	C
_____ calculates the end of the month based on a given date.	EOMONTH Function	EMONTH Function	MONTH Function	ENDMONTH Function	A
The fomula calculates the number of days between the dates in cells B2 and C2.	=DATE(B2,C2,"D")	=DATEDIF(B2, C2, "D")	=DIFF(B2,C2,"D")	=DIFFDATE(B2,C2,"D")	B
_____ calculates the net present value of cash flows.	PV Function	FV Function	NPV function	PMT Function	C
Syntax of VLOOKUP() Function?	=VLOOKUP (lookup_value, table_array, [col_index_num], range_lookup)	=VLOOKUP (lookup_value, [table_array], col_index_num, range_lookup)	=VLOOKUP ([lookup_value], table_array, col_index_num, range_lookup)	=VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup])	D

Choose odd one out.	=IF()	=LEN()	=AND()	=OR()	B
When consolidating data in Excel, what does the "table_array" refer to?	The range of cells containing the data to be consolidated	The function used for consolidation	The target cell where the total will appear	The range of cells used for formatting	A
What does the LEN function in Excel calculate?	The average value of a range	The maximum value in a range	The length of a text string	The total sum of a range	C
SUMIF function in Excel Helps _____	to count the number of cells that meet a specific condition	to sum values based on a single specified condition	to count cells based on multiple criteria	to sum values based on multiple criteria	B
Which function counts the number of cells that meet a specific condition?	=COUNT()	=COUNTA()	=COUNTIF()	=COUNTIS()	C
Which function is used to count the number of cells that meet one or more specified condition within a range?	=COUNTIFS()	=COUNTIF()	=SUMIF()	=SUMIFS()	A
The function calculates total revenue for a specific product?	=SUM()	=COUNTIF()	=SUMIF()	=SUMIFS()	C
Suppose you have a sales dataset with product names (in Column A) and corresponding revenue (in Column B). You are requested to find the total revenue for "Product A". Which function argument you would like to use?	=SUMIF(B1:B100, "Product A", A1:A100)	=SUMIF(A1:A100, "Product A", B1:B100)	=SUMIF(A1:A100, A1, B1:B100)	=SUMIF(B1:B100, B1,A1:A100)	B

What is the purpose of using SUMIFS() function?	allows you to sum values based on multiple criteria.	allows you to sum values based on a criteria.	allows you to count values based on multiple criteria.	allows you to count values based on a criteria.	A
When using the COUNTIFS function, how many criteria can be applied simultaneously?	Only one	Two	Three	Unlimited	D
What happens if the [num_chars] argument in the RIGHT() function is greater than the length of the text string?	will return last character	will return first character	will return the entire text string	will return blank	C
Which function removes the leading and trailing spaces from a text String?	REMOVE()	TRIM()	REPLACE()	FIND()	B
Which function helps you find the position of a specific character or substring within a text string?	SEARCH()	FIND()	POSITION()	LEN()	A
Syntax of SUBSTITUTE() Function.	=SUBSTITUTE(value, old_value, new_value, [instance_value])	=SUBSTITUTE(text, new_text, old_text, [instance_num])	=SUBSTITUTE(text, find_text, replace_text, [instance_num])	=SUBSTITUTE(text, old_text, new_text, [instance_num])	D
_____ allows you to set rules for the type and range of data that can be entered into cells.	Validation rule	Data Validation	Cell protection	Conditional formatting	B
Which data validation option would you use to create a drop-down list in a cell?	Text length	Whole number	List	Date	C

What does the Ignore blank checkbox do in the Data Validation settings?	Allows cells to contain any text	Ignores validation rules for blank cells	Allows formatting of blank cells	Requires non-blank cells to meet validation criteria	B
How can you prevent duplicate entries in a column using data validation?	Use the List option with a range that does not include duplicates	Use the Whole number option with a condition of unique	Use the Custom option with the formula =COUNTIF(A:A, A1)<=1	Use the Text length option with a maximum length set to 1	C
How can you provide a message to users when they select a cell with data validation applied?	Use the Input Message tab in the Data Validation settings	Apply conditional formatting to the cell	Create a comment in the cell	Use the Error Alert tab in the Data Validation settings	A
When using Goal Seek in Excel, which value is typically set as the "Set Cell"?	The input value you want to find	The target value you want to achieve	The output value you want to calculate	The formula cell	D

As aid in decision-making for investment opportunities, we can use Excel's	What-If Analysis tools	financial functions	What-If Analysis tools and financial functions	None	C
Which tool in EXCEL enables a meticulous analysis of how variations in two input variables can influence financial outcomes.	Scenario Manager	Data Tables	Solver	All	B
Tool(s) allows/allow professionals to pinpoint specific inputs required to achieve predefined financial goals and create and compare scenarios based on diverse input values, respectively	Goal Seek	Scenario Manager	Goal Seek and Scenario Manager	one or two variable(s) Data Table	C
What-If Analysis tools help in determining	optimal investment strategies	evaluating loan options	projecting cash flows	All	D
What is macro in Excel?	A type of mathematical formula	Sets of instructions to automate tasks	A type of chart in Excel	A shortcut key for navigation	B
Macros can be stored in ----------- locations	The workbook we are using	Our Personal Macro Workbook (which by default is hidden from view)	either of two locations	None	C

A file extension ------------- represents macro enabled workbooks.	.xlsx	.xlsm	.xls	All	B
Which tab do you need to enable in Excel to access Developer tools for macros?	File Tab	Data Tab	Review Tab	Developer Tab	D
What is the first step in recording a macro?	Assigning a shortcut key	Naming the macro	Clicking on "Record Macro"	Enabling the Developer tab	C
Which type of macro is more suitable for complex and customized automation?	Recorded Macros	VBA Macros	Complex Macros	Basic Macros	B
What is one of the key advantages of using VBA Macros over Recorded Macros?	VBA Macros can perform more complex and customized automation	VBA Macros are faster to execute	VBA Macros are more stable	All	D
What is one of the benefits of using macros in financial modeling?	They make the spreadsheet colorful and visually appealing	They reduce human error and save time	They can be used for creating pivot tables	They are only useful for basic calculations	B

What is the primary objective of a Recorded Macro?	To create visualizations	To perform complex calculations	To generate random data	To automate a series of actions in Excel	D
Which programming language is associated with creating complex macros in Excel?	VBA	Python	C++	Java	A
What is the purpose of running a macro in Excel?	To execute the series of recorded instructions	To edit the recorded actions	To save the macro to a file	To delete the macro from the workbook	A
When recording a macro, what should you do if you want to assign a shortcut key?	It is not possible to assign a shortcut key to a recorded macro	Select the option before starting the recording process	We can only assign shortcut keys to VBA macros	Assign the shortcut key after stopping the recording process	B
How can we enable the Developer tab in Excel?	It is always enabled by default	By clicking on the "File" tab and selecting "Options"	By pressing the F12 key	By right-clicking on a cell and selecting "Developer Options"	B

What is the significance of macros for Chartered Accountants?	They enhance creativity in financial reports	They automate repetitive tasks, ensuring accuracy and efficiency	They are only useful for basic calculations	They can replace the need for financial analysis software	B
Types of Macros are	Two	Three	Four	Any	A
A macro records our mouse clicks and keystrokes while we work and play them back later.	TRUE	FALSE			A
In Macros Cell Referecing Mode(s) is/are	Absolute reference mode	Relative reference mode	Both Absolute reference mode & Relative reference mode	None	C
What is the primary function of CaseWare IDEA?	Data entry	Data analysis and auditing	Financial reporting	Project management	B
In CaseWare IDEA, what is the purpose of the "Field" function?	To manage user permissions	To define new data columns in a database	To create financial statements	To generate audit reports	B
Which tool in CaseWare IDEA helps in identifying unique records in a database?	Filter	Join	Duplicate Detection	Sort	C

