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

1. In Ms Word Short Cut To Select All Is………
   1. Shift + A
   2. **Ctrl +A**
   3. Alt + A
   4. Shift +Ctrl+A
2. In Ms Word The Spelling Tool Is Placed On ………… Toolbar
   1. **Standard**
   2. Formatting
   3. Drawing
   4. Review
3. The Ability To Combine Name And Address With A Standard Document Is Called.
   1. Document Formatting
   2. Database Management
   3. **Mail Merge**
   4. Form Letter
4. Shortcut Key To Edit Cell Is
   1. F1
   2. **F2**
   3. F3
   4. F4
5. Special Category Of Number Tab In Format Cells Dialog Box Can Be Used Apply Formats Like…… In Excel
   1. Zip Code
   2. Phone Number
   3. **Both Of Above**
   4. None Of Above
6. A Function Inside Another Function Is Called ……… In Excel
   1. **Nested Function**
   2. Round Function
   3. Sum Function
   4. Text Function
7. Which Is The Correct Sequence To Remove The Spread Sheet
   1. File-Save As – Save As Type – Worksheet
   2. **Right Click On Spreadsheet Tab- Select Delete**
   3. Right Click On Spreadsheet Tab – Insert Entire Column
   4. None Of The Above
8. How To Fit Long Texts In A Single Cell With Multiple Lines In Excel ?
   1. Start Typing In The Cell And Press The Enter Key To Start Another Line
   2. **Use The Wrap Text Option In The Format -> Alignment Menu**
   3. Use The Shrink To Fit Option In The Format -> Cells -> Alignment Menu
   4. All Of The Above
9. Extension Of Ms Power Point Is ……….
   1. Doc
   2. Newmspt
   3. **Ppt**
   4. Mpt
10. Material Consisting Of Text And Numbers Is Best Presented As
    1. **A Table Slide**
    2. A Bullet Slide
    3. A Title Slide
    4. All Of The Above
11. In Clip Art We Get …………
    1. Style Of Paragraph
    2. Styles Of Charts
    3. **Styles Of Readymade Pictures**
    4. Styles Of Font
12. Which Option Is Choosed To Type Kannada In Ms Word Mailing In Kannada?
    1. Ekabhase
    2. Dwibhashe
    3. Scroll Lock Off
    4. **Unicode**
13. Usually To Run And Stop The Nudi Key Is
    1. Shift
    2. Alt
    3. **Scroll Lock**
    4. Num Lock
14. Isp Stands For
    1. **Internet Service Provider**
    2. Internet Service Publisher
    3. Internet Server Provider
    4. All The Above
15. Internet Explorer Falls Under:
    1. Operating System
    2. Compiler
    3. **Browser**
    4. Ip Address
16. How To Close The Active Company?
    1. **Gateway Of Tally > Press Alt + F3> Shut Company Press Enter**
    2. Gateway Of Tally > Press Alt +F4
    3. Gateway Of Tally > Company Info > Quit >Press Ok
    4. Gateway Of Tally > Company Info > Groups > Quit >Press Ok
17. For Small Businesses, When Is From 941 Filed With The Irs ?
    1. **Quarterly**
    2. Annually
    3. Monthly
    4. Weekly
18. …………… Key For Change The Date In Tally
    1. **F2**
    2. F3
    3. Alt + F3
    4. Esc
19. ……………….Key To Create Company
    1. **Alt +F3**
    2. Alt + F6
    3. Alt + A
    4. Alt + F2
20. ……….. Is The Summary Of Ledger Account Balance.
