

1. Cpu Is..... Device
  - a. Storage
  - b. Controlling
  - c. Processing
  - d. **All Of Above**
  
2. The Main Processor Of The Computer Is Held By
  - a. **Motherboard**
  - b. Power Supply
  - c. Keyboard
  - d. Monitor
  
3. To Make A Duplicate File ..... Command Is Used
  - a. **Save As**
  - b. Title Bar
  - c. Status Bar
  - d. Tool Bar
  
4. Windows Xp Is An.....
  - a. **Operating System**
  - b. Company Part Of Computer
  - c. Part Of Computer
  - d. Document
  
5. Url Stands For
  - a. Universal Record Link
  - b. **Universal Resource Locator**
  - c. Universal Resource Learning
  - d. Universal Register Locator
  
6. Which Is The Example For Internet Browser ?
  - a. Windows Explorer
  - b. **Internet Explorer**
  - c. Intemeter
  - d. Star Office
  
7. What Does Exit Indicator On Status Bar Of Ms Word Indicate?
  - a. It Indicates Whether The External Text Is Pasted On Document Or Not
  - b. It Indicates Whether Extended Add- Ons Are Installed On Ms Word Or Not
  - c. **It Indicates Whether Extended**
  - d. None Of Above

8. Which Of The Following Helps To Reduce Spelling Error In The Document?
- a. Auto Format
  - b. Auto Correct**
  - c. Smart Tags
  - d. Auto Text
9. In Ms Word Short Cut To Select All Is.....
- a. Shift + A
  - b. Ctrl +A**
  - c. Alt + A
  - d. Shift +Ctrl +A
10. In Ms Word The Spelling Tool Is Placed On ..... Toolbar
- a. Standard
  - b. Formatting
  - c. Drawing
  - d. Review**
11. The Ability To Combine Name And Address With A Standard Document Is Called.
- a. Document Formatting
  - b. Database Management
  - c. Mail Merge**
  - d. Form Letter
- 12.Shortcut Key To Edit Cell Is
- a. F1
  - b. F2**
  - c. F3
  - d. F4
13. Special Category Of Number Tab In Format Cells Dialog Box Can Be Used Apply Formats Like..... In Excel
- a. Zip Code
  - b. Phone Number
  - c. Both Of Above**
  - d. None Of Above
14. A Function Inside Another Function Is Called ..... In Excel
- a. Nested Function**
  - b. Round Function
  - c. Sum Function

d. Text Function

15. Which Is The Correct Sequence To Remove The Spread Sheet

- a. File-Save As – Save As Type – Worksheet
- b. Right Click On Spreadsheet Tab- Select Delete**
- c. Right Click On Spreadsheet Tab – Insert Entire Column
- d. None Of The Above

16. How To Fit Long Texts In A Single Cell With Multiple Lines In Excel ?

- a. Start Typing In The Cell And Press The Enter Key To Start Another Line
- b. Use The Wrap Text Option In The Format -> Alignment Menu**
- c. Use The Shrink To Fit Option In The Format -> Cells -> Alignment Menu
- d. All Of The Above

17. Extension Of Ms Power Point Is .....

- a. Doc
- b. Newmspt
- c. Ppt**
- d. Mpt

18. Material Consisting Of Text And Numbers Is Best Presented As

- a. A Table Slide
- b. A Bullet Slide
- c. A Title Slide
- d. All Of The Above**

19. In Clip Art We Get .....

- a. Style Of Paragraph
- b. Styles Of Charts
- c. Styles Of Readymade Pictures**
- d. Styles Of Font

20. Which Option Is Chosed To Type Kannada In Ms Word Mailing In Kannada?

- a. Ekabhase
- b. Dwibhashe
- c. Scroll Lock Off
- d. Unicode**

21. Usually To Run And Stop The Nudi Key Is

- a. Shift
- b. Alt
- c. Scroll Lock**
- d. Num Lock

22. ISP Stands For

- a. **Internet Service Provider**
- b. Internet Service Publisher
- c. Internet Server Provider
- d. All The Above

23. Internet Explorer Falls Under:

- a. Operating System
- b. Compiler
- c. **Browser**
- d. Ip Address

24. How To Close The Active Company?

- a. **Enter Gateway Of Tally > Press Alt + F3> Shut Company Press**
- b. Gateway Of Tally > Press Alt + F4
- c. Gateway Of Tally > Company Info > Quit > Press Ok
- d. Gateway Of Tally > Company Info > Groups > Quit > Press Ok

25. For Small Businesses, When Is Form 941 Filed With The Irs ?

- a. **Quarterly**
- b. Annually
- c. Monthly
- d. Weekly

26. .... Key For Change The Date In Tally

- a. **F2**
- b. F3
- c. Alt + F3
- d. Esc

27. .... Key To Create Company

- a. **Alt + F3**
- b. Alt + F6
- c. Alt + A
- d. Alt + F2

28. .... Is The Summary Of Ledger Account Balance.

- a. Final Account
- b. **Trail Balance**
- c. P & L Account
- d. None Of The Above

29.A Company Is Always Making Financial.....

