

VIDYA VIKAS MANDAL'S
RAMACRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL
MARGAO GOA
PRELIMINARY EXAMINATION, DECEMBER 2025
SUB: COMPUTER APPLICATION

Date: 16-12-2025
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, the address of the active cell is displayed in the _____. (01)
 - a) Formula bar
 - b) Name box
 - c) Cell bar
 - d) Tool bar
2. In Ms powerpoint 2013, the feature to give motion to the text and objects is termed as _____. (01)
 - a) Slide sorter
 - b) Animation
 - c) Transition
 - d) Notes page
3. In Ms Excel 2013, the feature that allows the headings stay in place while you scroll down the worksheet is termed as _____. (01)
 - a) Freeze pane
 - b) Formatting
 - c) Sorting
 - d) Merging
4. The full form of SGST is _____. (01)
 - a) State Goods and Service Tax
 - b) Service Goods and State Tax
 - c) State Goods and Sales Tax
 - d) Sales Goods and Service Tax
5. Name the Voucher used for "Payment of Salary" in Tally ERP9. (01)
6. Name the default slide layout in Ms Powerpoint 2013. (01)
7. What is E-Ticketing? (01)
8. What is a Cell in Ms Excel 2013? (01)

SECTION B

9. Give one point of difference between Workbook and Worksheet. (02)
10. Write the steps to delete the Stock item in Tally ERP9. (02)
11. Write any two advantages of Online Shopping. (02)
12. Differentiate between IGST and SGST giving one point each. (02)
13. State and explain any two disadvantages of E-commerce. (02)
14. Mention any four options available in the "Company info" menu in Tally ERP9. (02)

SECTION C

15. Briefly explain the components of GST that are applicable on interstate and intrastate supply of goods. (03)
16. Draw the layouts of the following slide layouts available in Ms Powerpoint 2013.
a) Title and Content slide b) Comparison slide c) Two content slide (03)
17. Explain Conditional Formatting giving example. (03)
18. Write the steps to apply Data validation in Ms Excel 2013. (03)
19. Write the steps to create a ledger account "Commission" in Tally ERP9. (03)
20. a) Explain different functions available in Ms Excel 2013 giving example. (03)

OR

- b) Explain different alignment supported in Ms Excel 2013.

SECTION D

21. Explain the any four views available in Ms Powerpoint 2013. (04)
22. Explain the procedure to create a company in Tally ERP9. (04)
23. a) Identify and write the journal entry, Voucher type and group for the the following transactions. (04)
 - i) Purchased 10 Acer Monitors @1500 each plus 9% CGST and 9% SGST from M/s Aditya & Groups, Verna Goa.
 - ii) Sold 5 Acer Printers @7500 each to Saish Varma, Pune Maharashtra.

OR

- b) Explain the procedure to create voucher entry in Tally ERP9.