    1. Final Account
    2. **Trail Balance**
    3. P & L Account
    4. None Of The Above
21. A Company Is Always Making Financial………….
    1. **Accounting**
    2. Transaction
    3. Business
    4. None Of The Above
22. A ……….. Is The Principle Book Containing A Record Of All The Financial
    1. **Ledger**
    2. Group
    3. Inventory
    4. Stock
23. Purchase Account Voucher Display The Summary Of ………..
    1. **Item Bought**
    2. Item Sold
    3. Item Return
    4. Item Damage
24. Purchase Of Sales Book Is ………
    1. To Record All Sales Made By The Firm
    2. To Record Payment Due To Creditors
    3. To Record All Credit Sales Made By The Firm
    4. **To Record Credit Sales Of Goods Made By The Firm**
25. While Entering A ‘Purchase Account Invoice’ In The Party’s Account Name ‘Field The Pop-Up List Does Not Display…………
    1. **Sundry Creditors Ledger**
    2. Purchase Ledger
    3. Incomes & Expenses
    4. Sundry Debtor Ledger
26. Which One Of The Following Item Is Not Needed When Calculating Employee Net Pay ?
    1. **Federal Unemployment Withholding**
    2. Number Of Allowances
    3. Filing Status
    4. Extra Withholding
27. To Show The Cheque Number While Reconciling Bank Accounts Press
    1. F11
    2. **F12**
    3. Ctrl +F11
    4. Ctrl + F12
28. How To Set Multiple Go Down Features In Tally?
    1. Gateway Of Tally > Inventory Feature > Go Down > Create <Accept >Yes
    2. **Gateway Of Tally > Press F11> Company Feature > Inventory Feature> Maintain Multiple Go Downs > Select Yes> Accept > Yes**
    3. Gateway Of Tally> Display Menu> Inventory Books>Stock Item
    4. Gateway Of Tally > Group> Go down> Create
29. Default ‘Go Down ‘ Name In Tally Is …………
    1. Primary
    2. **Main Location**
    3. A Or B
    4. None Of The Above
30. ETCS Means ………….
    1. Electric Tax Collected At Source
    2. Electronical Tax Collected At Source
    3. **Electronic Tax Collected At Source**
    4. Enable Tax Collected At Source
31. GST Report Can Be Seen From ……………
    1. Display >Day Book
    2. Display >Accounts Book
    3. Display >Statutory Masters
    4. **Display > Statutory Reports**
32. Tds Comes Under ……. Group
    1. Indirect Expenses
    2. **Duties & Taxes**
    3. Secured Loans
    4. Capital All
33. Which Of The Following Is Not A Valid Zoom Percentage In Excel ?
    1. 100
    2. 10
    3. 90
    4. **500**
34. What Does The Lookup Function Do ?
    1. **Looks Up Text That Contain Vertically**
    2. Checks Whether Text Is The Same In One Cell As In The Next
    3. Finds Related Records
    4. All Of The Above
35. What Excel Feature Can You Use If You Want To Work With One Record At A Time ?
    1. Auto Complete
    2. **Data Form**
    3. Set Form
    4. Auto Text
36. To Drag A Selected Range Of Data To Another In The Same Workbook, Use The ?
    1. **Ctrl Key**
    2. Shift Key
    3. Alt Key
    4. Tab Key
37. Short Cut Key For Auto Sum
    1. **Alt +=**
    2. Shift +=
    3. Ctrl +=
    4. Alt + Shift
38. The Accounting Style Shows Negative Numbers In ?
    1. Bold
    2. Italics
    3. **Parentheses**
    4. Quotes
39. Which Symbol Must All Formula Begin With>
    1. &
    2. @
    3. %
    4. **=**
40. Which Of The Following Setup Options Can Not Be Set In The Page Setup Dialog Box?
    1. **Printer Selection**
    2. Orientation
    3. Row And Column Title
    4. Page From To To
41. 3-D Reference In A Formula?