- a. **Accounting**
- b. Transaction
- c. Business
- d. None Of The Above

30.A ..... Is The Principle Book Containing A Record Of All The Financial

- a. **Ledger**
- b. Group
- c. Inventory
- d. Stock

31.Purchase Account Voucher Display The Summary Of .....

- a. **Item Bought**
- b. Item Sold
- c. Item Return
- d. Item Damage

32.Purchase Of Sales Book Is .....

- a. To Record All Sales Made By The Firm
- b. To Record Payment Due To Creditors
- c. To Record All Credit Sales Made By The Firm
- d. **To Record Credit Sales Of Goods Made By The Firm**

33.While Entering A 'Purchase Account Invoice' In The Party's Account Name 'Field The Pop-Up List Does Not Display.....

- a. **Sundry Creditors Ledger**
- b. Purchase Ledger
- c. Incomes & Expenses
- d. Sundry Debtor Ledger

34.Which One Of The Following Item Is Not Needed When Calculating Employee Net Pay ?

- a. **Federal Unemployment Withholding**
- b. Number Of Allowances
- c. Filing Status
- d. Extra Withholding

35.To Show The Cheque Number While Reconciling Bank Accounts Press

- a. F11
- b. **F12**

- c. Ctrl +F11
- d. Ctrl + F12

36.How To Set Multiple Go Down Features In Tally?

- a. Gateway Of Tally > Inventory Feature > Go Down > Create <Accept >Yes
- b. Gateway Of Tally > Press F11> Company Feature > Inventory Feature> Maintain Multiple Go Downs > Select Yes> Accept > Yes**
- c. Gateway Of Tally> Display Menu> Inventory Books>Stock Item
- d. Gateway Of Tally > Group> Go down> Create

37.Default 'Go Down ' Name In Tally Is .....

- a. Primary
- b. Main Location**
- c. A Or B
- d. None Of The Above

38.ETCS Means .....

- a. Electric Tax Collected At Source
- b. Electronical Tax Collected At Source
- c. Electronic Tax Collected At Source**
- d. Enable Tax Collected At Source

39. GST Report Can Be Seen From .....

- a. Display >Day Book
- b. Display >Accounts Book
- c. Display >Statutory Masters
- d. Display > Statutory Reports**

40.TDS Comes Under ..... Group

- a. Indirect Expenses
- b. Duties & Taxes**
- c. Secured Loans
- d. Capital All

41.Which Of The Following Is Not A Valid Zoom Percentage In Excel?

- a. 100
- b. 10
- c. 90
- d. 500**

42.What Does The Lookup Function Do ?

- a. Looks Up Text That Contain Vertically**
- b. Checks Whether Text Is The Same In One Cell As In The Next
- c. Finds Related Records

d. All Of The Above

43. What Excel Feature Can You Use If You Want To Work With One Record At A Time ?

a. **Auto Complete**

b. Data Form

c. Set Form

d. Auto Text

44. To Drag A Selected Range Of Data To Another In The Same Workbook, Use The ?

a. **Ctrl Key**

b. Shift Key

c. Alt Key

d. Tab Key

45. Short Cut Key For Auto Sum

a. Alt +=

b. **Shift +=**

c. Ctrl +=

d. Alt + Shift

46. The Accounting Style Shows Negative Numbers In ?

a. Bold

b. Italics

c. **Parentheses**

d. Quotes

47. Which Symbol Must All Formula Begin With?

a. &

b. @

c. %

d. **=**

48. Which Of The Following Setup Options Can Not Be Set In The Page Setup Dialog Box?

a. Printer Selection

b. **Orientation**

c. Row And Column Title

d. Page From To To

49. 3-D Reference In A Formula?

a. **Spans Worksheets**

b. Can Not Be Modified

c. Only Appears On Summary Worksheets

d. Limits The Formatting Options

50. When The Formula Bar Is Activated , You Can See

- a. The Edit Formula Button
- b. The Cancel Button
- c. The Enter Button
- d. All Of The Above**

51. Any Data Or Instruction Entered Into The Memory Of A Computer Is Considered As

- a. Out Put
- b. Input
- c. Processing
- d. Alu**

52. Collection Of Programs Is Called A .....

- a. Procedure
- b. Batch
- c. Command
- d. Software**

53. Files Stores In.....

- a. Drives
- b. Folder
- c. Both A & B**
- d. None Of The Above

54. Date And Time Are Available In Desktop ..... Corner

- a. Right**
- b. Left
- c. Top
- d. Bottom

55. Internet Is A

- a. Software Programme
- b. Operating System
- c. Network And Networks**
- d. None Of These

56. Email Stands For

- a. Electronics Mail**
- b. Communication Mail
- c. Commerce Mail
- d. Electrical Mail



57.Default Font In Ms Word Is .....

- a. Times New Roman
- b. Arial**
- c. Book Man Old Style
- d. Verdhan

58. In Ms Word Background Color Or Effects Applied On A Document Is Not Visible In

- a. Web Layout View
- b. Print Layout View
- c. Reading View
- d. Print Preview**

59.Which Of The Following In Font Style?

