

VIDYA VIKAS MANDAL'S  
RAMACRISNA MADEVA SALGAOCAR HIGHER SECONDARY  
SCHOOL MARGAO GOA  
PRELIMINARY EXAMINATION, DECEMBER 2024  
SUB: COMPUTER APPLICATION

Date: 18-12-2024

Std: XII OM/AA

Mrks: 50

Time: 2 hrs

**INSTRUCTIONS:**

1. There are four sections in the question paper (A, B, C & D) consisting of 20 questions.
2. In Section A there are eight questions of which question no. 1 to 4 are Multiple Choice Questions, question no. 5 & 6 are to be answered in one word, phrase or figure and question no.7 & 8 are to be answered in one sentence each.
3. Attempt all the questions however internal choice is given for question number 20 and 23.
4. Figures to the right indicate marks allotted to each question.
5. Write the number of each question clearly on the answer book.

**SECTION A**

1. In Ms Excel 2013, files are termed as \_\_\_\_\_ (01)
  - a) workbook
  - b) worksheet
  - c) document
  - d) presentation
2. In Ms-powerpoint 2013, the view which displays a slide in a full computer screen is \_\_\_\_\_ (01)
  - a) Slide sorter view
  - b) Slide show view
  - c) Normal View
  - d) Notes page view
3. The term used for buying and selling of goods, services or information via world wide web, email or other pathways on the internet is \_\_\_\_\_ (01)
  - a) E-commerce
  - b) E-payment
  - c) E-banking
  - d) E-ticketing
4. The full form of IGST is \_\_\_\_\_ (01)
  - a) Integrated goods and service tax
  - b) Inter-related goods and service tax
  - c) Intra goods and service tax
  - d) Inter goods and service tax
5. Name the combination key used to see detailed view of balance sheet in Tally ERP9.(01)
6. Name the default slide layout in Ms Powerpoint 2013. (01)
7. What is the use of Autofill command in Ms Excel 2013. (01)
8. What is Restore in Tally ERP9? (01)

### SECTION B

9. What are the steps to insert a column in Ms Excel 2013. (02)
10. Write the steps to rename a worksheet in Ms Excel 2013. (02)
11. What are the steps to display a voucher in Tally ERP9. (02)
12. Briefly explain E-shopping concept. (02)
13. What is a difference between E-ticket and E-banking. (02)
14. Distinguish between State Goods and Service Tax and Central Goods and Service Tax. (02)

### SECTION C

15. What is the procedure to apply slide transition to the slides in Ms Powerpoint 2013. (03)
16. State and explain three components of GST. (03)
17. Explain conditional Formatting giving example. (03)
18. Write the steps to apply data validation for the marks to be entered between 1-100 in Ms Excel 2013. (03)
19. Write the steps to create a ledger account in Tally ERP9. (03)
20. Explain the procedure to create a voucher in Tally ERP9. (03)

OR

- Explain the procedure to alter a voucher in Tally ERP9. (03)

### SECTION D

21. Explain the different views available in Ms Powerpoint 2013. (04)
20. Explain the procedure to apply conditional formatting by highlighting in red color, students marks scoring less than 35. (04)

OR

- Explain any four functions available in Ms Excel 2013 with example.

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