

TALLY: Important Points and Shortcuts

3 Copy

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- 3 "Administrator" type user is also called 'Auditor' of a company in Tally
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- 5 A Group Company is simply a name and an identify given to the merged accounts member companies of the group.
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- 8 An _____ is the official notice that the firm sends to its customers to advise them of the amount of money that is owed
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- 11 Default ledger accounts in tally are _____
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- 13 Default number of groups in tally are _____
- 14 Default stock category in tally is _____
- 15 DFD document in AIS is called as _____ diagram
- 16 Different types of valuation methods are available in tally if you press _____
- 17 tally is _____
- 18 For 'stock journal' entry we press _____ in tally
- 19 From voucher entry mode , if we press _____ then we get payment voucher in tally
- 20 Import and export of data between tally and other programs is possible through the tally _____ program

Daybook

Cash Flow & *Aud*

TRUE

TRUE

TRUE

Customers

Suspense

invoice and bill

Challan

4

Cash and profit & loss

Main location

28

Primary

context

F7

accounting package

Alt + F7

F5

ODBC(open database connectivity)

21 In AIS "decrease of idle machine time and increased output by proper scheduling" is it true in AIS?

yes

22 In AIS, the information stores in a database is called ----- subsystems

Components Based Information System

23 In AIS, data manipulation can be classified by ----- ways

4

24 In AIS, the rejected orders will be stored in a new file called -----

Pending order file

25 In tally , to select a company we press -----

F1

26 In tally ,ctrl+n is used for -----

Open calculator

27 In tally alt+p is used for -----

Print view option

28 In tally budget can be on -----

Closing balance and Net transactions

29 In tally to display a list of inventory reports we press ----- function keys

F9

30 In tally you get currency symbol option from ----- menu

Company creation

31 In tally, method of voucher numbering are -----

Automatic, Manual and without numbering (none)

32 In tally, we can alter ledger details using either single or multiple modes but are not allowed to delete a ledger from multiple modes.

TRUE

33 In tally, "credit note" records entry for -----

Sales return

34 In tally, a group company is marked with an -----

TRUE

35 In tally, a member company can be a member of more than one group company

3

36 In tally, all the masters have ----- main options

Company creation

37 In tally, base currency information is available in ----- screen

Ledger accounts

38 In tally, during voucher entry ----- are used

F4

39 In tally, for backup of a company , press -----

TRUE

40 In tally, group company can also be a constituent(member) of another group company

F6 function key

41 In tally, in ratio analysis we press ----- function key in the display of bills receivable , bills payables report

3

42 In tally, number of users are -----

2

43 In tally, the group company must contain at least ----- members

- 44 In tally, the use of group behaves like a sub-ledger, option is that we can summarize many ledger accounts into one line statements
- 45 In tally, to cancel a voucher entry we press _____
- 46 In tally, to change the date of the voucher press _____
- 47 In tally, to create a new column in balance sheet press _____
- 48 In Tally, valuation method option is available from _____
- 49 In tally, we use F12 function key for _____
- 50 It is necessary to manipulate data to transform it into _____
- 51 Name of the developer of tally is _____
- 52 Orders that do not pass the credit check are filled in the _____ file in AIS
- 53 Owner (Security Control) has full access and rights to all parts of Tally except _____
- 54 Projected approximation of income or expenses is called _____
- 55 Tally audit feature is available in a company _____
- 56 Tally can maintain company type 'accounts with inventory' by activating feature integrate the accounts with inventory
- 57 Tally can maintain budget _____
- 58 Tally encrypts and stores TALLY DATA at the data directory
- 59 Tally format of data is compatible with other formats and the mode of data exchange happens through XML (Extensible Mark-up Language)
- 60 Tally is based on mercantile accounting system
- 61 Tally provides _____ different predefined voucher types.
- 62 Tally provides the capability to the administrator/auditor to track changes in the areas is/are _____
- 63 'Tally vault' is a _____
- 64 The _____ file maintains data that describes the supplier past transaction with the firm in terms of material quality in AIS
- 65 The accounts payable system is responsible for paying the _____ for the _____

TRUE

Alt+x

F2

Alt+c

Stock summary

Change configuration

Report

Peutronics Pvt. Ltd.