- a. Bold
- b. Italic**
- c. Regular
- d. Superscript

60.Mail Merge Facility Is Used When

- a. Multiple Copies Of Same Letter With Different To Be Prepared**
- b. Only One Letter Can Take
- c. Cannot Take Even One
- d. none

61.In Ms Word ..... Shortcut Key Is Used For File Menu

- a. Ctrl + F
- b. Alt + F**
- c. Alt +I
- d. None Of The Above

62.Technical Name Of Ms- Excel Is.....

- a. Graphic Program
- b. Word Processor
- c. Editor
- d. Spreadsheet**

63.Shortcut Key To Insert Rows, Columns & Cell..... In Excel?

- a. Ctrl +-
- b. Ctrl++
- c. Ctrl +Shift++**
- d. Alt+ Shift+ M

64. Which Of The Following Is Invalid Statement In Excel?

- a. Sheet Tab Cannot Be Colored
- b. Some Picture Can Be Applied As Background Sheet
- c. You Can Set The Column Width Automatically Fit The Content
- d. Width Of Row And Be Specified Manually Fit Auto**

65. Which Is The Correct Sequence To Remove The Spread Sheet?

- a. File- Save As- Save As Type –Work Sheet
- b. Right Click On Spreadsheet Tab – Select Delete**
- c. Right Click On Spreadsheet Tab – Insert Entire Column
- d. none

66. If You Want To Type The Text In A1 To G1 Range Cells, Option Used Is .....

- a. Merge Cells**
- b. More Cells
- c. Insert
- d. All Cells

67. Powerpoint Presentations Are Widely Used As .....

- a. Note Outlines For Teachers
- b. Project Presentations By Students
- c. Communication
- d. All Of Above**

68. Presentation Can Contain Bulleted And Numbered Item Are.....

- a. Home
- b. Insert
- c. Format**
- d. Help

69. ....Animation Effect Presentation In Powerpoint

- a. Windows
- b. Dos**
- c. Web
- d. Linux

70. Nudi Supports Most Of The Windows Based Database Systems Like Access, Oracle, Sql, Bd2, Mysql

- a. False**
- b. True
- c. Both A & B

d. None

71.Unicode Has .....Font?

a. Nudi B Akshar

**b. Nudiuni01e**

c. Nudi Web 03

d. Nudi 11e

72.Verification Of A Login Name And Pass Word Is Known As:

a. Configuration

b. Accessibility

**c. Authentication**

d. Logging In

73.Vat Paid At Reduced Rate Is Called

a. Compounding Levy Of Tax

b. Non-Compounding Levy Of Tax

**c. Value Added Tax**

d. Sales Tax

74..... Voucher Records All The Payments Made Through Bank And Cash

a. Receipt

b. Contra

**c. Payment**

d. Journal

75..... It Is The One Of Fixed Assets?

**a. Building**

b. Pooja Expenses

c. Discount Allowed

d. Electricity Bill

76..... Voucher Records All Entries Related To Sales.

**a. Sales**

b. Purchase

c. Stock Journal

d. Sales Order

77..... No Of Groups Available In Tally

**a. 28**

b. 15

c. 13

d. 20

78. Purpose Of Sales Book Is .....

- a. To Record All Sales Made By The Firm
- b. To Record Payment Due To Creditors
- c. To Record All Credit Sales Made By The Firm
- d. To Record Credit Sales Of Goods Made By The Firm**

79. Goods Purchase By A Business Are Called.....

- a. Purchase**
- b. Sales
- c. Sales Return
- d. None

80. Which Of The Following Is Transaction File?

- a. Voucher File**
- b. Purchase Order File
- c. Invoice File
- d. Backup File

81. Which Of The Following Is A Liability?

- a. An Over Drawn Balance On The Firms Bank Account**
- b. Money Owed By The Firm By Its Debtor
- c. Cash In The Firms Safe
- d. A Factory Owned By The Firm

82. Which Of The Following Is A Liability Owed To Outside Agencies Except .....

- a. Federal Income Taxes
- b. State Income Taxes
- c. Unemployment Taxes
- d. Net Pay**

83. Default 'Go Down' Name In Tally Is .....

- a. Primary
- b. Main Location**
- c. A Or B
- d. None Of The Above

84. GST Was Introduced In India In The Year .....

- a. 2010
- b. 2015
- c. 2017**
- d. 2018

85. Intra State GST Comes Under ..... Group

- a. Indirect Expenses
- b. Direct Expenses
- c. Duties & Taxes**
- d. Sales

86. If You Press..... The Cell Accept Your Typing As Its Contents?

- a. Tab**
- b. Enter
- c. Ctrl + Enter
- d. Shift + Enter

87. How To Change Column Width To Fit The Content?

- a. Single- Click The Boundary To The Left To The Column Heading
- b. Double Click The Boundary To The Right Of The Column Heading**
- c. Press Alt And Single Click Anywhere In The Column
- d. All Of The Above

88. Shortcut To Delete The Selected Columns?

- a. Ctrl + -**
- b. Alt+ -
- c. Shift +-
- d. Insert +-

89. Each Excel File Is Called A Worksheet Because

- a. It Can Contain Text And Data
- b. It Can Be Modified
- c. It Can Contain Many Sheets Including Work Sheets And Chart Sheets**
- d. You Have To Work Hard To Create It

90. Each Excel Can Contain Many Sheets Including Work Sheets And Chart Sheets

- a. True**
- b. False
- c. A And B
- d. None

91. You Want To Track The Progress Of The Stock Market On A Daily Basis. Which Type Of Chart Should You Use

- a. Column
- b. Pie
- c. 3d

**d. All Of The Above**

92.To Create An Interactive Pivot Table For The Web, You Use A Microsoft Office Web Component Called?

