**1. Accounting is the art of**

a) Recording, Classifying

b) Recording, Summarizing and Interpretating results

c) Recording, Summarizing

d) Recording, Classifying and Summarizing transactions

**2. Examples of Real A/c are**

a) Customers, Lenders, Suppliers

b) Customers, Sales, Suppliers

c) COGS, Salary expenses, Sales

d) Building, Machinery, Cash

**3. One of the Golden Rules is**

a) Debit the Giver Credit the Receiver

b) Expenses and losses are Credited Profit and Gains are Debited

c) Debit what goes out Credit what goes out

d) Debit the Receiver Credit the Giver

**4. In accounting for Service Organization_____is used.**

a) Accounting with Goods

b) Inventory Only

c) Accounting with Inventory

d) Accounts only

**5. Through which configuration we can activate Dr / Cr instead of to / by?**

a) F11          b) None          c) Alt + F3          d) F12

**6. Tally can warn on negative balance of Cash.**

a) True                                b) False

**7. The shortcut key to Delete a Company is**

a) Alt + Delete          b) Shift + Delete          c) Alt + D          d) Ctrl + Delete

**8. To see the Balance Sheet in a detailed manner what is the Shortcut Key?**

a) Alt+F2          b) F2          c) Alt+F1          d) F12 (Configuration)

**9. Depositing cash to SBI should be passed through**

a) Payment mode          b) Receipt mode          c) Contra mode          d) Purchase

**10. What is the short cut key of Bank Payment and Bank Receipt Voucher respectively?**

a) F4 and F5          b) F6 and F7          c) F5 and F6          d) None

**11. Mr. A withdrew Rs 20000 from Bank for office use. Pass Journal Entry**

**12. Under which head Motor Car is shown?**

a) Current Assets          b) Fixed Assets          c) Sundry Creditors          d) Sundry Debtors

**13. Trade Discount is a discount allowed on the _____ of a commodity.**

a) Selling Price          b) List Price          c) Purchase Price          d) Cost Price

**14. Discount Allowed ledger is created under _____ group**

a) Direct Income         b) Indirect Expenses      c) Indirect Income    d) Direct Expenses

**15. In Tally We Can Split Company Data for**

a) 3 Months         b) 4 Months         c) 6 Months         d) all of the above

**16. Which feature provides the user with administrator rights and the capability to check the entire made by the authorized users and alter this entry.**

a) Tally vault         b) Tally audit         c) Data security         d) Data Password

**17. Sales register displays the monthly summary of sales made .To view sales register:**

a) Gateway of Tally>Display>Account Books>Sales Register

 b) Gateway of Tally>Display>Account summary >Sales Register

c) Gateway of Tally>Display>Account Book>Sales Register

d) Gateway of Tally>Display>Account Books>purchase Register