Sales order credit reject

Tally Audit

Budget

During the creation of a company

TRUE

On net transactions and On closing balance

True

TRUE

TRUE

16 By default

Changes in transactions, vouchers, Ledger Masters

Security mechanism

Supplier

Sales

58 A calculated control uses expression as a source of data	true
59 A collection of data stored in different objects is known as a	database
60 A control without a data source is known as	unbound control
61 A field with a _____ uniquely identifies each record	primary key
62 A form can be bind to a record source using _____ property of the form	record source
63 A macro can be made to execute before the starting of a database	true
64 A sub form is used to display one to many relationship between tables	true
65 Advanced filter uses a filter similar to the query design window to create a filter	true
66 Between and Not Between is _____ type of operators	range
67 Changes from a master table can be reflected on to the child table by selecting _____ option	cascade update related fields
68 Changes of one table can be carried over to another related table	true
69 Chart can either be a form or a report	true
70 Charts can convert numerical data in a easily understandable format	true
71 Currency fields express the amount in _____	dollars
72 Data definition queries are used to create or change database objects	true
73 Duplication of records in a field won't be allowed if the fields are declared a _____	primary key
74 Forms that are included in other forms are called	sub form
75 From ms - access, if we want to view the records stored in a table in ms - excel worksheet, we need to	use export
76 Home page will always be present as a first page of an application	true
77 Hyperlinks are used to jump to any kind of information or data from a file	true
78 If a table is joined to itself it is called a	self join
79 If any change made on the object from the client side is reflected on the server then the object is said to be _____	linked
80 If two tables having same values for the fields are joined it is called an	inner join
81 In access OLE objects cannot be linked	false
82 In code-builder, got_focuse, click,dbl_click,enter are examples of	events
83 In MS -Access, the records in a table are sorted based on	primary key field

DATA ANALYSE

- 1 VLOOKUP function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in a table
- 2 RANDO function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in the table.
- 3 'Set mapping' Check control that follows a text-type validation, we use Excel application for data analysis.
- 4 A System Auditor can uses CAAT tools to analyze data yes
- 5 Analyse data over two or more periods is called ---- analysis Horizontal
- 6 Analyse fields by arranging them into rows and columns is called Cross Tabulate
- 7 Excel can import data from other databases for the data analysis. yes
- 8 In ---- Check data entry follow a particular sequence and also a predetermined range. Sequence
- 9 In Range Check, the data may not be in proper sequence but should be within a predetermined range yes
- 10 in the case of the ---- control, it is ensured that the data in combination with other fields are reasonable as per standard set by an organisation. Reasonableness
- 11 Most of the tools use in Data Analysis depends on ODBC
- 12 Sequence Check is a ---- level control check. Field
- 13 The GAP detection options can be used to test for completeness of data. yes
- 14 To import data from Access to Excel, it is not possible to link between Access and Excel sheet yes
- 15 We use Hash Total to identify ---- within a series where there is a definite relation between items Gaps
- 16 Year end ledger, inventory files or transaction files can be tested for cut-off, to ensure that the data has been provided is for the correct audit period yes

112 Reports are used to represent un-editable data.	true
113 Set of related option buttons, check boxes and toggle buttons is known as	option group
114 Summary options dialog box is used to summarize data	true
115 Text type data can be of _____ characters in ACCESS	255
116 Textboxes can also be an example of unbound control	true
117 The application that supplies data in OLE is called an	OLE server
118 The attributes of a composite key are known as _____	candidate keys
119 The chart which cannot exist as a separate entity are _____	embedded
120 The collection of related data and objects is called a _____	database
121 The default query invoked by ms-access is	select query
122 The macro is selected from the action field of a macro sheet	true
123 The memo field can have text upto _____ characters in length	64,000
124 The process of arranging the data in a meaningful order is known as _____	sorting
125 The table or query name on which we are going to build our report is selected from the _____ dialogue box	new report

126 The three list boxes present at the bottom of the expression builder are called _____

expression elements
list box

127 The type of O-series that can update or delete record(s) in a table(s) are called _____

action queries

128 The wild card representation for any 5 letter word that starts with ram is _____

Fun??