- a. Html
- b. Pivot Table Field List
- c. Pivot Table Report**
- d. Pivot Table List

93.Which Function Is Used For Creating A Data Table?

- a. Sum
- b. Table**
- c. Add
- d. Count

94.When You Insert An Excel File Into Document, The Data are

- a. Embedded
- b. Linked
- c. Hyperlinked**
- d. None

95.CUI Stands For.....

- a. Character User Interface**
- b. Char Using
- c. Character Using Interface
- d. Character Uses Interface

96.Example For Micro Processor.....

- a. Intel
- b. And
- c. Both A & B**
- d. Microsoft

97.Shortcut Key To Shut Down Is .....

- a. Alt +F4**
- b. Alt +F9
- c. Ctrl + Shift +F5
- d. Ctrl +F4

98.Short Cut Key For Run Command .....

- a. Windows + D
- b. Windows +R**
- c. Windows + Tab

- d. None Of The Above
99. Expansion Of Www Is .....
- a. Wide Web Word
  - b. World Wide Web**
  - c. Web Wide Web
  - d. Web World Wide
100. The Key 12 Opens A ..... In Ms Word?
- a. Save As Dialog Box**
  - b. Open Dialog Box
  - c. Save Dialog Box
  - d. Close Dialog Box
101. Essential Business Letter Elements Include The ..... In Ms –Word?
- a. Data Line And Inside Address
  - b. Message
  - c. Signature Block
  - d. All Of The Above**
102. To View Headers And Footers, You Must Switch To ..... In Ms- Word?
- a. Normal View
  - b. Print Layout View
  - c. Print Preview Mode
  - d. Both B And C**
103. In Ms Word ..... Shortcut Key Is Used For Paste Option.
- a. Ctrl + P
  - b. Ctrl +C
  - c. Ctrl +V**
  - d. None Of The Above
104. Which Of The Following Is Not An Underline Option In The Format Cells Dialog Box?
- a. Double
  - b. Single Accounting
  - c. Double Accounting
  - d. Single Engineering**
105. .... Is A Work Book
- a. Excel**
  - b. Wordpad
  - c. Ms – Word

d. None Of The Above

106. Intersection Of Rows And Columns.....

- a. Work Book
- b. Cell
- c. Work Sheet**
- d. Excel File

107. How To Restrict The Value Of A Cell So That Only Whole Numbers Between 9 And 99 Can Be Entered In A Cell In Excel

- a. The Setting Tab Under The Menu Format -> Cells
- b. The Setting Tab Under The Menu Data -> Validation**
- c. The Setting Tab Under The Menu Data -> Filter ->Advanced Filter
- d. The Setting Tab Under The Menu Format -> Conditional Formatting

108. The Software Which Contains Rows And Columns Is Called ...

- a. Database
- b. Drawing
- c. Spreadsheet**
- d. Word Processing

109. The Effect Applied To Display When Slide Changes In Slide Show View Is .....

- a. Slide Animation
- b. Custom Animation
- c. Custom Transition
- d. Slide Transition**

110. .... Is The Shortcut Key To Slide Show

- a. F5**
- b. Ctrl + G
- c. Shift +G
- d. Shift + Ctrl +G

111. Kannada Nudi Developed By

- a. Hcl
- b. Kannada Ganaka Parishat**
- c. Ngo
- d. None

112. In "Nudi 01 K" We Can Type ..... ?

- a. Kannada & English
- b. English & Kannada With English Number



**c. Kannada & Kannada Numbers**

d. English & Kannada With Kannada Numbers

113. www.Keonics.In Where In Refers

**a. Domain Name**

b. Organization

c. Both A & B

d. None Of The Above

114. Internet Is An Example For .....

a. Man

b. Lan

c. Pan

**d. Wan**

115. Service Tax Is Applicable To :

**a. Whole Of India**

b. Whole Of India Except Jammu And Kashmir

c. Whole Of India, Except Jammu And Kashmir And Union Territories Of  
Dadra, Nagar Haveli, Daman & Diu

d. None Of The Above

116. Where Service Is Received From Outside India Such Service Shall Be :

**a. Taxable In The Hands Of Service Provider**

b. Taxable In The Hands Of Service Recipient

c. Exempt From Service Tax

d. None Of The Above

117. A Creditor Is Comes Under?

**a. Purchase**

b. Payment

c. Receipt

d. Sales

118. .... Accounts Refers To Trading, Profit & Loss Accounts & Balance Sheet  
To Be Prepared Annually.

