



Sample Paper

Course : CCBA Version-II

Duration : 02:00 Hours

Maximum Marks : 120

Note:

- Attempt all questions in Section A - (2 marks each).
- All questions are compulsory in Section B - (5 marks each). However, out of 8 questions 4 questions will have additional questions as internal choices.
- All questions are compulsory in Section C - (10 marks each). However, out of 4 questions 2 questions will have additional questions as internal choices.

Section A

1. Random access method is used in Magnetic Tape.

- a) True
- b) False

2. How many types of users are present in Tally?

- a) 4
- b) 1
- c) 3
- d) 2

3. Commission received belongs to which is an example of:

- a) None of the options
- b) Real account
- c) Personal account
- d) Nominal account

4. Which one of the following alignment is default for text values in an Excel cell?

- a) Right
- b) Center
- c) Left
- d) Justify



5. Computer menu is a collection of icons.
 - a) True
 - b) False
6. Identify the shortcut key used to duplicate a slide in Microsoft PowerPoint.
 - a) Ctrl+A
 - b) Ctrl+Q
 - c) Ctrl+V
 - d) Ctrl+D
7. Which group is selected in input VAT or output VAT?
 - a) Sundry creditors
 - b) Duties and Taxes
 - c) Indirect expenses
 - d) Direct expenses
8. Gutter is the gap between columns on a page.
 - a) True
 - b) False
9. UPI is a banking product used for instant fund transfer between accounts.
 - a) True
 - b) False
10. The 'e' in e-Governance stands for:
 - a) Electric
 - b) Electronics
 - c) Email
 - d) Event
11. Balance sheet is also known as:
 - a) Statement of finance
 - b) Statement of financial position
 - c) Statement of operations
 - d) Statement of operational position



12. In HTTP, 'H' stands for:

- a) Hyper
- b) Head
- c) High
- d) Hash

13. Working capital means excess of current assets over current liabilities.

- a) False
- b) True

14. Balance sheets are prepared:

- a) Daily
- b) Weekly
- c) Annually
- d) Monthly

15. Which of the following is NOT a step in the problem-solving process?

- a) Implementing the first solution that comes to mind
- b) Evaluating the outcomes
- c) Generating solutions
- d) Identifying the problem

16. The Internet has made obtaining information simpler, faster, and more accessible to people worldwide.

- a) False
- b) True

17. Which bank is known as the "Banker to the Government"?

- a) HDFC
- b) RBI
- c) PNB
- d) SBI

18. Online document can be store in?

- a) Hard Disk
- b) Google Drive
- c) Local Drive
- d) CD Drive

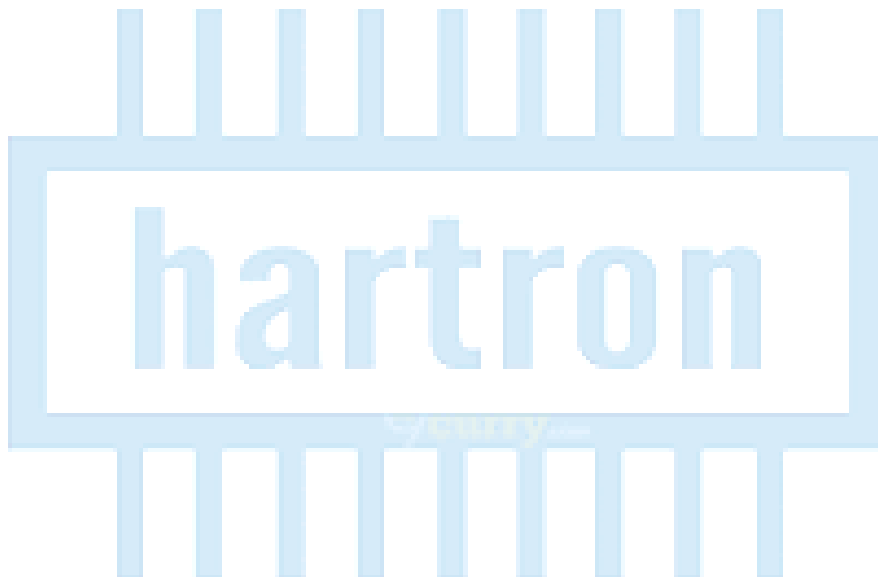


19. Stock is used in Inventory.

- a) False
- b) True

20. The set of programs or instructions that controls the operation of a computer is known as:

- a) None of the options
- b) Both of the options
- c) Compiler
- d) Software



Section B

1. Describe the concept of mobile banking and analyse its impact on enhancing financial inclusion

OR

Evaluate the importance of digital banking services in the Indian banking system.

2. Discuss the role of teamwork in achieving common objectives within an organization.
3. a). Describe the concepts of Clip Art and WordArt along with their applications?
b.) Explain the concept of a hyperlink and its importance in digital documents?

OR

Explain the significance of cloud storage as a solution for data backup and loss prevention?

4. What is the Going Concern Concept? Explain its role and importance in accounting practices.
5. What are Icons? Explain any two Icons available on Desktop?
6. Explain the concept and accounting treatment of interest on capital and interest on drawings?
7. Write a note on:- a) Format Painter b) Clip board

OR

Explain the steps involved in saving a Microsoft PowerPoint presentation? b) How save is different from save as ?

8. Explain the difference between a Group and a Ledger in Tally with suitable examples.

OR

Explain the procedure for displaying and printing Stock Summary reports in Tally?

Section C

1. Explain the objectives and importance of preparing final accounts of a business?
2. A) Write the steps to apply bullet points in MS Word.? B) Write steps to change the font style in a document. C) How to adjust the margins of a document? D) How to merge cells in an Excel worksheet?

OR

Write Steps for the following: A) How to create a folder named "**Assignment**" in the **Documents** folder? B) How to select all files in folder? C) How to hide a file or folder?

Explain the process of creating a Bank Reconciliation Statement in Tally ERP9.

OR

Explain the steps to process of exporting reports from Tally ERP 9.

3. Consider the table

A	B
Fruits	Quantity
Banana	10
Orange	22
Apples	23
Lemons	25
Grapes	30
Beetroot	40
Total Quantity	
Average Quantity	

use Formula with cell reference for following

1. Calculate the total quantity of fruits.
2. Determine the average quantity of fruits.
3. Find the maximum quantity of Fruit and display Name of fruit.



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(a state government undertaking/हरियाणा सरकार का उपक्रम)