    1. **Spans Worksheets**
    2. Can Not Be Modified
    3. Only Appears On Summary Worksheets
    4. Limits The Formatting Options
42. When The Formula Bar Is Activated , You Can See
    1. The Edit Formula Button
    2. The Cancel Button
    3. The Enter Button
    4. **All Of The Above**
43. Any Data Or Instruction Entered Into The Memory Of A Computer Is Considered As
    1. Out Put
    2. Input
    3. Processing
    4. **Alu**
44. Collection Of Programs Is Called A …….
    1. Procedure
    2. Batch
    3. Command
    4. **Software**
45. Files Stores In……………
    1. Drives
    2. Folder
    3. **Both A & B**
    4. None Of The Above
46. Date And Time Are Available In Desktop ……………. Corner
    1. **Right**
    2. Left
    3. Top
    4. Bottom
47. Internet Is A
    1. Software Programme
    2. Operating System
    3. **Network And Networks**
    4. None Of These
48. Email Stands For
    1. **Electronics Mail**
    2. Communication Mail
    3. Commerce Mail
    4. Electrical Mail
49. Default Font In Ms Word Is ……….
    1. Times New Roman
    2. **Arial**
    3. Book Man Old Style
    4. Verdhan
50. In Ms Word Background Color Or Effects Applied On A Document Is Not Visible In
    1. Web Layout View
    2. **Print Layout View**
    3. Reading View
    4. Print Preview
51. Which Of The Following In Font Style?
    1. Bold
    2. Italic
    3. Regular
    4. **Superscript**
52. Mail Merge Facility Is Used When
    1. **Multiple Copies Of Same Letter With Different To Be Prepared**
    2. Only One Letter Can Take
    3. Cannot Take Even One
    4. NONE
53. In Ms Word ........... Shortcut Key Is Used For File Menu
    1. Ctrl + F
    2. **Alt + F**
    3. Alt +I
    4. None Of The Above
54. Technical Name Of Ms- Excel Is.........
    1. Graphic Program
    2. Word Processor
    3. Editor
    4. **Spreadsheet**
55. Shortcut Key To Insert Rows, Columns & Cell............ In Excel?
    1. Ctrl +-
    2. Ctrl++
    3. **Ctrl +Shift++**
    4. Alt+ Shift+ M
56. Which Of The Following Is Invalid Statement In Excel?
    1. Sheet Tab Cannot Be Colored
    2. Some Picture Can Be Applied As Background Sheet
    3. You Can Set The Column Width Automatically Fit The Content
    4. **Width Of Row And Be Specified Manually Fit Auto**
57. Which Is The Correct Sequence To Remove The Spread Sheet?
    1. File- Save As- Save As Type –Work Sheet
    2. **Right Click On Spreadsheet Tab – Select Delete**
    3. Right Click On Spreadsheet Tab – Insert Entire Column
    4. None
58. If You Want To Type The Text In A1 To G1 Range Cells, Option Used Is ...............
    1. Merge Cells
    2. **More Cells**
    3. Insert
    4. All Cells
59. Powerpoint Presentations Are Widely Used As ........
    1. Note Outlines For Teachers
    2. Project Presentations By Students
    3. Communication
    4. **All Of Above**
60. Presentation Can Contain Bulleted And Numbered Item Are............
    1. **Home**
    2. Insert
    3. Format
    4. Help
61. ..............Animation Effect Presentation In Powerpoint
    1. **Windows**
    2. Dos
    3. Web
    4. Linux
62. Nudi Supports Most Of The Windows Based Database Systems Like Access, Oracle, Sql,Bd2,Mysql
    1. **False**
    2. True
    3. Both A &B
    4. None
63. Unicode Has .................Font?
    1. Nudi B Akshar
    2. **Nudiuni01e**
    3. Nudi Web 03
    4. Nudi 11e
64. Verification Of A Login Name And Pass Word Is Known As:
    1. Configuration
    2. Accessibility
    3. **Authentication**
    4. Logging In
65. Vat Paid At Reduced Rate Is Called
    1. Compounding Levy Of Tax
    2. Non-Compounding Levy Of Tax
    3. **Value Added Tax**
    4. Sales Tax
66. ………………….. Voucher Records All The Payments Made Through Bank And Cash
    1. Receipt
    2. Contra
    3. **Payment**
    4. Journal
67. ........... It Is The One Of Fixed Assets?
    1. **Building**
    2. Pooja Expenses
    3. Discount Allowed
    4. Electricity Bill
68. ......... Key Combinations Used To Alter Auto Columns
    1. Ctrl +A
    2. **Alt +A**
    3. Alt + N
    4. Alt + I
69. ......... Voucher Records All Entries Related To Sales.