**a. Final**

b. Company

c. Cost

d. None Of The Above

119. A ..... Is A Permanent Of All The Transaction

a. Journal

- b. Ledger**
- c. Narration
- d. None

120. .... Shortcut Key Is Used For Contra Entry

- a. F3
- b. F4**
- c. F5
- d. F6

121. Alt + D Key Is Used For ..... In Tally.

- a. Copy
- b. Delete**
- c. Save
- d. Paste

122. Profit & Loss Account Are Presented Under ..... Main Menu

- a. Gateway Of Tally**
- b. Info Menu
- c. Company Info
- d. None Of The Above

123. What Is MRP ?

- a. Market Price
- b. Marginal Price
- c. Maximum Retail Price**
- d. Minimum Retail Price

124. How To View The Stock Summary .....

- a. Gateway Of Tally> Balance Sheet > Group Summary
- b. Gate Way Of Tally > Display Menu > Inventory Book > Stock Item
- c. Gate Way Of Tally > Display Menu > List Of Accounts
- d. Gate Way Of Tally > Stock Summary**

125. To Create Manufacturing Journal Which Option Must Be Activated?

- a. Use Common Narration
- b. Narrations For Each Entry
- c. Prefill With Zero
- d. Use As Manufacturing Journal**

126. .... Is Return Inward Of The Sold Goods By The Customers

- a. Rejection Out

- b. Rejection In**
- c. Sales Register
- d. Physical Stock

127. TDS Deduction Entry Can Be Made Through.....

- a. Payment Voucher
- b. Journal Voucher**
- c. Receipt Voucher
- d. All Of These

128. ESS Stands For.....

- a. Electronics Spread Sheet**
- b. Election Spread Sheet
- c. Electric Spread Sheet
- d. None

129. Compulsory Registration Under GST Applicable If The Dealer .....

- a. Deals With Inter – State Sales**
- b. Deals With Exempted Goods
- c. Buying And Selling Goods In The State
- d. None Of The Above

130. Entire Worksheet Can Not Be Selected In One Time.

- a. True
- b. False**
- c. A And B
- d. None

131. When You View Preview Of Print Which Short Cut To Press

- a. Shift
- b. Ctrl + F3
- c. Ctrl + F2**
- d. Alt + F4

132. Which Types Of Charts Can Excel Produce ?

- a. Pie
- b. Bar
- c. Column
- d. All Of The Above**

133. Excel Files Have A Default Extension Of

- a. Xlsx**

- b. Xlsw
- c. Xlls
- d. Excel1

134. The Name Box

- a. It Shows Active Cell Ref**
- b. It Shows Previous Cell Ref
- c. It Shows Formula
- d. None