Question	A	B	C	D	Answer
From which of the following window in CaseWare IDEA can you print the "Field Definition"?	Database Property	Project Property	Field Manipulation	Modify Field	C
Which of following feature can be used to extract random record sets to a new database?	Sampling	Statification	Key Extraction	Duplicate Key	A
In CaseWare IDEA software, besides "Shared," what is another use of a project?	Individual	Remote	Collaborative	Integrated	A
What is the full form of CAAT?	Computerized Automated Audit Tools	Computer-Assisted Audit Techniques	Comprehensive Audit Analysis Technology	Centralized Audit and Assessment Tools	B
Which of the following is a limitation of using Excel as a CAAT tool?	Advanced statistical analysis capabilities	User-friendly interface for complex data modeling	High-level integration with other advanced audit software	Limited ability to handle large volumes of data	D
Which of the following is not a precaution when using CAATs?	Identify all the important fields that need to be accessed from the system	Correctly identify data to be audited	Perform substantive testing as required.	Running CAATs on a live production environment without prior testing	D

Question	A	B	C	D	Answer
What is a primary reason for using CAATs in auditing?	To efficiently analyze large volumes of data	To eliminate the need for auditor judgment	To completely replace manual audit procedures	To avoid documenting audit findings	A
Which of the following is not a valid tab of IDEA?	Analysis	View	Report	Smart Analyzer	C
In CaseWare IDEA software, what does the term "project" refer to?	A set of financial statements being audited	A collection of audit standards and guidelines	An individual data analysis function	A structured file that contains all related data, files, and analysis work	D
What is the correct steps to create a project?	HOME TAB > PROJECT > CREATE	FILE TAB > CREATE > PROJECT	HOME TAB > CREATE > PROJECT	FILE TAB > PROJECT > CREATE	A
There are _____ types of Projects in IDEA.	One	Two	Three	Four	B
Which of following option to select to create a project in "My IDEA Document" folder?	Default Project	Managed Project	Root Project	Saved Project	B
"Project Overview and Library are not available in a shared project in CaseWare IDEA." - True or False?	TRUE	FALSE			A
Which one of following is not a valid extension of any of IDEA output object/file?	.IMD	.ILB	.ISS	.IRR	D

Question	A	B	C	D	Ans
In which tab is the "Import" option is available in CaseWare IDEA?	File	Data	Home	Analysis	C
What is the full form of ODBC?	Open Database Connector	Online Database Communication	Open Database Connectivity	Oracle Database Command	C
Is AS400 a valid format for import in CaseWare IDEA?	YES	NO			A
Which of the following types of data cannot be imported directly into CaseWare IDEA?	Excel spreadsheets	PDF documents	Notepad files	Word Documents	D
What is "Control Total" in IDEA?	Last Line of a Database to view Total of fields.	Report View of Summarization.	A property of active Database to view total of a Field.	An option of Direct Extraction that provides the total column of extracted database.	C
Which of the following extract result in the same database like Autofilter of excel in IDEA?	Right Click on any Record > "Display All records Containing"	Data Tab > "Search Group"	Database Property > Criteria	All of the Above.	D

In CaseWare IDEA, which of the following is true regarding data import and export with Microsoft Access?	You can import data from Microsoft Access but cannot export data directly to Microsoft Access.	You can export data to Microsoft Access but cannot import data from Microsoft Access.	Both importing and exporting data to and from Microsoft Access are supported.	Neither importing data from Microsoft Access nor exporting data to Microsoft Access is supported.	C
Can you export selected columns of a database from CaseWare IDEA?	No, you can only export the entire database.	Yes, you can export selected columns by choosing the appropriate options during export.	No, IDEA does not support exporting data.	Yes, but only during export to an Excel format.	B
In CaseWare IDEA, where can you track deleted databases?	Data Management tab	Project Overview	History Property	Report Reader	B

In CaseWare IDEA, once records are sorted, you can revert to their original order using _____.	undo feature	a unique identifier in database property , which can be used to restore the original order.	the "Revert" option in the database toolbar to return to the original order.	restore the original order using the "Sort Order" tab.	B
In CaseWare IDEA, in which type of field does the "Search" option not work?	Text	Date	Numeric	It works on all types of fields	C
We can extract blank records from a database using "Gap Detection" in IDEA. - True or False?	TRUE	FALSE			B
The extraction can be done in _____ different ways in IDEA.	One	Two	Three	Four	D
To find out all records from "Kolkata" city, which one of the following extraction can be applied?	Key Value	Indexed	Direct	All of the Above.	D
What does the SEARCH function return if the specified text is not found within the text string?	#VALUE!	REF!	#N/A	#NUM!	C
When configuring data validation, what is the purpose of an input message?	It displays an error message if an incorrect value is entered	It guides users when they select the cell	It provides an additional layer of validation	It allows users to enter any type of data	B

In the formula =LEFT(A1, 5), what does "5" represent?	The position to start searching	The length of the text string	The position from which to start extraction	The number of characters to extract	D
What does the LEN function return in excel if the text string is empty?	#VALUE!	0	#NUM!	#N/A	B
_____ is a versatile spreadsheet application that allows you to organize, analyze, and manipulate numerical and financial data.	Microsoft Word	Microsoft Excel	Microsoft PowerPoint	Microsoft Access	B
_____ allows financial analysts to summarize and analyze large datasets with ease.	PivotTable	Format as table	Conditional Formatting	Cell styles and themes	A
Excel is used to create financial statements, such as income statements and _____ , by organizing transaction data and applying formulas for accurate calculations.	Sheets	worksheets	balance sheets	None of the above	C
Which version of excel allows users to access it across various devices and platforms.	Excel Online	Excel for macOS	Excel for Windows	Microsoft 365 (formerly Office 365)	D
Default workbook name is _____.	Excel1	Book1	Sheet1	File1	B
A _____ is a collection of one or more worksheets, equivalent to a file that you can save and open in Excel.	workbook	worksheet	cell	File	A

Question	A	B	C	D	Ans
The intersection points of rows and columns which serve as the building blocks of an Excel worksheet, containing data, text, formulas, or functions are called as _____.	worksheet	workbook	cell	rows & Columns	C
Suppose you've entered "January" in cell A1 to represent the first month. Now, youcan quickly extend the series to cover the entire year, saving you the time and effort of manually typing out each month. What you will do?	Fill > Series	AutoFill	Flash Fill	Vlookup()	B
What is the short cut to activate Flash Fill?	CTRL+C	CTRL+V	CTRL+E	CTRL+F	C
Which is/are Number format of excel?	General	Number	Currency	All of the above	D
An absolute reference denotes by which symbol?	$	@	#	!	A
Which of the following is a valid name for a named range in Excel?	2024_Sales	2024-Sales	2024 Sales	2024*Sales	A
What does VLOOKUP Stands for	Vertical Lookup	Value Lookup	Both	None	A
Index Function in Excel allows to fetch a specific Value from	a Table	a Range of Data	an Array	All	D
Why is the combination of INDEX and MATCH functions considered powerful for lookup operations	For precise retrieval of specific data points within a dataset	They provide flexiible lookup capabolities	To dynamically lookup and retrieve data based on condition	All	D

Question	A	B	C	D	Answer
When using VLOOKUP/HLOOKUP, what does the [range_lookup]argument set to true mean	An exact match is required	An approximate match is required	the number of matches	It specifies the column number/row number	B
What Role does the MATCH function play in EXCEL	It returns the relative position of the lookup value in the range.	It returns the value being looked up.	It returns the result of a mathematical operation	It returns the average of a range of values.	A
VLOOKUP function is useful	When data is organised in Vertical Column	When data is organised in Horizontal Rows			B
Which function allows you to fetch a specific value from a table or range of data in Excel?	VLOOKUP	HLOOKUP	INDEX	MATCH	C
In the INDEX and MATCH combination, what does INDEX return if the [column_num] argument is omitted?	The entire column.	The entire row.	An error.	A blank cell.	B
What does the [match_type] argument control in the MATCH function?	The size of the range.	The type of data to search for.	The type of match to be performed.	The number of matches.	D
Which lookup function should we use when dealing with data organized in horizontal rows	VLOOKUP	HLOOKUP	INDEX	MATCH	B