    1. **Sales**
    2. Purchase
    3. Stock Journal
    4. Sales Order
70. ............ No Of Groups Available In Tally
    1. **28**
    2. 15
    3. 13
    4. 20
71. Goods Purchase By A Business Are Called..........
    1. **Purchase**
    2. Sales
    3. Sales Return
    4. None
72. Which Of The Following Is Transaction File?
    1. **Voucher File**
    2. Purchase Order File
    3. Invoice File
    4. Backup File
73. Which Of The Following Is A Liability?
    1. **An Over Drawn Balance On The Firms Bank Account**
    2. Money Owed By The Firm By Its Debtor
    3. Cash In The Firms Safe
    4. A Factory Owned By The Firm
74. Which Of The Following Is A Liability Owed To Outside Agencies Except ………….
    1. Federal Income Taxes
    2. State Income Taxes
    3. Unemployment Taxes
    4. **Net Pay**
75. GST Was Introduced In India In The Year ...........
    1. 2010
    2. 2015
    3. **2017**
    4. 2018
76. Intra State Gst Comes Under ........... Group
    1. Indirect Expenses
    2. Direct Expenses
    3. **Duties & Taxes**
    4. Sales
77. If You Press........ The Cell Accept Your Typing As Its Contents?
    1. Tab
    2. **Enter**
    3. Ctrl + Enter
    4. Shift + Enter
78. How To Change Column Width To Fit The Content?
    1. Single- Click The Boundary To The Left To The Column Heading
    2. **Double Click The Boundary To The Right Of The Column Heading**
    3. Press Alt And Single Click Anywhere In The Column
    4. All Of The Above
79. Shortcut To Delete The Selected Columns?
    1. **Ctrl + -**
    2. Alt+ -
    3. Shift +-
    4. Insert +-
80. Each Excel File Is Called A Worksheet Because
    1. It Can Contain Text And Data
    2. It Can Be Modified
    3. **It Can Contain Many Sheets Including Work Sheets And Chart Sheets**
    4. You Have To Work Hard To Create It
81. Each Excel Can Contain Many Sheets Including Work Sheets And Chart Sheets
    1. **True**
    2. False
    3. A And B
    4. None
82. You Want To Track The Progress Of The Stock Market On A Daily Basis. Which Type Of Chart Should You Use
    1. Column
    2. Pie
    3. 3d
    4. **All Of The Above**
83. To Create An Interactive Pivot Table For The Web, You Use A Microsoft Office Web Component Called?
    1. Html
    2. Pivot Table Field List
    3. **Pivot Table Report**
    4. Pivot Table List
84. Which Function Is Used For Creating A Data Table?
    1. Sum
    2. **Table**
    3. Add
    4. Count
85. When You Insert An Excel File Into Document, The Dadaare
    1. Embedded
    2. Linked
    3. **Hyperlinked**
    4. None
86. CUI Stands For............
    1. **Character User Interface**
    2. Char Using
    3. Character Using Interface
    4. Character Uses Interface
87. Example For Micro Processor...............
    1. Intel
    2. And
    3. **Both A & B**
    4. Microsoft
88. Shortcut Key To Shut Down Is .............
    1. **Alt +F4**
    2. Alt +F9
    3. Ctrl + Shift +F5
    4. Ctrl +F4
89. Short Cut Key For Run Command ..............
    1. Windows + D
    2. **Windows +R**
    3. Windows + Tab
    4. None Of The Above
90. Expansion Of Www Is ..........
    1. Wide Web Word
    2. **World Wide Web**
    3. Web Wide Web
    4. Web World Wide
91. The Key 12 Opens A ................ In Ms Word?
    1. **Save As Dialog Box**
    2. Open Dialog Box
    3. Save Dialog Box
    4. Close Dialog Box
92. Essential Business Letter Elements Include The ..... In Ms –Word?
    1. Data Line And Inside Address
    2. Message
    3. Signature Block
    4. **All Of The Above**
93. To View Headers And Footers, You Must Switch To ................. In Ms- Word?
    1. Normal View
    2. **Print Layout View**
    3. Print Preview Mode
    4. Both B And C
94. In Ms Word ............ Shortcut Key Is Used For Paste Option.
    1. Ctrl + P
    2. Ctrl +C
    3. **Ctrl +V**
    4. None Of The Above
95. Which Of The Following In Not An Underline Option In The Format Cells Dialog Box?
    1. Double
    2. Single Accounting
    3. Double Accounting
    4. **Single Engineering**
96. .............. Is A Work Book
    1. Excel
    2. **Wordpad**
    3. Ms – Word
    4. None Of The Above
97. Intersection Of Rows And Columns..................
    1. Work Book
    2. **Cell**
    3. Work Sheet
    4. Excel File
98. 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
    1. The Setting Tab Under The Menu Format -> Cells
    2. **The Setting Tab Under The Menu Data -> Validation**
    3. The Setting Tab Under The Menu Data -> Filter ->Advanced Filter
    4. The Setting Tab Under The Menu Format -> Conditional Formatting
99. The Software Which Contains Rows And Columns Is Called ...
    1. Database
    2. Drawing
    3. **Spreadsheet**
    4. Word Processing
100. The Effect Applied To Display When Slide Changes In Slide Show View Is ................
     1. Slide Animation
     2. Custom Animation
     3. Custom Transition
     4. **Slide Transition**
101. ............... Is The Shortcut Key To Slide Show
     1. **F5**
     2. Ctrl + G
     3. Shift +G
     4. Shift + Ctrl +G
102. Kannada Nudi Developed By
     1. Hcl
     2. **Kannada Ganaka Parishat**
     3. Ngo
     4. None
103. In “Nudi 01 K” We Can Type ..................... ?
     1. Kannada & English
     2. English & Kannada With English Number
     3. **Kannada & Kannada Numbers**
     4. English & Kannada With Kannada Numbers
104. [WWW.Keonics.In](http://WWW.Keonics.In) Where In Refers
     1. **Domain Name**
     2. Organization
     3. Both A & B
     4. None Of The Above
105. Internet Is An Example For .............
     1. Man
     2. Lan
     3. Pan
     4. **Wan**
106. Service Tax Is Applicable To :
     1. **Whole Of India**
     2. Whole Of India Except Jammu And Kashmir
     3. Whole Of India, Except Jammu And Kashmir And Union Territories Of Dadra, Nagar Haveli, Daman & Diu
     4. None Of The Above
107. Where Service Is Received From Outside India Such Service Shall Be :
     1. Taxable In The Hands Of Service Provider
     2. **Taxable In The Hands Of Service Recipient**
     3. Exempt From Service Tax
     4. None Of The Above
108. A Creditor Is Comes Under?
     1. **Purchase**
     2. Payment
     3. Receipt
     4. Sales
109. ................... Accounts Refers To Trading, Profit & Loss Accounts & Balance Sheet To Be Prepared Annually.
