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Q. 1) A) Fill in the blanks. (Any 8)

(8)

1. 1024 GB is equal to one -----
(byte, MB, terabyte)
2. Third generations of computer used ----- which is more compact and very fast.
(integrated circuits, vacuum tube, transistors)
3. In ----- generation large scale integrated circuits were introduced.
(1st generation, 2nd generation, 4th generation)
4. In excel formula always start with -----
(=, +, <)
5. ----- devices are those devices on which user received an output of a particular input.
(Input, Output, ROM)
6. ----- allows the users to create contents of the presentation by typing the text, adding pictures, animation and sound.
(MS-WORD, MS-EXCEL, MS-POWER POINT)
7. ----- and ----- are the features of computer accounting software.
(facilities and management reports, facilities and data, data and management reports)
8. ----- maintains full, auditable, double entry book keeping exactly as you would expect with manual ledger system.
(MS-WORD, Tally, MS-POWER POINT)
9. The intersections of row and column is called -----
(cell, column, row)
10. ----- option allow user to alter the information of company in tally.
(Alter, Create, save)

B) Match the following. (Any 7)

(7)

A	B
1. MS - Word	a. Transistors.
2. MS-Excel	b. Word processing Software
3. MS-Power point	c. Spreadsheet software
4. Tally	d. 1024 kilo bytes
1. 2 nd generation	a. Large scale integrated circuits.

2. 3 rd generation	b. integrated circuits.
3. 4 th generation	c. Smallest unit of data memory
4. 1 st generation	d. Accounting software
5. Mega byte	e. Create presentation using slide
6. Bit	f. Vacuum tube logic circuitry

Q2) A) Explain types of Computer. (7)

B). Explain printer with impact and non impact printer. (8)

OR

C) Explain following term from MS excel. (7)

i) Active cell ii) Formula bar iii) Name box iv) File tab v) Row numbers
vi) Quick access tool bar

D) Explain Date functions in Excel (8)

Q3) A) What is output device? Explain with some output device. (7)

B) Explain key board with its categories of keys. (8)

OR

C) Explain CPU. (7)

D) Explain following commands in MS word – Bold, Italic, Underline, alignment in MS-word, inserting shapes. (8)

Q4) A) Explain features of Tally. (7)

B) Explain various options in create company in Tally. (8)

OR

C) Explain procedure to create a new group in Tally. (7)

D) Explain inventory in Tally. (8)

Q5) Write a short notes. (Any three) (15)

- Advantages of computer accounting.
- Generation of computer.
- Tally Startup screen
- Features of accounting software.
- Software and types of software