Question	A	B	C	D	Answer
In the formula =INDEX(A1:D100, MATCH("Product B", A1:A100, 0), MATCH("Q2", A1:D1, 0)), what does "Product B" represent?	The lookup value in the vertical column.	The lookup value in the horizontal row.	The range of cells to search.	The [column_num] argument.	A
Which function helps us to find the position of a specific character or substring within a text string.	SEARCH	FIND	SUBSTITUTE	REPLACE	A
Lookup functions are --------------------------- of efficient financial analysis	backbone	skills	improved accuracy	speed.	A
INDEX provides a flexible approach to fetch values based on specified criteria, while focuses on locating specific values within a dataset.	INDEX, MATCH	MATCH, INDEX	INDIRECT, MATCH	MATCH, XLOOKUP	A
Suppose we have a Table with Product Name in Column A and their corresponding prices in Column B, to find price of Product A(a specific product), we use	=VLOOKUP("Product A",A1:B100,2,False)	=VLOOKUP("Product A",A1:B100,2,True)	Any	None	A
What is the purpose of sorting	To arrange data alphabetically	To filter out unwanted information	To organize data in a specific order	To perform complex calculation	C
Which option is crucial for maintaining data integrity and accuracy in Excel?	Sorting data	Protecting worksheets	Filtering data	Password protecting workbooks	B

When applying filters in Excel, what does it allow you to do?	Highlight specific cells	View specific subsets of data based on defined criteria	Delete rows and columns	Change font colors	B
What is the purpose of protecting a worksheet in Excel?	To prevent anyone from viewing the worksheet	To restrict unauthorized access and modifications	To delete the contents of the worksheet	To change the formatting of the worksheet	B
When protecting a worksheet, what can you set to enhance security?	A username	A password	A color code	A font style	B
In Excel, what is the significance of password protecting a workbook?	It allows you to change the workbook's formatting.	It prevents anyone from viewing the workbook.	It restricts unauthorized access to the workbook.	It deletes the contents of the workbook.	C
Which Excel feature allows you to protect an entire workbook with a password?	Workbook Protection	Workbook Lock	Workbook Security	Workbook Encryption	A
Protecting a worhsheet involves	Protecting Cells	Protecting Worksheet	Both Protecting Cells & Protecting Worksheet	Protecting Workbook	C
To defend against dangers, we need to use excel worksheet protection that includes	Locked	Hidden	Both Locked & Hidden	Unlocked	C

Question	A	B	C	D	Ans
----------------- are Graphical representation of Worksheet DATA	Pictures	Charts	Smart Art	Map	B
------------------ option is only style choice that complete preventsthe person using the workbook from entering invalid data	Warning	Information	Stop	Quit	C
Sorting could be from	Top to Bottom	Left to Right	Both Top to Bottom & Left to Right	None	C
Line Chart is used for	compare data values	trends over time	Distribution	All	D
Web queries allow user to query data from specific ------------------- site, and retrive information directly in EXCEL	world wide web	internet	intranet	Any	D
Which one of the following extract option can't extract the records where the criteria is city= "Kolkata" OR city="Mumbai"?	Key Value	Indexed	Direct	Criteria Property	B
To extract transactions that occurred on Sundays using date field in direct extraction of CaseWare IDEA, which function should you apply?	Dow()	Day()	Date()	DtoDays()	A
Without overriding the security feature of IDEA, which of the following type of field can be deleted?	Numeric	Editable Numeric	Virtual Numeric	Boolean	C
If the given syntax is @split(NAME, "", " ", 1, 1), and the input string "AMIT KUMAR ROY", what is the output?	AMIT	KUMAR	ROY	KUMAR ROY	C

Question	A	B	C	D	Ans
To append a new field in IDEA database, we can go to _____ tab.	File	Home	Data	Analysis	C
Which of the following window or interface can be used to write a function for direct extraction or appending fields?	Equation Editor	Expression Builder	Formula Builder	Script Editor	A
Which of the following function can be used to extract only the numbers from the string "INV_26510"?	FindOneOf()	Precno()	SimilarPhrase()	JustNumbers()	D
which symbol can be used as a function starter for custom functions in IDEA?	=	$	@	#	D
To extract the records with highest sales amount of every product we can use _____ in IDEA.	Top Records Extraction	Summarization	Visual Connector	Something else	A
To calculate the total value of transactions per month using a date field in CaseWare IDEA without creating any new field, which option is useful?	Summarization	Stratification	Aging	Pivot Table	B
In the acronym Caseware IDEA, what does the "E" stand for?	Extraction	Exploration	Examination	Evaluation	A
In CaseWare IDEA, how can Benford's Law be used to detect anomalies in a database?	By comparing historical data trends with current financial data	By identifying deviations from the expected frequency distribution of leading digits	By assessing the growth rate of financial statements over multiple periods	By analyzing the correlation between different financial metrics	B

Which of the following digit is most likely to appear as the first digit in a dataset according to Benford's Law?	3	9	5	2	D
What is the primary purpose of applying Benford's Law in an audit using CaseWare IDEA?	To verify the accuracy of financial statements	To detect possible fraudulent activity or errors in the data	To ensure compliance with accounting standards	To evaluate the performance of financial management	B
Which of the following best describes a dataset that conforms to Benford's Law?	The first digits appear uniformly across all numbers	Higher digits are more frequent as the first digit	The frequency of first digits decreases logarithmically as the digits increase	The frequency of first digits is equally distributed across all digits	C
In which tab is the "Benford's Law" option is available in CaseWare IDEA?	File	Home	View	Non of the Above	D
Which sampling method in CaseWare IDEA is best used when you want to ensure each unit in your dataset has an equal chance of being selected?	Systematic Sampling	Random Sampling	Stratified Sampling	Cluster Sampling	B
In CaseWare IDEA, which sampling method involves selecting every nth item from a list after a random starting point?	Stratified Sampling	Cluster Sampling	Random Sampling	Systematic Sampling	D

When using the Stratified Sampling method in CaseWare IDEA, how does the software ensure that the sample is representative of different sub-groups within the data?	By dividing the population into sub-groups and sampling proportionally from each	By randomly selecting a sample from the entire dataset	By selecting every nth item from each sub-group	By clustering the data and sampling entire clusters	A
In CaseWare IDEA, when using Indexed Extraction, which of the following statements is true regarding extracting records based on numeric ranges?	You can directly extract records where a numeric field value is between two specified numbers, but you cannot use a "Not Between" condition.	You can use both "Between" and "Not Between" conditions directly in Indexed Extraction.	Indexed Extraction supports only "Not Between" conditions for numeric ranges, but not "Between" conditions.	Indexed Extraction allows for "Between" conditions but requires custom scripting for "Not Between" conditions.	A
What is the primary purpose of the "Aging" function in CaseWare IDEA?	To calculate the time elapsed since a record was last updated	To categorize transactions or balances into different periods	To assess the accuracy of transaction amounts by comparing them with historical data	To automate the process of updating records with new data	B

Question	A	B	C	D	Answer
When using the "Aging" function in CaseWare IDEA, what is typically required as an input?	A date field to determine the aging periods	A list of predefined aging categories	A set of data transformation rules	An external database connection	A
What does the @REVERSE() function do in CaseWare IDEA?	It sorts the data in descending order.	It removes duplicate records from the dataset.	Reverses the order of characters in a string.	It reverses the order of records in a dataset.	C
What is the recognizable date format used in CaseWare IDEA?	DD/MM/YYYY	MMDDYYYY	DDMMYYYY	YYYYMMDD	D
What is the concatenation operator used in CaseWare IDEA?	+	&	||	#	A
What will be the result of the function GETAT(PAN, 4) in CaseWare IDEA, where PAN represents a string or text field?	The first 4 characters of PAN	The 4th character of PAN	The last 4 characters of PAN	The substring from the 4th character to the end of PAN	B

In CaseWare IDEA, what would be the result of the expression @BETWEEN(salary, 10000, 20000) = 0 in append field?	It returns True if the salary is between 10,000 and 20,000	It returns True if the salary is not between 10,000 and 20,000.	It returns the count of records where salary is between 10,000 and 20,000.	It returns the sum of salary values between 10,000 and 20,000.	B
To concatenate two IDEA databases into one database, which option should be used in CaseWare IDEA?	Merge	Join	Append	Compare	C
In CaseWare IDEA, which of the following options can be used to determine the change in the value of individual assets from the previous year?	Join	Trend Analysis	Compare	Append	C
Which of the following is not a valid operation in CaseWare IDEA?	Filtering records	Generating random sample	Visualizing data with pie charts	Performing real-time web scraping	D
What is the short cut key to "Validate and Exit" the Equation Editor window in IDEA?	Ctrl + E	Ctrl + V	Ctrl + U	Ctrl + F	C
Which of the following is NOT a type of join available in IDEA?	Inner join	Outer join	Left join	Cross join	D