     1. **Final**
     2. Company
     3. Cost
     4. None Of The Above
110. A ………………….. Is A Permanent Of All The Transaction
     1. **Journal**
     2. Ledger
     3. Narration
     4. None
111. ………….. Shortcut Key Is Used For Contra Entry
     1. F3
     2. **F4**
     3. F5
     4. F6
112. Alt + D Key Is Used For .......... In Tally.
     1. Copy
     2. **Delete**
     3. Save
     4. Paste
113. Profit & Loss Account Are Presented Under ............ Main Menu
     1. **Gateway Of Tally**
     2. Info Menu
     3. Company Info
     4. None Of The Above
114. What Is MRP ?
     1. Market Price
     2. Marginal Price
     3. **Maximum Retail Price**
     4. Minimum Retail Price
115. How To View The Stock Summary ...............
     1. Gateway Of Tally> Balance Sheet > Group Summary
     2. Gate Way Of Tally > Display Menu > Inventory Book > Stock Item
     3. Gate Way Of Tally > Display Menu > List Of Accounts
     4. **Gate Way Of Tally > Stock Summary**
116. To Create Manufacturing Journal Which Option Must Be Activated?
     1. Use Common Narration
     2. Narrations For Each Entry
     3. Prefill With Zero
     4. **Use As Manufacturing Journal**
117. ........... Is Return Inward Of The Sold Goods By The Customers
     1. Rejection Out
     2. **Rejection In**
     3. Sales Register
     4. Physical Stock
118. TDS Deduction Entry Can Be Made Through...........
     1. Payment Voucher
     2. **Journal Voucher**
     3. Receipt Voucher
     4. All Of These
119. ESS Stands For...................
     1. **Electronics Spread Sheet**
     2. Election Spread Sheet
     3. Electric Spread Sheet
     4. None
120. Compulsory Registration Under GST Applicable If The Dealer ............
     1. **Deals With Inter – State Sales**
     2. Deals With Exempted Goods
     3. Buying And Selling Goods In The State
     4. None Of The Above
121. Entire Worksheet Can Not Be Selected In One Time.
     1. True
     2. **False**
     3. A And B
     4. None
122. When You View Preview Of Print Which Short Cut To Press
     1. Shift
     2. Ctrl + F3
     3. **Ctrl + F2**
     4. Alt + F4
123. Which Types Of Charts Can Excel Produce ?
     1. Pie
     2. Bar
     3. Column
     4. **All Of The Above**
124. Excel Files Have A Default Extension Of
     1. **Xlsx**
     2. Xlsw
     3. Xlls
     4. Excel1
125. The Name Box
     1. **It Shows Active Cell Ref**
     2. It Shows Previous Cell Ref
     3. It Shows Formula
     4. None
126. How Many Recent Files You Can Display On File Menu At Maximum
     1. 8
     2. 12
     3. **9**
     4. 5
127. Auto Calculate Feature Provides A Quick Way To View The Results Of An Arithmetic Operation On A Range Of Cells.
     1. **True**
     2. False
     3. A And B
     4. None
128. Which Of The Following Is An Absolute Cell Reference?
     1. \*A1
     2. #A1#
     3. **A1**
     4. \*#A1
129. How Are Data Organized In A Spreads Sheet
     1. Height And Width
     2. **Row And Columns**
     3. Lines
     4. Spacing
130. Which Among Following Is Associated With Excel?
     1. Graphic Program
     2. Word Processor
     3. Presentation
     4. **Spreadsheet**
131. Computer Virus Is A ...............
     1. Hardware
     2. Bacteria
     3. **Software**
     4. Freeware
132. Main Memory Is Divided In To .... Unit
     1. 3
     2. **2**
     3. 4
     4. 6
133. A Bar Containing A Scale That Indicates Paragraph Indents And Margins Is .............
     1. **The Ruler**
     2. The Ribbon
     3. The Menu Bar
     4. None Of The Above
134. Editors Are ……………
     1. Folder
     2. **Modifier**
     3. Both A & B
     4. None Of The Above
135. In Ms – Word Background Color Or Effects Applied On A Document Is Not Visible In ………………
     1. Web Layout View
     2. **Print Layout View**
     3. Reading View
     4. Print Preview
136. From Where You Can Access Save Command?
     1. Home Tab
     2. Insert Tab
     3. Review Tab
     4. **None Of Above**
137. To Print Repeated Text Or Image On Every Page Is...................
     1. **Header And Footer**
     2. Headings
     3. Auto Text
     4. Templetes
138. In Ms Word Short Cut Key For Open Saved File …………….
     1. Ctrl + O
     2. Ctrl +P
     3. **Alt +O**
     4. Alt +T
139. In Ms Word Short Cut Key Of Increase The Text ..............
     1. Ctrl+ Shift +I
     2. Ctrl + Shift+>
     3. **Ctrl +>**
     4. Ctrl +<
140. Extension Of M. S. Excel File Is ……….
     1. .Docx
     2. **.Xls**
     3. .Avi
     4. .Bmp
141. Selecting The Column G And H The Choose Insert -> Column What Will Happen In Excel?
     1. **2 Columns Will Be Inserted After Column F**
     2. 2 Columns Will Be Inserted After Column G
     3. 2 Columns Will Be Inserted After Column H
     4. 2 Columns Will Be Inserted After Column I
142. Cell Is A Intersection Of .............
     1. 2 Rows
     2. 2 Columns
     3. **Row & Columns**
     4. None Of The Above
143. How Can You Remove Borders Applied Cells ………… In Excel
     1. Chose None On Borders Tab Of Format Cells
