

**PART-A(DTP Tools)**

**Q.1. Fill in the blanks:** (1x10)

- 1.1 The \_\_\_\_\_ tool allows spreading out objects equally.
- 1.2 \_\_\_\_\_ are set to react with cursors when held over an object.
- 1.3. The \_\_\_\_\_ tool is used to select, resize, skew and rotate the objects or images on the document page.
- 1.4 With the \_\_\_\_\_ docker you can trim, weld and intersect paths.
- 1.5 \_\_\_\_\_ is shortcut key to combine all the selected objects.
- 1.6 \_\_\_\_\_ tool helps you to create two separate objects by cutting them.
- 1.7 The \_\_\_\_\_ tool allows you to type words instantly on the document page as artistic or paragraph text.
- 1.8 By using \_\_\_\_\_ button, you can open a smaller display of the drawing window that helps to move around in a drawing.
- 1.9 \_\_\_\_\_ tool is used for smooth progression of two or more colors that adds depth to objects
- 1.10 The files in CorelDraw are saved with extension \_\_\_\_\_.

**Q.2 Multiple choice questions:** (1x10)

- 2.1 What is the shortcut key to combine the selected objects?  
a) Ctrl + Y                      b) Ctrl + Q                      c) Ctrl + L                      d) Ctrl + K
- 2.2 We have \_\_\_\_\_ orientation in CorelDraw.  
a) 1                                  b) 2                                  c) 3                                  d) 4
- 2.3 Which tool is used for selecting and deselecting objects?  
a) Bezier                          b) Freehand                      c) Shape                          d) Pick
- 2.4 In CorelDraw the keyboard shortcut to save your drawing is  
a) Ctrl + A                          b) Ctrl + S                          c) Ctrl + C                          d) Ctrl + Z
- 2.5 Which tool removes overlapping segments in the objects?  
a) Virtual                          b) Crop                              c) Knife                              d) Eraser  
segment
- 2.6 What is not a color model used on 2D and 3D images?  
a) RGB                              b) HSV                              c) LZW                              d) CMYK
- 2.7 Which technique is used for specifying the spacing increments for snapping text to the path  
a) Tick spacing                      b) Snapping                          c) Kerning                          d) Leading
- 2.8 Which page layout style is the default setting?  
a) Top fold                          b) Book                              c) Booklet                          d) Full page
- 2.9 What is the shortcut key to display a full screen preview of the graphic or drawing?  
a) F2                                  b) F9                                  c) F1                                  d) F4
- 2.10 What is the shortcut key to align selected objects to the bottom?  
a) S                                      b) D                                      c) B                                      d) T

**Q.3 One word Answer** 1x15

- 3.1 Which tool is used to blend two objects?
- 3.2 Which tool allows you to select and copy the object properties such as fill, line thickness, size and effects from an object on the drawing window?
- 3.3 Which button is used to reverse the last action performed one by one?
- 3.4 Which tool is used for cropping

- 3.5 Which shortcut key aligns selected objects to the center of the page?
- 3.6 What is located on the left side of the application window in CorelDraw?
- 3.7 Which shortcut key aligns text to the baseline?
- 3.8 Which shortcut key applies fountain fills to objects?
- 3.9 Which tool provides access to brush, sprayer and pressure tools?
- 3.10 Which shortcut key vertically aligns the centers of the selected objects?
- 3.11 The area at the bottom left of the application window and just above the status bar is called
- 3.12 What is the full form of DTP?
- 3.13 Which tool of CorelDraw is used to apply an effect which gives impression to the viewer as if object is originating from a certain point.
- 3.14 Which shortcut key brings up the property bar and gives focus to the first visible item that can be tabbed to?
- 3.15 What is the full form of RGB?

### PART-A(Tally)

#### Q.1. Fill in the blanks (1x10)

- 1.1 The \_\_\_\_\_ summarizes the accounting equation in report format.
- 1.2 Stock in hand is considered to be an \_\_\_\_\_.
- 1.3. \_\_\_\_\_ is original books of entry.
- 1.4 A \_\_\_\_\_ is an evidence of a transaction.
- 1.5 \_\_\_\_\_ is a list of closing balances of ledger accounts on a certain date and is the first step towards the preparation of financial statements.
- 1.6 Tally package is developed by \_\_\_\_\_.
- 1.7 To change current date from gateway of tally, press the key \_\_\_\_\_.
- 1.8 \_\_\_\_\_ in tally displays the details with closing balance.
- 1.9 \_\_\_\_\_ option is used to open company created in tally.
- 1.10 The excess of current assets over current liabilities is called \_\_\_\_\_.

#### Q.2 Multiple choice questions: (1x10)

- 2.1 Accounts payable, accruals and notes payables are listed on balance sheet as
 

a) Accrued liabilities	b) Accumulated liabilities	c) Non current liabilities	d) Current liabilities
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- 2.2 The sales income (Credit and Cash) of a business during a given period is called
 

a) Turnover	b) Transactions	c) Sales return	d) Purchase returns
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- 2.3 The following is (are) the type(s) of Journal
 

a) Credit journal	b) Purchase journal	c) Cash journal	d) Both B and C
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- 2.4 The shortcut key to quit from tally is
 

a) Ctrl + L	b) Ctrl + Q	c) Ctrl + M	d) Ctrl + P
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- 2.5 How many types of Measurement Units we can create in Tally?
 

a) 5	b) 4	c) 2	d) 3
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- 2.6 Income Tax number of the company will appear in which report?
 

a) Payment voucher	b) Reminder letter	c) Profit loss account	d) Cash/Bank Book
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- 2.7 We can create multiple users in Tally activating  
a) Maintain VAT    b) Tally Audit    c) Use Security Control    d) Both A and B
- 2.8 What is MRP?  
a) Market price    b) Marginal price    c) Minimum retail price    d) Maximum retail price
- 2.9 The assets that can be converted into cash within a short period (i.e. 1 year or less) are known as  
a) Current assets    b) Fixed assets    c) Intangible assets    d) Investments
- 2.10 Sales Tax Ledger falls under which Group?  
a) Sales    b) Duties and taxes    c) Purchases    d) Indirect expenses

**Q.3 One word Answer**

**1x15**

- 3.1 Which option is used to enable VAT, TDS, Service tax etc. in tally
- 3.2 While exporting Ledgers from Tally to Web Page, we use
- 3.3 We can cancel a voucher in tally using
- 3.4 The shortcut used to activate calculator in tally is
- 3.5 TDS deduction entry can be made through
- 3.6 To activate MRP features from Gateway of Tally initially we need to press
- 3.7 To activate MRP features from Gateway of Tally initially we need to press
- 3.8 In tally, for reconciliation of Bank press
- 3.9 When only one (single) aspect of a transaction is recorded in the books of account, it is referred to as
- 3.10 Any party that has interest in your business for instance government agencies , employees, customers , tax authorities etc.
- 3.11 What is the shortcut to recall the last narration saved for the first ledger in the voucher?
- 3.12 The accounts that records expenses, gains and losses are
- 3.13 The liabilities that are payable in more than a year and are not be liquidated from current assets
- 3.14 Any written evidence in support of a business transaction is called

SAMPLE PAPER