135. How Many Recent Files You Can Display On File Menu At Maximum

- a. 8
- b. 12
- c. 9**
- d. 5

136. Auto Calculate Feature Provides A Quick Way To View The Results Of An Arithmetic Operation On A Range Of Cells.

- a. True**
- b. False
- c. A And B
- d. None

137. Which Of The Following Is An Absolute Cell Reference?

- a. \*A1
- b. #A1#
- c. A1**
- d. \*#A1

138. How Are Data Organized In A Spreads Sheet

- a. Height And Width
- b. Row And Columns**
- c. Lines
- d. Spacing

139. Which Among Following Is Associated With Excel?

- a. Graphic Program
- b. Word Processor
- c. Presentation
- d. Spreadsheet**

140. Computer Virus Is A .....

- a. Hardware
- b. Bacteria
- c. Software**
- d. Freeware

141. Main Memory Is Divided In To .... Unit

- a. 3
- b. 2**
- c. 4
- d. 6

142. A Bar Containing A Scale That Indicates Paragraph Indents And Margins Is .....

- a. The Ruler**
- b. The Ribbon
- c. The Menu Bar
- d. None Of The Above

143. Editors Are .....

- a. Folder
- b. Modifier**
- c. Both A & B
- d. None Of The Above

144. From Where You Can Access Save Command?

- a. Home Tab
- b. Insert Tab
- c. Review Tab
- d. None Of Above**

145. To Print Repeated Text Or Image On Every Page Is.....

- a. Header And Footer
- b. Headings
- c. Auto Text**
- d. Templates

146. In Ms Word Short Cut Key For Open Saved File .....

- a. Ctrl + O**
- b. Ctrl +P
- c. Alt +O
- d. Alt +T

147. In Ms Word Short Cut Key Of Increase The Text .....
- a. Ctrl+ Shift +I
  - b. Ctrl + Shift+>**
  - c. Ctrl +>
  - d. Ctrl +<
148. Extension Of M. S. Excel File Is .....
- a. .Docx**
  - b. .Xls
  - c. .Avi
  - d. .Bmp
149. Selecting The Column G And H The Choose Insert -> Column What Will Happen In Excel?
- a. 2 Columns Will Be Inserted After Column F**
  - b. 2 Columns Will Be Inserted After Column G
  - c. 2 Columns Will Be Inserted After Column H
  - d. 2 Columns Will Be Inserted After Column I
150. Cell Is A Intersection Of .....
- a. 2 Rows
  - b. 2 Columns
  - c. Row & Columns**
  - d. None Of The Above
151. How Can You Remove Borders Applied Cells ..... In Excel
- a. Chose None On Borders Tab Of Format Cells
  - b. Open The List On Border Tool In Formatting Toolbar
  - c. Both Of Above**
  - d. None Of Above
152. And(), Or(), Not() Is An Example Of ..... I Excel
- a. Logical Functions**
  - b. Statistical Function
  - c. Financial Function
  - d. None Of The Above
153. What Is The Best Way To Create Another Copy Of Slide ?
- a. Click The Slide Then Press Ctrl + A And Paste In New Slide
  - b. From Insert Menu Choose
  - c. Redo Everything On A New Slide That You Had Done On Previous Slide
  - d. None Of Above**

154. Presentations Can Contain Bulleted And Numbered Item Are .....
- a. **Home**
  - b. Insert
  - c. Format
  - d. Help
155. To Insert Slide Numbers .....
- a. Insert A Text Box And Select Insert >> Page Number
  - b. Insert A Textbox And Select Insert >> Number >> Page Number
  - c. **Choose Insert >> Slide Number**
  - d. Insert A New Text Box And Select Insert >> Slide Number
156. Nudi Can Be Used For Dynamic Font Embedding Purpose
- a. **False**
  - b. True
  - c. A & B
  - d. None
157. A Computer On Internet Are Identified By :
- a. E Mail Address
  - b. Street Address
  - c. **Ip Address**
  - d. None Of The Above
158. Wi - Fi Stands For
- a. **Wireless Fidelity**
  - b. Wireless Flicker
  - c. Both A & B
  - d. None Of These
159. Vat Is Imposed .....
- a. Directly On Consumer
  - b. On Final Stage Of Production
  - c. On First Stage Of Production
  - d. **On All Stage Between Production And Final Sale**
160. Shortcut Key To Delete A Company?
- a. Alt K
  - b. Alt S
  - c. Alt T
  - d. **Alt D**

161. .... Key For Change The Date In Tally
- a. **F2**
  - b. F3
  - c. Alt+F3
  - d. Esc
162. .... Key Combinations Used To Alter Auto Columns
- a. Ctrl + A
  - b. Alt + A
  - c. Alt +N
  - d. **Alt + I**
163. .... Is Passed To Record The Transfer Of Material
- a. Purchase Voucher
  - b. **Physical Stock Voucher**
  - c. Stock Journal
  - d. None Of The Above
164. .... Shortcut Key Is Used For Contra Entry
- a. F3
  - b. **F4**
  - c. F5
  - d. F6
165. Identity The Asset From The Following
- a. **Cash And Cash Equitnant**
  - b. Creditors
  - c. Notes Payable
  - d. Bank Loan
166. Default Stock Category In Tally Is .....
- a. Main Location
  - b. **Primary**
  - c. Symbol
  - d. None Of Above
167. How To Create Units Of Measure?
- a. Gateway Of Tally ---- Inventory Info --- Stock Group --- Create
  - b. Gateway Of Tally ---- Accounting Info --- Units Of Measure --- Create
  - c. Gateway Of Tally ---- Accounting Info --- Units --- Create
  - d. **Gateway Of Tally ---- Inventory Info --- Units Of Measure --- Create**



168. To Create Debt Note Voucher Click On .....
- a. Ctrl+F8
  - b. Alt + F5
  - c. **Ctrl +F9**
  - d. Alt +F4
169. Input Tax Credit (ITC) Can Be Claimed If The Inputs Are Used For .....
- a. **Business Purpose**
  - b. Personnel Purpose
  - c. Distributing As A Free Samples
  - d. Captive Consumption
170. GST On Service Is A Charge On: .....
- a. Taxable Service Provided
  - b. Taxable Service To Be Provided
  - c. **Taxable Service Provided Or To Be Provided**
  - d. Any Service Provided Or To Be Provided
171. GST Is Not Payable On Any Service Provided To :.....
- a. An Undertaking In A Free Trade Zone
  - b. An Undertaking In A Software Technological Park
  - c. An Undertaking In A Special Economic Zone
  - d. **Agricultural Income**
172. Which Function Calculating Your Monthly Mortgage Payment?
- a. **Pmt ( Payment)**
  - b. Nper ( Number Of Periods)
  - c. Pv (Present Value
  - d. All Of The Above
173. Which Function Is Excel Counts The Number Of Characters In A Cell ?
- a. Length
  - b. Lgt
  - c. Lt
  - d. **Len**
174. Which Among Following Is Divide Symbol Excel?
- a. **/**
  - b. D
  - c. Div
  - d. \