     2. Open The List On Border Tool In Formatting Toolbar
     3. **Both Of Above**
     4. None Of Above
144. And(), Or(), Not() Is An Example Of ……………….. I Excel
     1. **Logical Functions**
     2. Statistical Function
     3. Financial Function
     4. None Of The Above
145. What Is The Best Way To Create Another Copy Of Slide ?
     1. Click The Slide Then Press Ctrl +A And Paste In New Slide
     2. From Insert Menu Choose
     3. Redo Everything On A New Slide That You Had Done On Previous Slide
     4. **None Of Above**
146. Presentations Can Contain Bulleted And Numbered Item Are ……..
     1. **Home**
     2. Insert
     3. Format
     4. Help
147. To Insert Slide Numbers …………..
     1. Insert A Text Box And Select Insert >> Page Number
     2. Insert A Textbox And Select Insert >> Number >> Page Number
     3. **Choose Insert >> Slide Number**
     4. Insert A New Text Box And Select Insert >> Slide Number
148. Nudi Can Be Used For Dynamic Font Embedding Purpose
     1. False
     2. **True**
     3. A & B
     4. None
149. A Computer On Internet Are Identified By :
     1. E Mail Address
     2. Street Address
     3. **Ip Address**
     4. None Of The Above
150. Wi - Fi Stands For
     1. **Wireless Fidelity**
     2. Wireless Flicker
     3. Both A & B
     4. None Of These
151. Vat Is Imposed …………………..
     1. Directly On Consumer
     2. On Final Stage Of Production
     3. On First Stage Of Production
     4. **On All Stage Between Production And Final Sale**
152. Shortcut Key To Delete A Company?
     1. Alt K
     2. Alt S
     3. Alt T
     4. **Alt D**
153. .......................... Key For Change The Date In Tally
     1. **F2**
     2. F3
     3. Alt+F3
     4. Esc
154. ........... Key Combinations Used To Alter Auto Columns
     1. Ctrl + A
     2. **Alt + A**
     3. Alt +N
     4. Alt + I
155. ............... Is Passed To Record The Transfer Of Material
     1. Purchase Voucher
     2. Physical Stock Voucher
     3. **Stock Journal**
     4. None Of The Above
156. ............ Shortcut Key Is Used For Contra Entry
     1. F3
     2. **F4**
     3. F5
     4. F6
157. Identity The Asset From The Following
     1. **Cash And Cash Equitant**
     2. Creditors
     3. Notes Payable
     4. Bank Loan
158. Default Stock Category In Tally Is ………
     1. Main Location
     2. **Primary**
     3. Symbol
     4. None Of Above
159. How To Create Units Of Measure?
     1. Gateway Of Tally ---- Inventory Info --- Stock Group --- Create
     2. Gateway Of Tally ---- Accounting Info --- Units Of Measure --- Create
     3. Gateway Of Tally ---- Accounting Info --- Units --- Create
     4. **Gateway Of Tally ---- Inventory Info --- Units Of Measure --- Create**
160. To Create Debt Note Voucher Click On ..........
     1. Ctrl+F8
     2. Alt + F5
     3. **Ctrl +F9**
     4. Alt +F4
161. Input Tax Credit (Itc) Can Be Claimed If The Inputs Are Used For ..........
     1. **Business Purpose**
     2. Personnel Purpose
     3. Distributing As A Free Samples
     4. Captive Consumption
162. GST On Service Is A Charge On: ................
     1. Taxable Service Provided
     2. Taxable Service To Be Provided
     3. **Taxable Service Provided Or To Be Provided**
     4. Any Service Provided Or To Be Provided
163. GST Is Not Payable On Any Service Provided To :.......
     1. An Undertaking In A Free Trade Zone
     2. An Undertaking In A Software Technological Park
     3. An Undertaking In A Special Economic Zone
     4. **Agricultural Income**
164. Which Function Calculating Your Monthly Mortgage Payment?
     1. **Pmt ( Payment)**
     2. Nper ( Number Of Periods)
     3. Pv (Present Value
     4. All Of The Above
165. Which Function Is Excel Counts The Number Of Characters In A Cell ?
     1. Length
     2. Lgt
     3. Lt
     4. **Len**
166. Which Among Following Is Divide Symbol Excel?
     1. **/**
     2. D
     3. Div
     4. \
167. Which Function Converts Miles To Kilometers?
     1. Change
     2. **Convert**
     3. Shift
     4. Conv
168. What Term Describes A Background That Appears As A Grainy As A Grainy, Non Smooth Surface, Non Smooth Surface ?
     1. Pattern
     2. **Gradient**
     3. Texture
     4. Velvet
169. Led Stands For ...............
     1. **Light Emitting Diode**
     2. Light Ethelon Diode
     3. Liquid Electronic Display
     4. All The Above
170. Internal Memory ……………..
     1. **Ram**
     2. Rom
     3. Both A & B
     4. All The Above
171. Recycle Bin Is A Place Where ........... Files And Folders Are Stored
     1. Saved
     2. **Deleted**
     3. Stored
     4. Backup
172. DDE Stands For .........
     1. Data Defection Estimation
     2. **Dynamic Data Exchanger**
     3. Both A & B
     4. None Of The Above
173. Which Of The Following Is Not An Example Of Web Browser?
     1. Internet Explorer
     2. Google Chrome
     3. Mozilla Firefox
     4. **Windows Explorer**
174. …….. Formatting The Process Of Changing The Way Letter, Numbers, Punctuation Marks, And Symbols Appear On The Screen And In Put.