Question	A	B	C	D	Answer
In the context of key-value extraction, what does the term "key" refer to?	A new index created on one or more fields to find unique values	The primary key of the data set	A field to specify the physical sorting order position of a record	The common field between 2 databases that are in use duing extraction	A
During stratifying a date field in IDEA, which one of the following options is not available?	Week	Month	Quarter	Year	C
In IDEA, using the Quick Summarization option, which of the following statements is correct?	You can summarize multiple fields simultaneously.	You can only summarize a single field.	You can only summarize fields that contain numeric data.	Quick Summarization is not available for date fields.	B
How many types of joining options are available in IDEA?	3	4	5	6	C
In CaseWare IDEA, the @STRIP() function works similarly to TRIM() function of Excel. -True or False?	TRUE	FALSE			B
In IDEA @Len() Function can return the lenth of _____ .	String Type of Field	Number Type of Field	Only String and Number	All types of Field	A
In CaseWare IDEA, which feature should you use to create multiple state-wise databases from a single database?	Key Value Extraction	Pivot Table	Summarization	Group Records	A

Question	A	B	C	D	Answer
Grouping Categorizes Records Based On Which Of The Following	Value Of Any Field	Value Of Only Lookup Fields	Value Of Most Used Fields	Value Of The Least Used Fields	A
"Recurring Journal" Feature In Zoho Book	To Record Fixed Asset Purchases	To Automate Depreciation Over Time	To Allocate Depreciation Over Time	Inventory Tracking	B
Creating Dashboard For Your Application Is Supported In_____	List View	Html View	Grid View	Script View	B
Which Of These Is Not A Basic Field	Email	Number	Currency	Formula	D
What Is The Purpose Of Importing Customer/Vendors In Bulk	To Customize Transaction Templates	Add Multiple Vendor Or Customer At Once	To Record Asset Depreciation	None Of The Above	B
What Is The "Chart Of Accounts " In Zoho Books	A List Of All Clients	A List Of All Inventory Items	A List Of All The Accounts Used In Accounting	A List Of All Transactions	C
Which Of The Following Can Be Automated Using Zoho Books	Invoice Reminders	Project Assigments	Employee Payroll	Customer Support Tickets	A
Which Of This Is Not A Zoho Integration Program	Zoho Reports	Zoho Evolve	Zoho Crm	Zoho Invoice	B
Which Of These Is Not A Zoho Schedule Type	Group	Custom	Form	Report	A

Question	A	B	C	D	Answer
What Is The Default Amount Of Records Created Shown In A Newly-Created Report In Zoho Book	20	50	10	200	C
What Action Can Be Performed On Manual Journals In Zoho Book	Editing	Deleting	Printing	All Of The Above	D
In Zoho Book Where We Found General Ledger Option	Balance Sheet	Dashboard	Chart Of Accounts	Trial Balance	C
Sortcuts Key To Enabled Credit Note In Zoho Book	Alt+N	Ctrl + N	Shift +M	Shift +N	D
Sortcut Key To Go To Vender	Shift+7	Alt+7	Shift+5	Ctrl + 5	C
"Cloned"Option Used In Zoho Book	When You Want To Export It	When You Want To Delete Item	To Mark Inactive	Create New Item With Similar Details	D
In Zoho Book How Can You Create A New Manual Journal	Navigate Manual Journal Section And Select +"New Journal"	Go To Dashboard And Click "Create Journal Entry"	Access It Through The Sales Module	Send An Email Request To Support	A
How Can Existing User Access Zoho Book	Sign Up For A Free Trial	Log In To Their Account	Migrate From Previous Software	Configure Account Settings	B
The Area Into Which User Enter Data Is Called	A List	A Form	A Folder	A Subset	B

How Can User Manage Items In Zoho Book	Importing Item And Price Lists	Receiving Bank Feeds	Creating Customer Profiles	Recording Expenses	A
How Can Customer And Vendors Be Added In Zoho Book	"Sales" > "Customers" And "Purchase" > "Vendors"	"Settings" > "Templates"	"Expenses" Module	"Accountant" Tab	A
Sortcuts Key To Enabled Debit Note In Zoho Book	Alt+N	Ctrl + N	Shift +M	Shift +N	C
How Is Asset Depreciation Recorded In Zoho Book	Through Recurring Journals	Through Inventory Adjustments	Through Price List	Through Sales Transaction	A
Which Report Provides A Summary Of Item Sales In An Organization	Inventory Summary	Purchase By Item	Inventory Valuation Report	Sales By Item	D
Which Module In Zoho Books Allows You To Manage Your Contacts And Track Their Transactions	Sales	Purchase	Contacts	Reports	C
In Zoho Books, What Is The Purpose Of "Chart Of Accounts"?	To Manage Customer Information	To Track Inventory	To Categorize Transactions	To Generate Financial Reports	C
Which Feature In Zoho Books Allows You To Set Up Automated Recurring Invoice	Projects	Estimates	Recurring Bills	Sales Orders	C

Which Section Of Zoho Books Allows User To Add New Employees	Payroll Processing	Payroll Management With Zoho Books	Key Functions In Zoho Payroll	Income Tax Calculation	B
Which Module In Zoho Books Is Used For Processing Payments To Employees	Banking	Employees	Payroll	Reports	C
What Does The Horizontal Balance Sheet In Zoho Books Display	Assets On The Left And Liabilities On The Right	Expenses And Income Side - By-Side	Cash Flow From Operating ,Investing ,And Financing Activities	Movement Of Equity For A Specific Period	A
In Which Section In Zoho Books Allows You To Customize The Look And Feel Of Your Invoice	Contacts	Settings	Banking	Sales	B
What Is The Purpose Of "Aging Summary" Report In Zoho Books	To Track The Performance Of Sales Representatives	To Minitor Overdue Invoices	To Analyze Expense Trends	To Assess Inventory Turnover	B
Which Payment Gateway Is Integrated With Zoho Books For Online Payments	Paypal	Stripe	Square	Venmo	B
What Is The Maximum Number Of User Allowed In The Zoho Books Standard Plan	2	5	10	Unlimited	C

Question	A	B	C	D	Answer
Which Zoho Books Feature Allows You To Track Time Spent On Projects And Bill	Timesheets	Estimates	Inventory	Purchase Orders	A
In Zoho Book What Is The Purpose Of The "Brs" Feature	To Track Expenses	To Reconcile Bank Transactions	To Create Invoices	To Generate Financial Statement	B
Which Module In Zoho Books Allows You To Manage Your Inventory And Track Stock Levels	Sales	Purchase	Contacts	Items	D
What Feature In Zoho Inventory Allows To Automatically Reorder Products	Stock Adjustment	Inventory Optimization	Stock Alert	Reorder Point	D
Which Module In Zoho Inventory Allows You To Track The Movement Of Goods From Suppliers To Your Warehouse	Purchase Order	Sales Order	Stock Adjustment	Invoices	A
Which Feature In Zoho Inventory Helps Keep Track Of The Cogs Accurately	Stock Adjustments	Cost Management	Lifo	Fifo	D
Which Report In Zoho Inventory Provides Insights Into The Profitability Of Products	Profit And Loss Statement	Sales Report	Inventory Valuation Report	Sales Tax Report	A
In Zoho Inventory,What Feature Allows You To Create Bundles Or Kits Of Multiple Product	Composite Items	Batch Tracking	Serialized Inventory	Stock Transfer	A