129 To build complex expressions _____ is used

expression
builder

130 To display an ole object in the form of an icon _____ option is selected from insert object dialogue box.

display as icon

131 To See more than one record at a time in a Form we use _____

tabular

132 Values for other tables, queries are maintained in lookup ~~Box~~ Fields data type

true

133 visual basic is based on _____ ~~Ans~~ → event-procedural based language

Basic Concept

1 ATM, Asynchronous transfer mode is a LAN and WAN technology.

2 Record is a collection of related fields

3 machine language consists of strings of binary numbers

4 MAINFRAME computers are used in large organizations for large scale jobs which have large storage capacities

5 Non impact printer use laser light

6 ___ software enables users to send and receive data to/from remote computers

communication software

7 ___ software enhances the user to enter, store, manipulate and print any text

word processing

8 ___ symbol is used to represent processes like assigning a value to a variable or adding a number

processed symbol

9 ___ converts a high level language into machine language

compiler

10 ___ involves conversion of raw data into some meaningful information

process

11 ___ is a set of special instructions used to communicate effectively with the computer

software's

12 ___ is responsible for all calculations and logical operations that have to be performed on the data

arithmetic and logic unit

13 ___ is responsible for feeding data into the computer

input

14 ___ is responsible for obtaining the processed data from the computer

output

15 ___ is the capability of the o/s to run numerous applications simultaneously

multitasking

16 ___ is the temporary storage place for deleted files

recycle bin

17 ___ printers use light to produce the dots needed to form pages of characters

non-impact desktop printers

18 ___ software are programs that are complex and can be developed or purchased

application software

23. In excel, _____ generates a summarized report in tabular form in an interactive manner

- ☐ count() ☐ range ☒ pivot table ☐ table

24. The function that is used to calculate the payment for specific loan terms

- ☒ pmt ☐ payment() ☐ sum() ☐ none

25. _____ is a process of finding or selecting information

- ☒ filtering ☐ ranging ☐ copying ☐ selecting data

26. Searches for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify in the table.

- ☐ LOOKUP ☐ SEARCH ☒ VLOOKUP ☐ HLOOKUP

27. Returns a value either from a one-row or one-column range or from an array

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28. excel function always start with

- ☐ S ☐ SUM() ☒ = ☐

29. A _____ identifies a cell or a range of cells on a worksheet and tells Microsoft Excel where to look for the values or data you want to use in a formula

- ☐ function ☒ reference ☒ range ☐ search

30. _____ are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure.

- ☐ search ☐ references ☐ ranges ☒ functions

31. Returns the serial number that represents a particular date.

- ☒ DATE ☐ DAYS360 ☐ DATEVALUE ☐ DAY

32. By default, excel uses _____ date system

- ☐ 1901 ☒ 1904 ☐ Jan 2, 1904 ☒ Jan 1, 1900

33. Which method is used to display time in particular cell is

- ☐ ctrl+: ☐ NOW() ☐ ctrl+shift+: ☒ all the above

In Excel
Current Date:
= Today ()
in access
date()



prevents time

multitasking

IP stands for

Transmission control protocol/Internet protocol

- 3 The computer which can receive data from other computers on the network and print it is Printer server
- 19 The hardware and the software requirements together form the platform
- 20 The process of data being automatically written to a duplicate database is called disk mirroring
- 21 The back end handles data processing and disk access in a Client/Server architecture
- 22 When all the processing is done by the mainframe itself, the type of processing is sometimes called as host processing

DBMS: ACCESS

Microsoft Office Access, previously known as Microsoft Access, is a relational database management system from Microsoft which combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools. It is a member of the 2007 Microsoft Office system.

Access can use data stored in Access/Jet, Microsoft SQL Server, Oracle, or any ODBC-compliant data container. Skilled software developers and data architects use it to develop application software. Relatively unskilled programmers and non-programmer "power users" can use it to build simple applications. It supports some object-oriented techniques but falls short of being a fully object-oriented development tool. Access was also the name of a communications program from Microsoft, meant to compete with ProComm and other programs. This proved a failure and was dropped. Years later Microsoft reused the name for its database software.