     1. **Document**
     2. Font
     3. Paragraph
     4. Object
175. Ctrl + P Is …………In Ms Word?
     1. Open Paragraph Dialog Box
     2. Open Page Format Dialog Box
     3. Open Save Dialog Box
     4. **Open Print Dialog Box**
176. In Ms Word Press F8 Key For Three Times Selects .........
     1. Word
     2. A Sentence
     3. A Paragraph
     4. **Entire Document**
177. With Which View Can You See How Text And Graphics Will Appear On The Printed Page In Ms – Word
     1. Normal
     2. **Print Layout**
     3. Outline
     4. Web Layout
178. Ctrl + I Will ……………. In Ms Word?
     1. **Italic**
     2. Left Indent
     3. Save Document
     4. Close Document
179. There Are …………… Columns In Excel
     1. 65536
     2. **16384**
     3. 286
     4. 1200
180. ……………. Symbol Appears To Find Auto Sum In Excel
     1. **Sigma Symbol**
     2. Plus Symbol
     3. Add Symbol
     4. Floppy Symbol
181. Extension Of Ms Excel File Is ...............
     1. .Docx
     2. **.Xls**
     3. .Avi
     4. .Bmp
182. How To Restrict To Run A Macro Automatically When Starting Microsoft Excel?
     1. **Hold Down The Shift Key During Startup**
     2. Hold Down The Ctrl Key During Startup
     3. Hold Down The Esc Key During Startup
     4. Hold Down The Alt Key During Startup
183. If You Want To Insert Some Slides From Other Presentation Into Current One Chose...........
     1. From Insert Menu Choose Slides From Files
     2. **From Insert Menu Choose Slides From Presentation**
     3. From Insert Menu Choose Slide
     4. None Of Above
184. Which Of The Following Should You Use If You Want All The Slides In The Presentation To Have The Same ‘Look’?
     1. The Slide Layout Option
     2. Add A Slide Option
     3. Outline View
     4. **A Presentation Design Template**
185. Which Using Nudi 4.0 Scroll Lock Should Be On
     1. False
     2. **True**
     3. Both A&B
     4. None
186. KSCLP Stands For
     1. Script Code For Language Processing
     2. Karnataka Script Code For Language Processing
     3. **Kannada Script Code For Language Processing**
     4. None
187. Which Of The Following Item Is Not Needed When Calculating Employee Net Pay?
     1. **Federal Unemployment Withholding**
     2. Number Of Allowances
     3. Filling Status
     4. Extra Withholdings
188. ............ Key Used To Set Tally Features
     1. F3
     2. F12
     3. **F11**
     4. F10
189. A............ Is The Principal Book Containing A Record Of All The Financial
     1. **Ledger**
     2. Group
     3. Inventory
     4. Stock
190. .... Key To Create Company
     1. **Alt +F3**
     2. Alt + F6
     3. Alt + A
     4. Alt+F2
191. You Will Get Company Information ,I F You Press................ From Gateway Of Tally
     1. F3
     2. **Alt + F3**
     3. None Of Above
     4. Ctrl + F3
192. Discount Columns Is Available In ………..
     1. Sales Invoice
     2. Purchase Invoice
     3. **Both A & B**
     4. None Of These
193. In Tally A Group Company Is Marked With An ............
     1. **\***
     2. $
     3. &
     4. ^
194. All Of The Following Are Payroll Tax Liabilities Owed To Outside Agencies Except..............
     1. Federal Income Taxes
     2. State Income Taxes
     3. Unemployment Taxes
     4. **Net Pay**
195. For Stock Journal Entry We Press............ In Tally
     1. F7
     2. **Alt+ F7**
     3. F10
     4. F11
196. How To Create Stock Item?
     1. Gateway Of Tally --- Inventory Info --- Stock Group--- Create
     2. **Gateway Of Tally --- Inventory Info --- Stock Item--- Create**
     3. Gateway Of Tally --- Inventory Info --- Go Down --- Create
     4. Gateway Of Tally --- Inventory Info --- Units Of Measures--- Create
197. Due Date Of Filling Return Is :...............
     1. 5th Of The Month Following The Particular Half-Year
     2. 15th Of The Month Following The Particular Half –Year
     3. **25th Of The Month Following The Particular Half- Year**
     4. 30 Days Of The Month Following The Particular Half-Year
198. Which Shortcut Can Be Used T Switch Between Open Work Books?
     1. Ctrl +F2
     2. **Ctrl+ F6**
     3. Ctrl+F8
     4. Ctrl+ F10
199. Macro Are ‘Run’ Or Executed From The..................... Menu
     1. Insert
     2. **View**
     3. Home
     4. Table
200. Short Cut Key To Insert Chart
     1. F2