Which Module In Zoho Inventory Enables You To Track The Movement Of Goods From Your Warehouse To Customers	Sales Orders	Purchase Orders	Stock Adjustments	Shipping Orders	D
What Does The "Batch Tracking" Feature In Zoho Inventory Allow You To Do	Track The Expiry Dates Of Products	Manage Products With Unique Serial Numbers	Track The Movement Of A Group Of Identical Products	Monitor Real-Time Stock Levels	A
Which Zoho Banking Module Is Used To Reconcile Transactions And Manage Bank Account	Bank Reconciliation	Expense Tracking	Invoice Management	Budgeting	A
Which Feature In Zoho Banking Allows You To Categorize Expenses And Track Spending	Bank Feeds	Expense Categories	Transaction Tags	Budget Allocation	B
In Zoho Banking , What Feature Helps You Automatically Import Transaction From Your Bank Account	Bank Feeds	Expense Tracking	Invoice Management	Budgeting	A
Which Zoho Banking Feature Allows You To Create And Send Invoices To Customers	Bank Feeds	Expense Tracking	Invoice Management	Budgeting	C
In Zoho Banking , What Module Helps You Forecast And Allocate Funds For Various Expenses And Project	Bank Reconciliation	Expense Tracking	Invoice Management	Budgeting	D
What Does The "Expense Tracking" Feature In Zoho Banking Allow You To Do	Monitor Real-Time Stock Levels	Record And Categorize Expenses	Reconcile Bank Transactions	Create And Manage Customer Invoice	B

Question	A	B	C	D	Answer
Which Feature In Zoho Banking Helps You Maintain A Record Of All Financial Transaction	Bank Reconciliation	Expense Tracking	Transaction History	Budgeting	C
What Types Of Data Sources Can You Connect To In Zoho Report	Only Zoho Application	Only Google Application	Both Cloud And On-Premise Databases	Only Microsoft Application	C
Which Of The Following Visualization Is Not Available In Zoho Report	Pie Chart	Bubble Chart	Treemap	Gauge Chart	D
In Zoho Report , What Is A Workspace	A Physical Office Provided By Zoho For Report Creation	A Virtual Space To Organize Report,Dashboards And Data Source	A Collaboration Tool For Team Communication	A Storage Space For Large Datasets	B
Which Of The Following Zoho Products Integrates Seamlessly With Zoho Reports For Advanced Analytics	Zoho Crm	Zoho Mail	Zoho Project	Zoho Writer	A
What Is The Significance Of The "Closing Balance"In Yhe Reconciliation Processd	It Should Match The Cleared Amount For A Balanced Reconciliation	It Is Not Relevant To The Reconcilation Process	It Represents The Total Revenue For The Period	It Is The Sum Of All Expenses For The Period	A
Which Module Allows You To Add Additional Details Or Attachments During Reconciliation	Documents	Report	Inventory Transactions	Banking	A

How Can You Undo A Reconciliation In Zoho Books	Go To "Settings" And Select "Undo Reconciliation"	Delete The Bank Account	Click On "Revert Reconciliation"	Re- Enter All Transactions Manually	A
What Information Required To Start The Reconciliation Process	Start Date , End Date , And Closing Balance	Vendor Name And Purchase Order Number	Customer Name And Sales Invoice Date	Item Quantity And Rate	A
How Do You Initiate The Reconciliation Process In Zoho Book	Click On "Report" And Select " Balance Sheet"	Access The "Inventory Transactions" Section	Navigate To The "Banking" Module And Select The Account	Go To "Sales Orders" And Create A New Order	C
What Is The Purpose Of Bank Reconciliation In Zoho Books	To Record Sales Transactions	To Align Bank Account Transactions With Zoho Books Records	To Calculate Liabilities	To Track Employee Salaries	B
What Is The Flagship Product Of Zoho Corporation	Zoho Mail	Zoho Crm	Zoho Books	Zoho Project	B
Which Of The Following Is Not A Zoho Productivity Tool	Zoho Writer	Zoho Sheet	Zoho Show	Zoho Code	D

Zoho Creator Is Primarity Used For	Project Management	Customer Relationship Management	App Development	Email Markiting	C
Zoho Meeting Is Used For	Document Collaboration	Video Conferencing	Project Planning	Task Management	B
Which Zoho Application Is Used For Managing Human Resources	Zoho Crm	Zoho Books	Zoho People	Zoho Inventory	C
What Is The Cloud - Based Platform Offered By Zoho For Building And Managing Apps	Zoho Creator	Zoho Project	Zoho Analytics	Zoho Cliq	A
Which Zoho Tool Is Designed For Email Marketing	Zoho Mail	Zoho Campaigns	Zoho Invoice	Zoho Forms	B
What Is The Name Of Zoho'S Online Accounting Software	Zoho Books	Zoho Crm	Zoho Invoice	Zoho Creator	A
Which Zoho Tool Is Used For Online Document Collaboration	Zoho Crm	Zoho Docs	Zoho Survey	Zoho Inventory	B
What Is The Name Of Zoho'S Online Presentation Tool	Zoho Writer	Zoho Sheet	Zoho Show	Zoho Sign	C
Zoho Assist Is Primarily Used For	Remote Support And Access	Customer Relationship Management	Task Management	Website Analytics	A
Which Of The Following Is Not A Feature Of Zoho Projects	Gantt Charts	Time Tracking	Document Management	Email Marketing	D

What Does Zoho Projects Primarily Help With	Customer Relationship Management	Project Management	Accounting	Social Media Management	B
What Is The Purpose Of Zoho Projects' Time Tracking Feature	Managing Customer Contacts	Tracking Project Progress	Billing Clints Accurately	Managing Inventory	C
Which Of The Following Is Not A Module Included In Zoho Basic	Contacts	Deals	Projects	Invoices	C
What Is The Primery Function Of Zoho Books Basic	Email Marketing	Project Management	Accounting	Customer Relationship Management	C
Which Of The Following Features Is Included In Zoho Books Basic	Time Tracking	Inventory Management	Lead Management	Social Media Management	B
Which Module In Zoho Books Allow User To Track Expenses And Manage Vendor Payment	Contacts	Sales	Purchase	Reports	C
Which Zoho Application Integrates Seamlessly With Zoho Books Basic For Managing Customer Payment	Zoho Projects	Zoho Crm	Zoho Subscriptions	Zoho Campaigns	B
When Was Zoho Corporation Founded	2000	2005	2010	2015	A
What Was The Original Name Of Zoho Corporation	Zoho Technologies	Adventnet	Zenith Corporation	Techzoho Solution	B

Where Is The Headquarters Of Zoho Corporation Located	Silicon Vally, Usa	Tokyo Japan	Bangalore India	London Uk	C
How Can You Track Expenses In Zoho Books	By Entering Them Manually	By Uploading Receipts	By Connecting Bank Accounts	All Of The Above	D
What Does The 'Purchase Order' Feature In Zoho Books Help You Manage	Sales Transactions	Supplier Orders	Customer Payments	Inventory Levels	B
Which Feature In Zoho Books Helps You Generate Financial Forecast	Budgeting	Cash Flow Statements	Profit And Loss Report	Inventory Valuation	A
Which Of The Following Reports Is Specifically Used To Track The Financial Helth Of A Business	Balance Sheet	Inventory Report	Time Log Report	Expense Report	A
When Was Zoho Books Officially Launched	2008	2011	2014	2016	B
Which Company Developed Zoho Books	Microsoft	Salesforce	Zoho Corporation	Oracle	C
What Significant Update Did Zoho Books Receive In 2014	Integration With Paypal	Intrduction Of Mobile Apps For Ios And Android	Advance Tax Management	Enhanced Projrct Management Tools	B
In Which Year Did Zoho Books Add Support For Multicurrency Transactions	2012	2013	2015	2017	C
Which Year Did Zoho Books First Include A Feature For Managing And Tracking Inventory	2011	2013	2015	2017	B

What Was One Of The Primery Updates In Zoho Books In 2020	Dark Mode	Simplified Dash Board	Mobile App	Advanced Analytics	B
What Was The Major Update To Zoho Books In 2016 At Inventory Section	Items Grops And Bundles	Inventory Valution Report	Automated Stock Replenishment	Multi-Warehouse Management	D
What Is The Deafult Currency Used In Zoho Books	Usd	Eur	Gbp	Inr	A
By Default, Which User Role Is Assigned The Highest Level Of Access In Zoho Books	Standard User	Accountant	Admin	Read Only User	C
Which Default Ledger Account Is Used To Track Cash Transaction In Zoho Book	Cash On Hand	Bank Account	Accounts Receivable	Accounts Payable	A
In Zoho Books , Which Default Ledger Is Set Up To Track The Payment Of Taxes On Sales	Sales Tax	Vat Payable	Gst Payable	Income Tax	A
Default Ledger Account For Recording The Depreciation Of Assets In Zoho Books	Depreaction Expense	Accumulated Depreciation	Fixed Assets	Asset Expenses	B
How Many Set Of Default Ledger Accounts (Groups) In Zoho Books	8	28	10	4	C
Default Godown Name In Zoho Books	Primary Warehouse	Main Location	Main Warehouse	Main Godown	A
What is Tally?	Accounting software	Inventory management software	Payroll management software	All of the above	D
Which of the following is a feature of Tally?	Financial reporting	Tax compliance	Inventory management	All of the above	D

