

Exam Code: G-DIFA /IAB/MQP-ONLINE/180920

Total Time: 1 Hr.

Total Marks: 50

**MODULE - I**  
**MS OFFICE**  
**(Max. Marks: 5)**

**I. Choose the correct answer. Each carries 1 mark. (5 x 1 = 5)**

- How many different positions can you set for drop cap?  
(a) Two (b) Three (c) Four
- What does 'Ctrl + =' key effect, in MS Word?  
(a) Superscript (b) Subscript (c) All Caps
- \_\_\_\_\_ is the keyboard shortcut for creating a chart from the selected cell range.  
(a) F2 (b) F9 (c) F11
- \_\_\_\_\_ is the shortcut key used to make a text bold.  
(a) Ctrl + B (b) Ctrl + I (c) Ctrl + U
- When sending an e-mail, the \_\_\_\_\_ line describes the contents of the message.  
(a) To (b) Contents (c) Subject

**MANUAL ACCOUNTING**  
**(Max. Marks:5)**

**II. Choose the correct answer. Each carries 1 mark. (5 x 1 = 5)**

- \_\_\_\_\_ are the total amount of goods procured by a business on credit and for cash.  
(a) Sales (b) Purchase (c) Stock
- \_\_\_\_\_ is the book in which all the accounts are maintained.  
(a) Journal (b) Ledger (c) Balance Sheet
- The excess of revenue of a period over its related expenses during an accounting year are termed as \_\_\_\_\_.  
(a) Profit (b) Loss (c) Debt
- \_\_\_\_\_ is the deduction in the price of goods on sale.  
(a) Expenses (b) Losses (c) Discount
- \_\_\_\_\_ accounts are the accounts of persons with whom the business is required to deal with.  
(a) Real (b) Personal (c) Nominal

**MODULE - II**  
**TALLY**  
**(Max. Marks: 10)**

**III. Choose the correct answer. Each carries 1 mark. (6 x 1 = 6)**

- \_\_\_\_\_ is an example of Inventory voucher.  
(a) Contra (b) Stock Journal (c) Receipt
- The function key for Delivery note voucher is \_\_\_\_\_.  
(a) Alt + F7 (b) Alt + F8 (c) Alt + F9
- GST was introduced as the \_\_\_\_\_ amendment act.  
(a) 100 (b) 101 (c) 104
- The key combination for Auto value calculator is \_\_\_\_\_.  
(a) Alt + N (b) Alt + C (c) Alt + A

15. Default Godown name is \_\_\_\_\_.
- (a) Storage Location                      (b) Sales department                      (c) Main Location
16. Where do we record all types of adjustment entry in Tally?
- (a) Contra                                      (b) Payments                                      (c) Journal

**IV. Choose the correct answer. Each carry 2 mark. (2 x 2 = 4)**

17. Rahul traders are registered under GST, and the company is liable to pay the Integrated tax of Rs. 5,000 to the department, after adjusting the input tax credit of Rs. 2,000, determine the tax payable to the department.
- (a) 7000                                      (b) 3000                                      (c) 2000
18. What is the function of Credit Days provided to a customer?
- (a) It allows a period during which payment can be made without any penalty.  
(b) The number of credit days gets added to the pending amount  
(c) Credit days cannot be given to a customer

**SAGE 50 (PEACHTREE)**

(Max. Marks: 5)

**V. Choose the correct answer. Each carries 1 mark. (5 x 1 = 5)**

19. Time Expenses is related with \_\_\_\_\_.
- (a) Customer                                      (b) Vendor                                      (c) Employee
20. In Sage 50, how many digits does a simplified chart of accounts use?
- (a) Two    (b) Three    (c) Four
21. When recording the chart of accounts, the field you use to classify financial statement accounts is called \_\_\_\_\_.
- (a) Account type                                      (b) Account description                                      (c) Account ID
22. Vendor's credit note is mainly used for \_\_\_\_\_.
- (a) Purchase    (b) Purchase return    (c) Sales
23. Sales tax can be created from \_\_\_\_\_ menu.
- (a) Maintain    (b) Task    (c) Option

**QUICKBOOKS**

(Max. Marks: 5)