     2. F6
     3. **F11**
     4. F12
201. On An Excel Sheet The Active Cell In Indicated By ?
     1. A Dotted Border
     2. **A Dark Wide Border**
     3. Blinking Border
     4. None
202. Output Device Is ....
     1. **Monitor**
     2. Keyboard
     3. Scanner
     4. Cpu
203. Tiny Pictures Are Available On The Desktop Are Known As .
     1. **Icons**
     2. Files
     3. Folders
     4. Drives
204. Which Of These Is Not A Software................
     1. Ms Office
     2. Java
     3. C
     4. **Monitor**
205. In A Document What Is The Maximum Number Of Columns That Can Be Inserted In Ms Word Table?
     1. 35
     2. 15
     3. **63**
     4. 65
206. In Water Mark We Cannot Add .............
     1. Picture
     2. Word
     3. **Table**
     4. Clipart
207. Columns Dialog Box Can Be Opened From ............. In Ms- Word?
     1. Format Menu Columns Submenu
     2. Double Click On Columns Space In Ruler
     3. **Press Alt +0+C**
     4. All Of Above
208. Ctrl + M Is ... In Ms Word?
     1. New Document
     2. Close Document
     3. **Right Indent**
     4. Left Indent
209. How Many Ways You Can Save A Document?
     1. 4
     2. **3**
     3. 5
     4. 6
210. To Copy Content Using Drag And Drop Press The ............. In Excel
     1. End Key
     2. Shift Key
     3. Esc Key
     4. **None Of The Above**
211. You Can Edit Existing Excel Data By Pressing.............
     1. F1
     2. **F2**
     3. F3
     4. F4
212. ...................... Number Of Columns And Rows In Excel.
     1. **16384 & 1048576**
     2. 15389 & 1048576
     3. 14384 &1048576
     4. 16300 & 10000
213. In Order To Perform A Calculation In A Spreadsheet. You Need To Use .
     1. Table
     2. **Formula**
     3. Field
     4. Variable
214. ...................... Is The Shortcut Key To Slide Show
     1. **F5**
     2. Ctrl + G
     3. Shift + G
     4. Shift + Ctrl +G
215. Which Of The Following Cannot Be Toggles From View >> Toolbars?
     1. Control Toolbox
     2. **Slides**
     3. Revisions
     4. Reviewimg
216. USBStands For ....
     1. **Universal Serial Bus**.
     2. Universal Series Bus
     3. Universal Switch Band
     4. All The Above
217. F12 Is Known As.............
     1. Company Features
     2. **Company Configuration**
     3. Accounting Features
     4. None Of These
218. A .................. Is A Person To Whom The Business Owes Money
     1. Debtors
     2. **Creditor**
     3. Receiver
     4. None Of The Above
219. A.............. Is A Daily Record Of Business Transaction
     1. **Journal**
     2. Ledger
     3. Narration
     4. Voucher
220. ....... Is The List Of All Types Of Voucher For That Particular Day Are Displayed.
     1. Balance Sheet
     2. Accounts Info
     3. Sales Register
     4. **Daybook**
221. Receipt Voucher Is Used For............Amount Entry ?
     1. **Receipt**
     2. Payable
     3. Paid
     4. Due Amount
222. How To View List Of Accounts?
     1. Gateway Of Tally> Display>Trail Balance >List Of Accounts
     2. Gateway Of Tally> Balance Sheet >List Of Accounts
     3. **Gateway Of Tally> Display >List Of Accounts**
     4. Gateway Of Tally> Display> Accounts Books
223. Where Do We Record Transaction Of Salary , Rent Or Interest Paid?
     1. Receipt
     2. **Payment**
     3. Contra
     4. Journal
224. To Create Credit Note Voucher Click On.........
     1. Ctrl+F9
     2. Alt + F5
     3. **Ctrl +F8**
     4. Alt +F9
225. Closing Stock Appears In ...........
     1. **Balance Sheet**
     2. Trail Balance
     3. Profit & Loss
     4. None Of The Above
226. Style Sheet Formats Can Be Applied From?
     1. Table>>Auto Format
     2. **Format >>Auto Format**
     3. Table>>Cells
     4. Format>>Cells
227. Style Sheet Formats Can Be Applied From?
     1. **True**
     2. False
     3. A And B
     4. None
228. Except For The ............. Function A Formula With A Logical Function Shows The Word “True” Or “False” As A Result
     1. And
     2. Or
     3. **If**
     4. Not
229. The Default Style For New Data Keyed In Anew Workbook Is?
     1. Comma
     2. **Norma**l
     3. Currency
     4. Percent
230. You Can Check The Conditions Against.............. When Applying Conditional Formatting?
     1. Cell Value
     2. Formula
     3. **Both A & B**
     4. None Of Above