

SARDAR PATEL ACADEMY AND RESEARCH CENTER

National Institute of Open Schooling(NIOS), AVI No. 990262, MHRD Govt. Of India
NIELIT/DOEACC Society, Ministry of IT, Govt of India - ACCR. No 01921.

DFCA

Paper Code - DFCA-MAR-2022

Time: 2 Hours

Max Marks: 80.

Instructions

1. Student can give answers either in Hindi or English.
2. Student can only use black or blue pen
3. Mobile phones are not allowed
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4. You can't leave exam room at first hour

Question 1. MCQ (All Questions are Compulsory)

10x1 = 10

1. _____ is beginning date of financial year

a. 1st April	b. 1st March
c. 1st February	d. 1st January
2. How can you see all your slides at once ?

a. Through slide show	b. Through normal view
c. Through slide view	d. Through slide sorter view
3. Which of the following is not one of PowerPoint view ?

a. Outline view	b. Presentation view
c. Slide view	d. Slide show view
4. In MS Excel, Which option is used to change the Row Height?

a. Delete	b. Cell Group
c. Insert	d. Format
5. Multiple Gridlines are activated from

a. F11 > F3	b. F11 > F2
c. F11 > F1	d. F11
6. To apply center alignment to a paragraph we can press

a. Ctrl + E	b. Ctrl + C + A
c. Ctrl + C	d. Ctrl + S
7. Thesaurus tool used in MS Word

a. Synonyms and antonyms only	b. Spelling suggestion
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8. By default, on which page the header or the footer is printed?

a. none of the above	b. on every page
c. on alternate page	d. on first page
9. Excel used for _____

a. None of above	b. To do drawing
c. To keep students records	d. To keep financial records
10. Which is entered in the cells of the worksheet in MS Excel?

a. None of the above	b. Both a and b
c. Data	d. Object

Question 2. Fill In the Blanks (All Questions are Compulsory)

10x1 = 10

1. Maximum rows in MS-excel's worksheet is _____.

2. ALU stands for _____.
3. To create a letter ----- option is used after clicking on create button (Form letters)
4. Picture option is in ----- menu
5. _____ is the main screen of MS-Windows:
6. _____ key is used to move the cursor at the end of line.
7. Memo data type of Access can contain _____ characters.
8. _____ Key is used to insert new Page in MS Word.
9. _____ is word processing software.
10. Ctrl+V is the shortcut for _____

Question 3. Write shortcuts of following (All Questions are Compulsory)

10x1 = 10

1. Hide Sheet
2. Minimize Window
3. Journal Voucher (Tally)
4. New file
5. Find
6. Go to
7. Tab setting
8. Foot note
9. Close document
10. Left alignment

Question 4. True/False (All Questions are Compulsory)

10x1 = 10

1. Computer gives us accurate Result.
2. Credit Note means Sales Return.
3. You can only insert one column,row or cell at a time
4. By default there are 16,384 columns in a worksheet of Ms-Excel 2007.
5. You can Insert a picture from Insert Tab in MS-Word
6. Tax Collected by Staff is the full form of TCS?
7. You can change the Slide Background color.
8. Plotter is an output device
9. Closing a Workbook and exiting Excel is the same thing..
10. Animation effects appear in the Home Tab..

Question 5. Define Following (Short Questions) Attempt any 10

10x2 = 20

1. Multiple BUDGET
2. Bad debts
3. Expenses
4. Budget & price level
5. Sort and filter
6. Direct income
7. Define Cross Reference
8. debtors
9. Define Table of content
10. Themes and Slide background
11. price level
12. Workbook and Worksheet Protection

Question 6. Attempt any 4 Questions

4x5 = 20

1. What are Browsers? Name 5 Browsers?
2. Describe about voucher types and classes
3. Explain any five features of Tally .

4. Difference between a Worksheet and Workbook.
5. What is watermark? Give an example.
6. What are the features of MS PowerPoint?