Question	A	B	C	D	Answer
Which of the following is not a module in Tally?	Accounting	Inventory	Payroll	CRM	D
What is the purpose of the "Voucher" feature in Tally?	To create invoices	To record transactions	To generate reports	To manage inventory	B
Which of the following reports can be generated in Tally?	Balance Sheet	Profit & Loss Statement	Cash Flow Statement	All of the above	D
Can Tally be used for multi-company accounting?	Yes	No	Maybe	Not sure	A
What is the purpose of the "Ledger" feature in Tally?	To create accounts	To record transactions	To generate reports	To manage inventory	A
Can Tally be integrated with other software?	Yes	No	Maybe	Not sure	A
What is the purpose of the "Stock Query" feature in Tally?	To track inventory levels	To manage orders	To generate reports	To record transactions	A
Can Tally be used for budgeting and forecasting?	Yes	No	Maybe	Not sure	A
Can Tally be used for generating e-Way Bills?	Yes	No	Maybe	Not sure	A
What is the purpose of the "Chart of Accounts" in Tally?	To create invoices	To record transactions	To classify accounts	To generate reports	C
Total No of Voucher Type Available in Tally Prime?	21	22	23	24	D
Which of the following accounting standards can be followed in Tally?	GAAP(Generally Accepted Accounting Principles)	IFRS(International Financial Reporting Standards)	Ind AS(Indian Accounting Standard)	All of the above	D
Can Tally be used for maintaining multiple cost centers?	Yes	No	Maybe	Not sure	A
What is the purpose of the "Debit Note" and "Credit Note" in Tally?	To record transactions	To generate reports	To manage inventory	To adjust accounts	D

What type of Stock Journal voucher is used to record the transfer of goods from one godown to another?	Material In	Material Out	Stock Transfer	Stock Revaluation	C
What is the correct treatment for Accounts Payable and Accounts Receivable in a company's balance sheet?	Accounts Payable is an asset, and Accounts Receivable is a liability	Accounts Payable is a liability, and Accounts Receivable is an asset	Both Accounts Payable and Accounts Receivable are assets	Both Accounts Payable and Accounts Receivable are liabilities	B
what is the purpose of enabling "Bill-Wise Details" in the Accounts Payable or Accounts Receivable ledger?	To track the payment history of individual bills	To view the total outstanding balance of all bills	To display the bill-wise details in the balance sheet	To generate bills for customers or suppliers	A
In Tally, what happens when you enable "Bill-wise Entry" in a Purchase voucher?	The voucher will only allow entry of a single bill	The voucher will automatically generate a payment entry	The voucher will allow entry of multiple bills with their respective details	The voucher will not allow entry of any bills	C

In Tally, what happens when you enable "Bill-wise Entry" in a Payment voucher?	The voucher will only allow payment against a single bill	The voucher will automatically generate a purchase entry	The voucher will allow payment against multiple bills with their respective details	The voucher will not allow payment against any bills	C
In Tally, what is the effect of using the "Bill-wise Entry" feature in a Payment voucher on the "Outstanding Bills" report?	The report will not show any bills	The report will show only fully paid bills	The report will show partially paid bills with the outstanding amount	The report will show all bills, including fully paid and outstanding bills	C
What happens when you clear a bill in a Payment voucher using the "Bill-wise Entry" feature in Tally?	The entire invoice amount will be cleared	Only the payment amount will be cleared	The bill will be marked as fully paid	The bill will be deleted	C

Which of the following statements is true regarding the alteration of a ledger master in Tally?	Ledger masters can be altered only if there are no transactions associated with them	Ledger masters can be altered at any time, regardless of transactions	Ledger masters can be altered, but changes will only affect future transactions	Ledger masters cannot be altered once created	C
What happens when you delete a ledger master in Tally that has associated transactions	The transactions will be automatically deleted	The transactions will be retained, but the ledger master will be removed	The deletion will be blocked, and a warning message will appear	The ledger master will be deleted, but the transactions will be reassigned to a default ledger	C
What happens when a customer's credit limit is exceeded in Tally?	The transaction will be automatically posted	A warning message will appear, but the transaction will be posted	The transaction will be blocked, and a warning message will appear	The credit limit will be automatically increased	C

Which of the following reports in Tally displays the list of bills that are due for payment to suppliers?	Bills Receivable Report	Bills Payable Report	Outstanding Payments Report	Payment Due Report	B
What information does the Bills Receivable Report in Tally typically display?	List of bills paid to suppliers	List of bills received from customers	List of credit notes issued to customers	List of debit notes received from suppliers	B
Which of the following banking transactions can be recorded in Tally using the "Bank Entry" voucher type?	Cheque deposit	Cash withdrawal	Bank transfer	All of the above	D
What is the purpose of reconciling a bank statement in Tally?	To verify the accuracy of the company's cash balance	To identify and correct discrepancies between the company's records and bank records	To generate a bank statement for the company	To transfer funds between bank accounts	B
What is the primary benefit of using Auto Bank Reconciliation in Tally?	Automatic posting of bank transactions	Manual entry of bank statements	Faster and accurate reconciliation of bank statements	Generation of bank statements	C

What is the purpose of configuring a Payment Gateway in a Merchant Profile in Tally?	To enable offline payments	To integrate with accounting software	To facilitate online transactions and accept payments	To manage inventory and stock levels	C
In Tally, what is the purpose of using "Advance Reference" while creating a voucher?	To link a voucher to a specific ledger account	To assign a unique reference number to a voucher	To connect a voucher to a related transaction or document	To specify the voucher's date and time	C
What is the first step in creating a company in Tally?	Creating a ledger account	Setting up the accounting calendar	Entering the company's basic details	Configuring the tax rates	C
What information is typically entered during the company creation process in Tally?	Only company name and address	Only financial year and accounting calendar	Company name, address, financial year, and accounting calendar	All of the above, plus tax rates and ledger accounts	C
Which of the following masters can be created in Tally?	Ledger master only	Group master only	Both ledger and group masters	Neither ledger nor group masters	C

Question	A	B	C	D	Answer
Which of the following company features in Tally allows you to manage and track multiple currencies?	Multi-Currency	Forex Management	Currency Exchange	Global Financials	A
What is the purpose of the "TallyVault" feature in Tally?	To secure online transactions	To encrypt company data	To backup company data	To protect company data from unauthorized access	D
Is there any Default Cost Centre avaiable In Tally?	Yes	No	Maybe	Not sure	B
What is the primary purpose of creating a Cost Centre Class in Tally?	To categorize ledger accounts	To group cost centres for budgeting and tracking	To classify transactions by type	To set up user access rights	B
How many default Ledger avaiable in Tally?	02	22	24	28	A
Which of the following methods of interest calculation is supported by Tally?	Simple Interest only	Compound Interest only	Both Simple and Compound Interest	Neither Simple nor Compound Interest	C
Which of the following is a benefit of using Multi-Currency in Tally?	Simplified tax calculations	Enhanced security features	Accurate foreign exchange gain/loss tracking	Streamlined inventory management	C

Question	A	B	C	D	Ans
Which of the following is a step in the Bank Reconciliation process in Tally?	Comparing the bank statement with the cash book	Adjusting the cash book to match the bank statement	Identifying and correcting discrepancies	All of the above	D
What is the primary purpose of Bank Reconciliation in Tally?	To verify the accuracy of ledger accounts	To match company's bank statement with Tally's cash book	To identify and correct discrepancies in cash transactions	To generate the balance sheet	B
Which of the following is a way to navigate reports in Tally?	Using the "Go To" option	Using the "View" option	Using the "Reports" menu	All of the above	D
What is the purpose of the "F12: Configure" option in Tally reports?	To print the report	To export the report to Excel	To customize the report layout and content	To save the report as a PDF	C
What does the Stock Summary report in Tally display?	Detailed information about each stock item	A summary of stock levels and values for all stock items	A list of stock items that are below the minimum reorder level	A list of stock items that are nearing expiration	B
Default Godown in Tally?	Primary Godown	Main Godown	Main Location	None of the Above	C

