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Time : 2 Hours

**COMPUTER APPLICATION**

Subject Code

V	4	2	3	3
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Total No. of Questions : 23 (Printed Pages : 3)

Maximum Marks : 50

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**INSTRUCTIONS :** (i) There are *four* sections in the question paper (A, B, C and D) consisting of **23** questions.

(ii) In Section 'A' there are *eight* questions of which question Nos. **1** to **4** are multiple choice questions. Q. Nos. **5** and **6** are to be answered in one word, phrase or figure and Q. Nos. **7** and **8** are to be answered in *one* sentence each.

(iii) Attempt all the questions, however, internal choice is given for question numbers **20** and **23**.

(iv) Figures to the right indicate marks allotted to each question.

(v) Write the number of each question clearly on the answer-book.

**Section A**

1. In MS-Excel, the address of the cell that falls in 'M' column and '25th' row is ..... 1

- M25
- 25M
- M
- 25

2. In MS-PowerPoint, Title Slide contains ..... 1
  - One placeholder
  - Two placeholders
  - Three placeholders
  - Four placeholders
3. The type of E-commerce, where consumers are dealing with each other is ..... 1
  - B2B
  - B2C
  - C2C
  - B2A
4. Full form of IGST is ..... 1
  - Integrated Goods and Sales Tax
  - Integrated Goods and Stock Tax
  - Integrated Goods and Services Tax
  - Integrated Goods and Supply Tax
5. Name the function key used to enter Journal Voucher in Tally. 1
6. Name the view that shows slides in a thumbnail form in MS-PowerPoint. 1
7. What is Worksheet in MS-Excel ? 1
8. Write any *two* options available under 'Company Info' menu in Tally. 1

### **Section B**

9. Write the steps to change Page Orientation in Ms-Excel. 2
10. Mention the steps to increase the column width in MS-Excel. 2

11. Write the steps to display Day Book in Tally. 2
12. State any *four* advantages of Online Shopping. 2
13. Explain any *two* E-Commerce business models. 2
14. Write the steps to view GSTR-1 report in Tally. 2

### **Section C**

15. Write the steps to Insert Picture in MS-PowerPoint presentation. 3
16. Explain the components of GST that are applicable on Interstate and Intrastate supply of goods. 3
17. Explain the following functions supported in MS-Excel : 3
  - (a) =Sum( )
  - (b) =Product( )
  - (c) =Average( )
18. Mention the steps to Freeze Pane in MS-Excel. 3
19. Write the procedure to create ledger 'Salary A/c' in Tally. 3
20. Mention the steps to alter voucher in Tally. 3

*Or*

Write the 'Journal Entry' and 'Voucher Type' to enter the following transactions in Tally :

- (1) Withdrawn ₹ 10,000/- from Canara Bank.
- (2) Purchased goods from 'Aaditya Enterprises' on credit ₹ 30,000/-

### **Section D**

21. Mention the steps to apply Custom Animation effect in MS-PowerPoint. 4
22. Write the procedure to create company in Tally. 4
23. Mention the steps to Unprotect Workbook in MS-Excel. 4

*Or*

Write the procedure to sort the database in descending order of 'Employee Name' in MS-Excel.