Sample Paper

Course : CDA Version-II

Duration : 03:00 Hours   Maximum Marks : 180

Note:

- Attempt all questions in Section A-(2 marks each)
- All questions are compulsory in Section B-(5 marks each). However, out of 12 questions 6 questions will have additional questions as internal choices.
- All questions are compulsory in Section C-(15 marks each). However, out of 4 questions 2 questions will have additional questions as internal choices.

Section A

Q1. What is the term used when you hold down the left mouse button and move the mouse on a slide?
a) Monitoring
b) Dragging
c) Moving
d) Highlighting

Q2. Solid State Drives (SSDs) are more prone to fragmentation than traditional Hard Disk Drives (HDDs).
a) False
b) True

Q3. The provisions related to exempted incomes are mentioned under which section of the Income Tax Act?
a) 7
b) 10
c) 80
d) 2

Q4. A partner whose role is limited to providing funds to the firm is referred to as a nominal partner.
a) False
b) True

Q5. In which category is Call in Arrears shown in the financial statements?
a) shown under miscellaneous expenditure
b) Deduction from share capital
c) shown as current liability
d) Shown as current asset

Q6. In India, pension funds come under the regulatory control of PFRDA.
a) True
b) False

Q7. The data stored in primary storage is temporary in nature.
a) True
b) False

Q8. Why is regulatory compliance important in financial transactions?
a) To ensure adherence to legal and industry standards
b) To minimize transaction security
c) To increase transaction costs
d) To encourage illegal activities

Q9. The purpose of the Free Rotate tool is to rotate images in different directions.
a) True
b) False

Q10. In Tally, which key combination performs the voucher cancellation function?
a) Ctrl + Shift + X
b) Alt + X
c) Ctrl + X
d) Shift + X

Q11. Being professional at work is not limited to appropriate attire and arriving on time**.**
a) True
b) False

Q12. Microsoft offers which of the following services for online file storage?
a) OneDrive
b) Tape
c) Notepad
d) CD

Q13. The period from April to 31st March is known as a Financial Year (FY).
a) True
b) False

Q14. Which Excel function is used to find the sum of a range of numbers?
a) SUM ()
b) ADD()
c) CALC()
d) TOTAL()

Q15. In case of disagreement in trial balance totals, the difference is transferred to
a) Capital Account
b) Suspense account
c) Nominal Account
d) Profit & Loss Account

Q16. The purpose of a trial balance is limited to checking arithmetical accuracy
a) False
b) True

Q17. What is the main purpose of using NEFT?
a) Share trading
b) Electronic fund transfer
c) Pension payment
d) Insurance

Q18. In the term MICR, the letter 'C' represents which of the following?
a) Create
b) Common
c) Colour
d) Character

Q19. The expense of salaries and wages is shown in the Profit and Loss Account.
a) False
b) True

Q20. The person responsible for paying tax according to the Income Tax Act, 1961 is called
a) Tax Payable
b) Individual
c) Assessee
d) None of the options

Q21. Is it possible to view vouchers under the Accounts Info section?
a) True
b) False

Q22. Wealth tax belongs to the category of indirect taxes.
a) True
b) False

Q23. Under which category is PF recorded?
a) Loan
b) Emolument
c) Deduction
d) Rebate

Q24. Which of the following is used by the government to enhance citizen services through E-Governance?
a) IT technologies
b) Information
c) Political power
d) All of the options

Q25. Which of the following is not a feature provided by the Internet?
a) Chat
b) Designing
c) E-mail
d) News Group

Q26. Accounting involves the process of matching which of the following?
a) Cash inflow and cash outflow
b) Revenue and costs
c) None of the options
d) Benefits and costs

Q27. Which of the following refers to a physical item with economic value?

a) Fictitious asset

b) Asset

c) Intangible asset

d) Goodwill

Q28. In financial markets, period of maturity more than five years of financial instruments is classified as

a) Short-term

b) Long-term

c) Capital term

d) Intermediate term

Q29. Which sector is regulated by IRDAI?

a) Pension funds

b) Insurance sector

c) Banks

d) Mutual funds

Q30. The importance of employability skills extends beyond entry-level positions and contributes to professional development.

a) False

b) True

Section B

Q1. How do direct taxes and indirect taxes differ from each other?

OR

Give an overview of the historical background of income tax laws in India.

Q2. Provide two examples for each category: Fixed Assets and Current Assets?

Q3. List the five most important employability skills required in the workplace?

Q4. a) Describe the steps involved in inserting a new worksheet in Excel?

b) Describe the steps involved in removing a worksheet from Microsoft Excel?

OR

Define the following functions in Excel, with example (any 2):

a) Sort b) VLOOKUP c) IF()

Q5. What are holding and subsidiary companies? Explain their features?

Q6. Mention various versions of Windows and describe the features of any one Windows version?

Q7. Describe the different stakeholders outside the organization who rely on financial statements for decision-making?

OR

Discuss the advantages of ratio analysis.

Q8. How can reports be customized and converted into Excel or PDF formats? Explain.

OR

Write the steps to set up employee masters in Tally software.

Q9. Define the following terms:

a) Prepaid Expenses b) Asset c) Outstanding Expense d) Depreciation e) Bad debts

Q10. Describe how primary markets differ from secondary markets.

OR

Write a brief note on the functions of the Reserve Bank of India in the financial system.

Q11. Define the terms:

a) Hardware b) Software c) Interpreter d) Operating System e) Application Software

Q12. a) Explain the concept of the AutoFit option in Microsoft Word?

b) How does the AutoFit feature differ from the AutoText feature?

OR

Define link sharing in Google Drive and describe its uses with suitable examples?

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Section C

Q1.

	A	B	C	D	E	F	G	H
1	Names	Jan	Feb	Mar	April	May	Average	Percent
2	Rohit	21	22	21	10	12		
3	Ashu	11	20	20	22	23		
4	Suman	29	14	25	16	21		
5	Neetu	12	11	11	15	20		
7	Raman	11	15	16	29	11		
8	Merry	16	10	15	24	14		

Calculate the following using formulas with cell reference

1. Find the average attendance of each student?
2. Find the total attendance for the month of April of Ashu, Neetu and Merry.
3. Find the no. students who came more than 20 days?

Q2. Discuss how a Balance Sheet helps users of financial information and mention its limitations?

Q3. i)Current Liabilities are ₹2,00,000 and Working Capital is ₹3,00,000. Find Current Ratio. Ii) Gross Profit Ratio is 20% and Gross Profit ₹3,20,000. Find Cost of Goods Sold. Iii) Inventory Turnover Ratio 8 times and Average Inventory ₹1,50,000. Find COGS.

OR

Explain the importance of Financial Statement Analysis in planning and Controlling business activities?

Q4. Explain the procedure for accessing company that is already created in Tally ERP 9?

OR

Explain the steps involved in creating multiple groups in Tally ERP 9?