Question	01	02	03	04	Answer
How many type of measurement unit we can create in tally?	01	02	03	04	B
Which of the following is a benefit of Tally's ERP application?	Manual data entry requirements	Limited scalability	Real-time visibility into business operations	No customization options	C
Which of the following is a benefit of Tally Prime's "Go To" feature?	Allows only ledger-wise navigation	Enables quick access to specific reports and masters	Supports only basic reporting	No customization options	B
What is the purpose of the "Trial Balance" in Tally?	To generate the balance sheet	To generate the profit and loss statement	To verify the accuracy of ledger accounts	To create a new company	C
What is the purpose of the "Inventory Management" module in Tally?	To manage financial transactions	To manage customer relationships	To track and manage stock levels	To generate payroll	C
Which of the following is a benefit of using Tally's "Remote Access" feature?	Access to Tally is restricted to a single location	Increased risk of data loss and corruption	Ability to access Tally from anywhere, at any time	Limited to read-only access	C

What is the purpose of the "Budgets and Scenarios" feature in Tally?	To track actual financial performance	To create and manage budgets and forecasts	To generate financial reports	To manage inventory levels	B
Which of the following is a feature of Tally's "Security Control"?	User-level access control	Data encryption	Audit trail	All of the above	D
Which of the following is a benefit of using Tally's "Data Backup and Restore" feature?	Increased risk of data loss	Manual backup process	Automatic backup and quick restore	Limited to local backups only	C
Which of the following is a benefit of using Tally's "Multi-Company" feature?	Ability to manage only one company	Ability to manage multiple companies with separate data	Ability to manage multiple companies with shared data	Ability to manage only related companies	B
What is the purpose of Security Levels in Tally?	To restrict access to specific features and data for any specific User	To allow unlimited access to all features and data	To create customized reports and views	To manage multiple companies and data	A

What is the purpose of creating a Group Company in Tally?	To manage multiple branches of a single company	To manage multiple companies with separate financials	To manage multiple departments within a company	To manage multiple cost centers within a company	B
Which of the following is a benefit of creating a Group Company in Tally?	Limited flexibility in financial reporting	Inability to share data between companies	Ability to consolidate financials and perform inter-company transactions	Increased complexity in financial management	C
How do you create a Group Company in Tally?	By creating a new company and selecting "Group Company" option	By creating a new group and adding companies to it	By converting an existing company to a Group Company	By merging multiple companies into a single company	B
What happens to the transactions recorded before the split date when using the Split Company Data feature in Tally?	They are deleted	They are moved to the new company	They remain in the original company	They are duplicated in both companies	C

Question	A	B	C	D	Ans
What is the purpose of the Split Company Data feature in Tally?	To merge financial data of two companies	To split financial data of a company into two separate companies	To delete financial data of a company	To create a backup of financial data	B
What does the first two digits of GSTIN represent?	PAN number	State code	Business type	Legal entity	B
Which of the following transactions requires an e-way bill to be generated?	When goods worth ?10,000 or more are transported	When goods worth ?50,000 or more are transported	When goods are transported within the same city	For all types of goods irrespective of value	B
Which of the following entities are required to generate e-invoices as per the latest regulations?	Businesses with annual turnover exceeding ?50 crore	Businesses with annual turnover exceeding ?100 crore	Businesses with annual turnover exceeding ?5 crore	All registered businesses	C
What is the full form of API?	Application Programming Interface	Applied Programming Interface	Advanced Programming Interface	Automated Programming Interface	A
Which of the following is the first step in configuring GST in Tally Prime?	Create GST Ledgers	Enable GST in Statutory Features	Enter party details in vouchers	Configure stock items	B

When tax rates are defined at multiple levels, Tally applies tax rates as	Transaction-Accounting Ledger-Accounting Group-Stock Items-Stock Group-Company	Company-Stock Group-Stock Item-Accounting Group-Accounting Ledger-Transaction	only from Company	only from Accounting Ledger	A
What is the order of ITC utilization for payment of IGST liability	First IGST, then CGST, then SGST	First CGST, then SGST, then IGST	First SGST, then CGST, then IGST	First IGST, then CGST and SGST in any order	D
Which of the following conditions must be fulfilled to claim ITC?	The tax invoice must be available, and the goods/services must be used for business purposes	The goods/services must be used for personal consumption	The goods must be resold immediately	The invoice should be over 6 months old	A
What is the primary purpose of the E-Way Bill system under GST?	To generate invoices	To track the movement of goods	To file GST returns	To apply for GST registration	B

What is the website for generating E-Way Bills?	www.gst.gov.in	www.ewaybill.nic.in	www.cbic.gov.in	www.einvoicing.gov.in	B
What is the full form of GSP in the context of GST?	General Service Provider	Government Service Provider	GST Suvidha Provider	Goods Service Provider	C
Which of the following is NOT required for E-Way Bill generation?	Invoice or Bill of Supply	Transporter's ID	HSN code of goods	PAN of the supplier	D
Which of the following ledgers needs to be created for recording GST in Tally Prime?	Sales Ledger, Purchase Ledger, GST Ledger	Capital Ledger, GST Ledger, Expense Ledger	Only GST Ledger	Only Sales Ledge	A
Which type of ledger should be created to record tax on sales under GST in Tally Prime?	Capital Account Ledger	Expense Ledger	Duties & Taxes Ledger	Sundry Debtors Ledger	C
What is the Key Combination to change mode of Voucher	Ctrl+H	Ctrl+M	Ctrl+D	Alt+A	A
Key Combination to View tax Analysis Report in Purchase Voucher	Ctrl+H	Ctrl+M	Ctrl+D	Alt+A	D
What happens if you select the GST not applicable in Purchase ledger for a purchase in Tally Prime?	Tally Prime will automatically apply the default rate	The GST amount will not be calculated, and it will not reflect in GST reports	Tally Prime will prompt you to select a rate	The purchase transaction will be rejected	B
You can you add voucher from Day BOOK by pressing	ALT+A	ALT+I	ALT+B	ALT+G	A

Which feature in Tally Prime allows you to control user access to various functions and data?	Secuirity Control	Data Sycronisation	Audit trail	Backup and restore	A
In Tally Prime, what is required to set up user-level access control?	Creating Company Backup	Creating User Role	Creating User	Activating Password policy	B
To record an adjustment or correction entry, which voucher type is typically used?	Payment Voucher	Journal Voucher	Receipt Voucher	Contra Voucher	B
How Many modes are available for Purchase Voucher	2	3	4	1	B
What is the shortcut key to open the Debit Note voucher in Tally Prime?	Alt+F9	Ctrl+F8	Alt+F5	Alt+F6	C
In Tally prime Debit Note Voucher is typically used to record	Purchase Return	Sales Return	None of the Above	All of Above	A
What is the shortcut key to open the Debit Note voucher in Tally Prime?	Alt+F9	Ctrl+F8	Alt+F5	Alt+F6	D
In Tally prime Debit Note Voucher is typically used to record	Purchase Return	Sales Return	None of the Above	All of Above	B

How does the "Check Credit Period" field affect the debtor's transactions in Tally Prime?	It restricts the total amount that can be invoiced to the debtor	It helps in calculating interest on overdue payments	It sets the period within which payments should be made to avoid penalties	It determines the credit period allowed before the invoice is flagged as overdue	D
What does the "Preallocate Bills" feature in Tally Prime allow you to do?	Predefine credit limits for customers	Allocate payments or receipts against specific bills before recording transactions	Automatically generate bills based on pre-defined parameters	Adjust inventory levels based on transactions	B
In Tally Prime, what must be configured before printing cheques?	Company's Tax Rate	The cheque printing format and layout	Print Setup	To create cheque printing templates	B
Can I Print a Blank Check in Favour of Any vendor in Tally Prime	Yes	No	only at the time of Statutory payment	after adding TDL(Add on) features	C

