

Time: One Hour

Max. Marks: 50

Instructions

- Solve any 25 questions from Q1 to Q30
- Solve any 25 questions from Q31 to Q60

- Which menu appears after starting Tally for the first time?
(A) Gateway of Tally (B) Company Info (C) Display (D) None of these
- Which of the following is not a version of Tally?
(A) 3.6 (B) 6.3 (C) 7.2 (D) 8.2
- Which option is selected from Company Info menu to divide company data into two financial years?
(A) Change Tally Vault (B) Alter (C) Split Company Data (D) New Company
- How much type of companies can be created in tally?
(A) 2 (B) 4 (C) 1 (D) None
- There are ___ predefined accounting groups in Tally.
(A) 32 (B) 02 (C) 28 (D) 15
- To open Receipt voucher _____ key is used.
(A) F4 (B) F6 (C) F7 (D) F5
- To create a ledger at Voucher entry screen _____ key is used
(A) Alt+ C (B) Ctrl+C (C) Ctrl+L (D) Alt+L
- Which shortcut key is used for Select Company in Tally?
(A) F1 (B) Alt+ F1 (C) F3 (D) Alt+ F3
- _____ voucher is used to record Sales return transactions
(A) Credit Note (B) Purchase (C) Return inward (D) Debit Note
- We can change the ledger information in _____ mode.
(A) Display (B) Alteration (C) View (D) Create
- Which of the following is not a predefined ledger in tally?
(A) Profit & Loss A/c (B) Cash (C) Cash at Bank (D) Both A and B
- Company Features in tally includes _____.
(A) F11>F1 (B) F11>F2 (C) F11>F3 (D) All of these
- Rent Received ledger can be created under _____ group.
(A) Capital Account (B) Current Assets (C) Current liabilities (D) Direct incomes
- _____ menu is used to create new Ledger and Group.
(A) Inventory Info (B) Accounts Info (C) Statutory info (D) Ledger Info
- Wages A/c Ledger should be created under _____ group.
(A) Direct Expenses (B) Misc. Expenses (C) Indirect Expenses (D) Current Assets
- A company is transferring money from one bank account to another bank account; this transaction should be recorded using _____ vouchers.
(A) Payment (B) Contra (C) Receipt (D) Post-Dated
- Office rent paid by cheque. This transaction should be recorded using _____ voucher.
(A) Payment (B) Contra (C) Receipt (D) Post-Dated
- VAT option can be activated from _____.
(A) F11-F1 (B) F11-F2 (C) F11-F3 (D) F11-F4
- Output VAT ledger can be created under _____ group.
(A) Current Liabilities (B) Duties & taxes (C) VAT (D) Provisions
- To Print reports in tally _____ key is used.
(A) Alt +P (B) Ctrl+P (C) Shift+P (D) PrtSc
- Suppliers' ledger can be created under _____ group.
(A) Sundry Creditors (B) Sundry Debtors (C) Capital Account (D) None of these
- Unit of Measure is set for _____.
(A) Stock Category (B) Stock Group (C) Stock Item (D) God own
- Stock Journal Voucher is used to record transfer of goods transactions.
(A) True (B) False (C) (D)
- Actual & Billed quantity column is available in _____.
(A) Purchase Invoice (B) Sales Invoice (C) Debit Note (D) All of these
- Single Entry Mode is applicable for _____ voucher.
(A) Payment (B) Contra (C) Receipt (D) All of these
- Company Restore option is available in

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- (A)Company Features (B)Company Info (C)Configurations (D)All of these
- 27 To change the date during voucher entry press _____ key
(A)F1 (B)F5 (C)F2 (D)F9
- 28 _____ key is used for configurations in tally
(A)F11 (B)F12 (C)F10 (D)F8
- 29 How many types of Measurement Units we can create in Tally?
(A)2 (B)3 (C)5 (D)Unlimited
- 30 Multiple Godown option can be activated from _____.
(A)F11> F2 (B)F11> F1 (C)F11> F3 (D)F11> F4
- 31 To record a Purchase Order _____ key is used.
(A)Alt+F4 (B)Ctrl+F4 (C)F4 (D)None of these
- 32 For Export of Data from Company to Company Tally uses _____ format.
(A)SDF (B)ASCII (C)XML (D)All of these
- 33 How can we see Vat Reports?
(A)Gateway of Tally > Display (B)Gateway of Tally > Vat Reports (C)Gateway of Tally > Display> Statutory Info. (D)Gateway of Tally > Display> Statutory Reports
- 34 BoM Stands for _____
(A)Bills of Machines (B)Bills of Materials (C)Bills of Maintenance (D)None
- 35 The shortcut used for Sales Order is _____.
(A)Alt+F5 (B)Ctrl+F5 (C)F6 (D)Alt + F8
- 36 Outstanding Expenses Account Can be created under _____ group.
(A)Current Assets (B)Provisions (C)Fixed Assets (D)Indirect Expenses
- 37 Which of the following is a type of registration under Central Excise?
(A)Dealer (B)Manufacturer (C)Both A & B (D)None of these
- 38 _____ option is used to copy a company's data into Pen drive or CD.
(A)Backup (B)Restore (C)Split (D)Copy
- 39 Which option is used to close opened company in tally?
(A)Alter Company (B)Shut Company (C>Delete (D)Select
- 40 We can create multiple users in Tally activating _____.
(A)Tally Audit (B)Security Control (C)Tally Vault (D)Both A & B
- 41 The shortcut key used to activate calculator in tally is _____.
(A)Ctrl+ A (B)Ctrl+B (C)Ctrl + M (D)Ctrl + N
- 42 VAT stands for _____.
(A)Value Approved Tax (B)Value Added Tax (C)Value Added Transaction (D)Value Assigned Tax
- 43 Which of the following "tax" is levied at every stage of production
(A)VAT (B)Income Tax (C)Custom Duty (D)None of these
- 44 Which of the following is not a stock valuation method?
(A)FIFO (B)LIFO (C)Weighted Average (D)Rounding Off
- 45 In Tally, Inventory Valuation method is available in _____.
(A)Trial Balance (B)Stock Summary (C)Inventory Summary (D)Both A & B
- 46 Which step is followed to view Sales Register?
(A)Display> Sales Register (B)Display> Statement of Accounts >Sales Register (C)Gate way of tally> Sales Register (D)Display> Account Books >Sales Register
- 47 Dealer Excise Report can be seen from _____.
(A)Display > Day Book (B)Display > Account Books (C)Display > Statutory Masters (D)Display > Statutory Reports
- 48 To create a Journal voucher _____ key is used.
(A)F8 (B)F7 (C)F5 (D)F9
- 49 To use Dr/Cr instead of To/By during Voucher entry or vice versa, Press
(A)F10 (B)F12 (C)F11 (D)None
- 50 "Allow components list details " option is activated for
(A)Ledgers (B)Cost Category (C)Stock Items (D)Budget
- 51 Which will be group of VAT Adjustment ledger?
(A)Indirect Expenses (B)Indirect Incomes (C)Direct Expenses (D)None of these
- 52 Which voucher is used to record Provision entries?
(A)Payment (B)Contra (C)Receipt (D)Journal
- 53 Where we can see Statistics report in tally?
(A)Display > Statement of Accounts (B)Display > Statutory Reports (C)Display > Account Books (D)Display> Balance Sheet
- 54 Rs.10, 000 withdrawn from State Bank. In which voucher type this transaction will be recorded?
(A)Contra Voucher (B)Payment Voucher (C)Journal (D)Receipt Voucher