175. Which Function Converts Miles To Kilometers?
- a. Change
  - b. Convert**
  - c. Shift
  - d. Conv
176. What Term Describes A Background That Appears As A Grainy As A Grainy, Non Smooth Surface, Non Smooth Surface ?
- a. Pattern
  - b. Gradient**
  - c. Texture
  - d. Velvet
177. Led Stands For .....
- a. Light Emitting Diode**
  - b. Light Ethelon Diode
  - c. Liquid Electronic Display
  - d. All The Above
178. Internal Memory .....
- a. Ram**
  - b. Rom
  - c. Both A & B
  - d. All The Above
179. Recycle Bin Is A Place Where ..... Files And Folders Are Stored
- a. Saved
  - b. Deleted**
  - c. Stored
  - d. Backup
180. DDE Stands For .....
- a. Data Defection Estimation**
  - b. Dynamic Data Exchanger
  - c. Both A & B
  - d. None Of The Above
181. Which Of The Following Is Not An Example Of Web Browser?
- a. Internet Explorer
  - b. Google Chrome
  - c. Mozilla Firefox**

d. Windows Explorer

182. .... Formatting The Process Of Changing The Way Letter, Numbers, Punctuation Marks, And Symbols Appear On The Screen And In Put.

- a. Document
- b. Font
- c. Paragraph**
- d. Object

183. Ctrl + P Is .....In Ms Word?

- a. Open Paragraph Dialog Box
- b. Open Page Format Dialog Box
- c. Open Save Dialog Box
- d. Open Print Dialog Box**

184. In Ms Word Press F8 Key For Three Times Selects .....

- a. Word
- b. A Sentence
- c. A Paragraph
- d. Entire Document**

185. With Which View Can You See How Text And Graphics Will Appear On The Printed Page In Ms – Word

- a. Normal
- b. Print Layout
- c. Outline
- d. Web Layout**

186. Ctrl + I Will ..... In Ms Word?

- a. Italic**
- b. Left Indent
- c. Save Document
- d. Close Document

187. There Are ..... Columns In Excel

- a. 65536
- b. 16384**
- c. 286
- d. 1200

188. .... Symbol Appears To Find Auto Sum In Excel

- a. Sigma Symbol**

- b. Plus Symbol
- c. Add Symbol
- d. Floppy Symbol

189. Extension Of Ms Excel File Is .....

- a. .Docx**
- b. .Xls
- c. .Avi
- d. .Bmp

190. How To Restrict To Run A Macro Automatically When Starting Microsoft Excel?

- a. Hold Down The Shift Key During Startup**
- b. Hold Down The Ctrl Key During Startup
- c. Hold Down The Esc Key During Startup
- d. Hold Down The Alt Key During Startup

191. If You Want To Insert Some Slides From Other Presentation Into Current One Chose.....

- a. From Insert Menu Choose Slides From Files**
- b. From Insert Menu Choose Slides From Presentation
- c. From Insert Menu Choose Slide
- d. None Of Above

192. Which Of The Following Should You Use If You Want All The Slides In The Presentation To Have The Same 'Look'?

- a. The Slide Layout Option
- b. Add A Slide Option
- c. Outline View
- d. A Presentation Design Template**

193. Which Using Nudi 4.0 Scroll Lock Should Be On

- a. False
- b. True**
- c. Both A&B
- d. None

194. KSCLP Stands For

- a. Script Code For Language Processing
- b. Karnataka Script Code For Language Processing
- c. Kannada Script Code For Language Processing**
- d. None

195. Which Of The Following Item Is Not Needed When Calculating Employee Net Pay?
- a. **Federal Unemployment Withholding**
  - b. Number Of Allowances
  - c. Filling Status
  - d. Extra Withholdings
196. .... Key Used To Set Tally Features
- a. F3
  - b. F12
  - c. **F11**
  - d. F10
197. A..... Is The Principal Book Containing A Record Of All The Financial
- a. **Ledger**
  - b. Group
  - c. Inventory
  - d. Stock
198. .... Key To Create Company
- a. **Alt +F3**
  - b. Alt + F6
  - c. Alt + A
  - d. Alt+F2
199. You Will Get Company Information ,I F You Press..... From Gateway Of Tally
- a. **F3**
  - b. Alt + F3
  - c. None Of Above
  - d. Ctrl + F3
200. Discount Columns Is Available In .....
- a. Sales Invoice
  - b. Purchase Invoice
  - c. **Both A & B**
  - d. None Of These
201. In Tally A Group Company Is Marked With An .....
- a. **\***
  - b. \$
  - c. &
  - d. ^

202. For Stock Journal Entry We Press..... In Tally
- a. F7
  - b. Alt+ F7**
  - c. F10
  - d. F11
203. How To Create Stock Item?
- a. Gateway Of Tally --- Inventory Info --- Stock Group--- Create
  - b. Gateway Of Tally --- Inventory Info --- Stock Item--- Create**
  - c. Gateway Of Tally --- Inventory Info --- Go Down --- Create
  - d. Gateway Of Tally --- Inventory Info --- Units Of Measures--- Create
204. Due Date Of Filling Return Is :.....
- a. 5<sup>th</sup> Of The Month Following The Particular Half-Year
  - b. 15<sup>th</sup> Of The Month Following The Particular Half –Year
  - c. 25<sup>th</sup> Of The Month Following The Particular Half- Year
  - d. 30 Days Of The Month Following The Particular Half-Year**
205. Which Shortcut Can Be Used To Switch Between Open Work Books?
- a. Ctrl +F2
  - b. Ctrl+ F6**
  - c. Ctrl+F8
  - d. Ctrl+ F10
206. Macro Are 'Run' Or Executed From The..... Menu
- a. Insert
  - b. View**
  - c. Home
  - d. Table
207. Short Cut Key To Insert Chart
- a. F2
  - b. F6
  - c. F11**
  - d. F12
208. On An Excel Sheet The Active Cell Is Indicated By ?
- a. A Dotted Border
  - b. A Dark Wide Border**
  - c. Blinking Border
  - d. None