Question	A	B	C	D	Answer
which of the following is the correct method to activate auto bank reconsoliation	Gateway of Tally > Alter > Ledger >Select Set Enable Auto Reconciliation to Yes	Gateway of Tally > Banking	Gateway of Tally > Banking > Reconcile Bank Account	None of the Above	A
What is the primary purpose of enabling the Multi-Currency feature in Tally Prime?	To manage multiple bank accounts	To record and manage transactions in different currencies	Tocalculate Exchange Gain/Loss	both B & C	D
What is the function of the "Exchange Rate" in Multi-Currency transactions in Tally Prime?	It sets the tax rate for foreign purchases	It converts the value of transactions in foreign currency to base currency	It adjusts the stock value	None of the Above	B
Which of the following types of interest calculation methods are available in Tally Prime?	Simple and Compound	Fixed and Flactuating	Gross and Net	Flat and Declining	A
Which ledger should be enabled for interest calculation when creating a party account in Tally Prime?	Sundry Debtors and Creditors Ledger	Bank Account	Secured Loan Account	None of the Above	A
Which Oracle Fusion Component Is Designed For Financial Management	Hcm	Crm	Scm	Financials	D

Oracle Fusion Applications Are Built On Which Technology Stack	On Premises Oracle Technology	Cloud Based Architecture	Legacy Oracle Technology	Third Party Technology	B
Oracle Fusion Crm Primary Focuses On Which Area	Financial Management	Customer Relationships	Supply Chain Logistics	Human Resources	B
In Oracle Fusion, Which Module Is Primarily Responsible For Managing The P2P Process	Oracle Inventory	Oracle Accounts Payable	Oracle Purchasing	Oracle Order Management	C
In Oracle Fusion,Which Document Type Is Used To Formally Request The Purchase Of Goods Or Survice	Purchase Order	Purchase Requisition	Invoice	Receipt	B
In Oracle Fusion What Document Confirms The Receipt Of Goods Or Survice	Purchase Order	Receipt	Invoice	Payment Voucher	B
What Does The Term "Three-Way Matching" Refer To In Oracle Fusion	Matching Invoices With Purchase Orders And Payments	Matching Purchase Orders With Receipts And Invoices	Matching Purchase Requisitions With Purchase Orders And Receipts	Matching Invoices With Purchase Orders And Suppliers	B

In Oracle Fusion,What Is The Primery Function Of The "Invoice Validation" Process	To Create Purchase Orders	To Approve Payments To Suppliers	To Ensure Invoices Match Purchase Orders And Receipts	To Manage Supplier Contracts	C
In Oracle Fusion, Which Types Of Purchase Order Allows For Flexible Delivery Dates And Quantities	Standrad Purchase Order	Blanket Purchase Order	Contract Purchase Order	Service Purchase Order	B
What Is The Role Of The "Receipt" Document In The Procure-To-Pay Process In Oracle Fusion	To Document Vendor Payments	To Validate Invoice Amounts	To Confirm The Delivery Of Purchased Goods	To Generate Purchase Orders	C
When Was Oracle Fusion Application First Announced	2005	2007	2009	2011	B
Oracle Fusion Applications Were Developed As A Result Of The Merger Between Oracle And Which Other Company	Siebel Systems	Peoplesoft	Jd Edwards	Hyperion	B
In Which Year Did Oracle Officially Release The First Version Of Oracle Fusion Applicaion	2008	2009	2010	2011	D
Which Key Technology Foundation Is Used For Oracle Fusion Application	Oracle Database	Oracle Cloud Infrastructure	Oracle Weblogic Server	Oracle Java	C
Oracle Fusion Application Are Built On Which Cloud Model	Private Cloud	Public Cloud	Hybrid Cloud	On-Premises	B

Question	A	B	C	D	Answer
What Was One Of The Primary Goals For The Development Of Oracle Fusion Applications	To Replace Oracle'S Hardware Systems	To Integrate And Modernize Oracle'S Existing Erp Offerings	To Introduce New Hardware Solutions	To Eliminate The Need For Any Third-Party Application	B
In Oracle Fusion ,Which Document Is Generated After A Sales Order Is Confirmed And Before The Invoice Is Created	Sales Quote	Sales Order	Shipping Document	Receipt	C
Which Document Is Issued To Correct A Billing Error Or Adjust The Amount Of A Previously Issued Invoice In Oracle Fusion	Credit Memo	Debit Memo	Shipping Notice	Sales Order	A
Which Module In Oracle Fusion Is Responsible For Managing Employee Data And Hr Processes	Oracle Financial Services	Oracle Human Capital Management	Oracle Supply Chain Management	Oracle Customer Experience	B
Which Sortcut Key Combination In Oracle Fusion Opens The "Search" Dialog	Ctrl+F	Alt+S	Ctrl+S	F1	A
What Does Pressing "Ctrl+N" Do In Oracle Fusion Application	Opens The "New" Record Form	Saves The Current Record	Opens The "Search" Dialog	Closes The Current Window	A
What Is The Primary Purpose Of Auditing In Oracle Fusion Applications	Performance Monitoring	Security And Compliance	Data Analysis	User Training	B

Which Module In Oracle Fusion Provides Audit Functionalities To Track Changes Made By User	Oracle Fusion Financials	Oracle Fusion Hcm	Oracle Fusion Audit	Oracle Fusion Procurement	C
In Oracle Fusion , What Can You Audit Using The 'Audit Trail' Features	Syatem Perfomance	User Login Attempts	Data Changes And User Actions	Network Traffic	C
What Does The H2R Process In Oracle Fusion Stand For	Hire Role	Hire To Revenue	Hire To Retire	Hire To Recruitment	C
Which Module In Oracle Fusion Manages The Entire Employee Lifecycle From Hiring To Retirement	Oracle Fusion Payroll	Oracle Fusion Human Capital Management(Hcm)	Oracle Fusion Financials	Oracle Fusion Procurement	B
What Does The O2C Process In Oracle Fusion Stand For	Order To Cash	Order To Credit	Order To Collection	Order To Customer	A
What Is The Primery Purpose Of The 'Order Entry' Phase In The O2C Process	To Process Payments	To Create And Confirm Customer Orders	To Handle Inventory Adjustments	To Manage Supplier Relationships	B
Which Oracle Fusion Module Is Used To Manage Inventory	Oracle Fusion Order Management	Oracle Fusion Inventory Management	Oracle Fusion Accounts Receivable	Oracle Fusion Procurement	B

Which Phase Involves Managing And Applying Payments Received From Customers	Order Fulfillment	Invoice Generation	Payment Collection	Credit Management	C
Which Module In Oracle Fusion Is Used For Managing Financial Transactions	Fusion Hcm	Fusion Crm	Fusion Financials	Fusion Scm	C
What Is The Primary Purpose Of Oracle Fusion Project Portfolio Management	To Manage Customer Relationships	To Oversee Financial Transactions	To Handle Projects And Portfolios	To Manage Human Resources	C
In Oracle Fusion ,What Does The P2P Process Primarily Involve	Sales Order Management	Procurement And Payment Processing	Human Resources Management	Financial Reporting	B
Which Module In Oracle Fusion Is Used To Manage Purchase Orders	Fusion Financials	Fusion Procurement	Fusion Supply Chain Management	Fusion Human Capital Management	B
Whit Is The First Steps In The P2P Process In Oracle Fusion	Receive Goods	Make Payment	Create A Purchase Order	Create An Invoice	C

What Is Oracle Fusion Application Primarily Known For	Social Media Integration	Enterpeice Resource Planning(Erp) And Cloud Based Application	Mobile App Development	Database Management Only	B
In Oracle Fusion , Which Module Is Used To Manage Customer Interactions And Sales	Fusion Crm	Fusion Scm	Fusion Financials	Fusion Hcm	A
Which Document Is Used In Oracle Fusion Inventory To Record The Receipt Of Goods	Purchase Order	Goods Receipt	Invoice	Sales Order	B
Which Module In Oracle Fusion Inventory Is Used To Manage Inventory Adjustments	Inventory Transactions	Inventory Valuation	Inventory Control	Inventory Adjustments	D
Which Functionality In Oracle Fusion Inventory Helps With Managing Inventory At Multiple Locations	Multi-Location Inventory Management	Global Financial Management	Human Capital Management	Sales Forecasting	A