**VI. Choose the correct answer. Each carries 1 mark. (5 x 1 = 5)**

24. Purchase return process can be done in QuickBooks through \_\_\_\_\_.
- (a) Vendor credit memos                                      (b) Pay Bill    (c) Enter Bill
25. Receive Payment' feature in QuickBooks are mainly used for \_\_\_\_\_.
- (a) Invoice Receipt    (b) Cash sales    (c) Payment to vendors
26. \_\_\_\_\_ feature in QuickBooks is similar to Contra entry in Tally.
- (a) Use Register    (b) Transfer Fund    (c) Write check
27. The shortcut key CTRL + J is mainly used for creating \_\_\_\_\_.
- (a) Invoice    (b) Customers    (c) Vendors
28. 'Enter Sales Receipt' feature in QuickBooks are mainly used for \_\_\_\_\_.
- (a) Receipt    (b) Cash sales    (c) Sales return

**MODULE - III**

**E- ACCOUNTING (ERP, E-Filing, E-Business, e-CRM)**

**(Max. Marks: 20)**

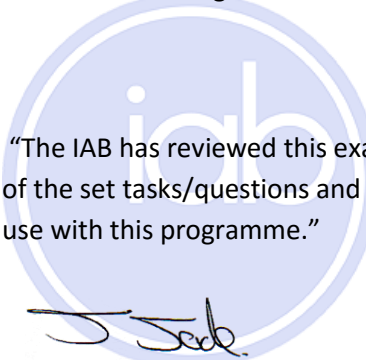
**VII. Choose the correct answer. Each carry 1 mark. (10 x 1 = 10)**

29. The first forms of ERP came into existence in the Gartner Group in \_\_\_\_\_.
- (a) 1989 (b) 1990 (c) 1993
30. \_\_\_\_\_ uses array-based multidimensional storage engines for multidimensional views of data.
- (a) MOLAP (b) ROLAP (c) Hybrid OLAP
31. The process of buying, selling and exchanging products or information via computer networks and the internet are termed as \_\_\_\_\_.
- (a) E-CRM (b) E-Commerce (c) E- Transaction
32. \_\_\_\_\_ type of e-business category refers to commerce between two businesses rather than to commerce between a business and an individual consumer.
- (a) B2A (b) B2B (c) B2C
33. \_\_\_\_\_ is the electronic storage of a large amount of information by a business.
- (a) BPR (b) Data warehousing (c) Data Mining
34. The revenue charged on consumption of goods and services at their point of purchase is termed as \_\_\_\_\_.
- (a) GST (b) Income (c) TDS
35. E-money, also known as \_\_\_\_\_.
- (a) Digital money (b) Effective Money (c) Earned Money
36. \_\_\_\_\_ is a collection of tools that enables you to meet and exceed customer expectations.
- (a) e-CRM (b) e-Banking (c) e-Money
37. \_\_\_\_\_ introduced the concept of relationship marketing in 1983.
- (a) Paul Greenberg (b) Leonard Berry (c) David Chaum
38. \_\_\_\_\_ allows banks to track the payment throughout the economy.
- (a) Unidentified money (b) Identified E-money (c) E-currency

**VIII. Choose the correct answer. Each carry 2 mark. (5 x 2 = 10)**

39. OLAP is \_\_\_\_\_.
- (a) based on the multidimensional data model. It allows managers, and analysts to get an insight of the information through fast, consistent, and interactive access to information.
- (b) placed between relational back-end server and client front-end tools.
- (c) uses array-based multidimensional storage engines for multidimensional views of data.
40. The Materials Management module \_\_\_\_\_.
- (a) ensures that an organization, product or service is consistent.
- (b) consists of all master data, system configuration, and transactions to complete the Procure to Pay process.
- (c) Is to keep pace with rapid changes in the business world, companies need an integrated and flexible enterprise system that supports all aspects of their business with state-of-the-art functionality.

41. An e-business is defined as \_\_\_\_\_.
- (a) a commercial relationship business to business based on the use of a numerical support for the exchange of information
  - (b) a process used by companies to collect payments via the internet, direct dial access, ATM or other electronic method.
  - (c) a business which uses the internet to sell goods or services, especially one which does not also have shops or offices that people can visit or phone.
42. Which one of the following is **NOT** a benefit of e-business?
- (a) Lower Establishment Cost.
  - (b) Consumer segmentation.
  - (c) Personalized Shopping Experience.
43. What is an e-payment system?
- (a) An e-payment system is used for non-reversible transactions, such as those drawn through a bank.
  - (b) An e-payment system is used to access your bank account and carrying out financial transactions through the internet on your smartphone, tablet or computer
  - (c) An e-payment system is a way of making transactions or paying for goods and services through an electronic medium, without the use of checks or cash.



“The IAB has reviewed this examination paper and confirms that, in terms of the level and demand of the set tasks/questions and also syllabus coverage, it is considered to be entirely appropriate for use with this programme.”



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