209. Output Device Is ....
- a. **Monitor**
  - b. Keyboard
  - c. Scanner
  - d. Cpu
210. Tiny Pictures Are Available On The Desktop Are Known As .
- a. **Icons**
  - b. Files
  - c. Folders
  - d. Drives
211. Which Of These Is Not A Software.....
- a. Ms Office
  - b. Java
  - c. C
  - d. **Monitor**
212. In A Document What Is The Maximum Number Of Columns That Can Be Inserted In Ms Word Table?
- a. 35
  - b. 15
  - c. **63**
  - d. 65
213. In Water Mark We Cannot Add .....
- a. Picture
  - b. **Word**
  - c. Table
  - d. Clipart
214. Columns Dialog Box Can Be Opened From ..... In Ms- Word?
- a. Format Menu Columns Submenu
  - b. Double Click On Columns Space In Ruler
  - c. **Press Alt +O+C**
  - d. All Of Above
215. Ctrl + M Is ... In Ms Word?
- a. New Document
  - b. Close Document
  - c. **Right Indent**
  - d. Left Indent

216. How Many Ways You Can Save A Document?
- a. 4
  - b. 3**
  - c. 5
  - d. 6
217. To Copy Content Using Drag And Drop Press The ..... In Excel
- a. End Key
  - b. Shift Key
  - c. Esc Key
  - d. None Of The Above**
218. You Can Edit Existing Excel Data By Pressing.....
- a. F1
  - b. F2**
  - c. F3
  - d. F4
219. .... Number Of Columns And Rows In Excel.
- a. 16384 & 1048576**
  - b. 15389 & 1048576
  - c. 14384 & 1048576
  - d. 16300 & 10000
220. In Order To Perform A Calculation In A Spreadsheet. You Need To Use .
- a. Table
  - b. Formula**
  - c. Field
  - d. Variable
221. Which Of The Following Cannot Be Toggles From View >> Toolbars?
- a. Control Toolbox
  - b. Slides
  - c. Revisions**
  - d. Reviewing
222. USB stands for ....
- a. Universal Serial Bus.**
  - b. Universal Series Bus
  - c. Universal Switch Band
  - d. All The Above



223. F12 Is Known As.....
- a. Company Features
  - b. Company Configuration**
  - c. Accounting Features
  - d. None Of These
224. A ..... Is A Person To Whom The Business Owes Money
- a. Debtors
  - b. Creditor**
  - c. Receiver
  - d. None Of The Above
225. A..... Is A Daily Record Of Business Transaction
- a. Journal
  - b. Ledger**
  - c. Narration
  - d. Voucher
226. .... Is The List Of All Types Of Voucher For That Particular Day Are Displayed.
- a. Balance Sheet
  - b. Accounts Info
  - c. Sales Register
  - d. Daybook**
227. Receipt Voucher Is Used For.....Amount Entry ?
- a. Receipt**
  - b. Payable
  - c. Paid
  - d. Due Amount
228. How To View List Of Accounts?
- a. Gateway Of Tally> Display>Trail Balance >List Of Accounts
  - b. Gateway Of Tally> Balance Sheet >List Of Accounts
  - c. Gateway Of Tally> Display >List Of Accounts**
  - d. Gateway Of Tally> Display> Accounts Books
229. Where Do We Record Transaction Of Salary , Rent Or Interest Paid?
- a. Receipt
  - b. Payment**
  - c. Contra
  - d. Journal

230. To Create Credit Note Voucher Click On.....
- a. Ctrl+F9
  - b. Alt + F5
  - c. Ctrl +F8**
  - d. Alt +F9
231. Closing **Stock Appears In** .....
- a. Balance Sheet**
  - b. Trail Balance
  - c. Profit & Loss
  - d. None Of The Above
232. Style Sheet Formats Can Be Applied From?
- a. Table>>Auto Format
  - b. Format >>Auto Format**
  - c. Table>>Cells
  - d. Format>>Cells
233. Style Sheet Formats Can Be Applied From?
- a. True**
  - b. False
  - c. A And B
  - d. None
234. Except For The ..... Function A Formula With A Logical Function Shows The Word "True" Or "False" As A Result
- a. And
  - b. Or
  - c. If**
  - d. Not
235. The Default Style For New Data Keyed In A new Workbook Is?
- a. Comma
  - b. Normal**
  - c. Currency
  - d. Percent
236. You Can Check The Conditions Against..... When Applying Conditional Formatting?
- a. Cell Value
  - b. Formula

- c. **Both A & B**
- d. None Of Above