- | | |
|--|-----------|
| ☒ chart exists as a separate object | sub chart |
| ☒ header is a unique feature of reports | group |
| ☒ section is present for each record in the report | detail |

ROLL No. 4004

NAME: ASHUTOSH GARG

Date: 15-08-2008

1. The name of the database object that displays data and can be used to edit data is
☐ Wizard ☐ auto report ☐ macro ☒ form

2. Which is not a database object
☒ pages ☐ macros ☐ modules ☒ filters

3. Suppose, the phone numbers of your suppliers are stored in various locations: in a card file containing supplier phone numbers, in product information files in a file cabinet, and in a spreadsheet containing order information. If a supplier's phone number changes, you might have to update that information in all three places. In a database, however, you only have to update that information in one place — the supplier's phone number is automatically updated wherever you use it in the database. This is
☒ true ☐ false ☐ virus ☐ database

4. Fill in the Blanks with appropriate database object/objects:

- a. _____ to analyze or print data in a specific layout.
- b. ~~query~~ _____ to view, add, and update data in tables.
- c. _____ to view, update, or analyze the database's data from the Internet or an intranet.
- d. _____ to find and retrieve just the data you want.
- e. _____ to store your data.
- f. _____ is essentially a collection of declarations, statements, and procedures stored together as one named unit to organize your Microsoft Visual Basic code

5. Which query adds a group of records from one or more tables to the end of a table.
☒ update ☐ make table ☒ append ☐ select

6. An association established between common fields of two tables is called
☐ macro ☒ relationship ☐ filter ☐ form

7. To change the default country region which changes the standard settings for numbers, currencies, time, and date to those most commonly used for that country/region, user can open

30. auto form is the form that can be created with minimum input from the user

auto form

31. form is the name of the database object that displays data and can be used to edit data

form

32. label wizard is used to create a mailing label.

label wizard

33. columnar layout of a form displays one record at a time

columnar

34. save as html option from the file menu is selected to run 'publish to the web wizard'

save as html

35. append query is used to add records from one or more tables into an existing table

append

36. auto report report can be created with minimum user input

auto report

37. module window is used to write VISUAL BASIC code in access application

module

38. filter by form allows to create a filter by typing the value in a data sheet

filter by form

39. columnar and tabular are the two types of auto reports available

columnar and tabular

40. hyperlink are used to jump to any kind of information from a datasheet or a form

hyperlink

41. macros can be used to create toolbars

macros

42. macro names field is added to the macro sheet when we select grouping option from the view menu

macro names

43. report header header is present at the beginning of the report

report header

44. AutoNumber is a datatype that assigns values automatically

AutoNumber

45. pivot table is a form that summarize large amount of data

pivot table

46. page footer is present at the bottom of each page in a report

page footer

47. chart option from the insert menu option is chosen to add an embedded chart

chart

48. relationships option from the tool menu is selected for setting relationships between tables

relationships

49. crosstab queries queries allows us to view data in row by column manner

crosstab queries

50. list box is a control that lists set of data

list box

51. autoreport option from the new object toolbar gives the easiest way of generating a report

autoreport

52. home page in an web application is used to navigate to the rest of the pages in the application

home

53. report is an access object that displays un-editable data

report

54. ? wildcard character represents any single character

?

55. property sheet lists all the properties that pertain to the form or the controls

property

56. new dialog box A dialog database can be created using

new dialog box

57. true A bound control is tied to a underlying query or table

true

TALLY: Important Points and Shortcuts

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Alt + F7

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ODBC(open database connectivity)

5

Full form of SDI is

→ Single document interchange interface
Which command is used to count word in an open doc

→ choose Tools → word count
In which toolbar is the lines, colour, style, 3-d shadow, fill & arrows options available

→ Drawing toolbar

Can you start typing from anywhere with a doc word doc

→ yes

Saving any word doc using Save as web page command gives an extension of

→ ~~doc~~ not .doc it is .htm

18) What are the three steps involved in a mail merge process

→ create main doc → create data source → merge doc.

command not used to select text in doc as italic

→ Shift + I

→ Command used to select text as italic

→ choose Format → Font & select Italic in a dialog box

→ click I on the toolbar

→ Press Ctrl + I

19) Which of the command can you use to set paragraph spacing

→ choose Format → paragraph & select Spacing

51) Command used to clear all the tabs in a doc

→ choose Format → Tab → clear all

52) Which command is used to set table position

→ select table → Table properties → Align

53) Can you give "increase line spacing" through styles?

→ yes

54) Which command is used to track changes done in an open document

→ choose Tools → Track changes

Q. What is the keyboard shortcut for center aligning of the Paragraph

→ Ctrl + E

or
Ctrl + Shift + E

ROLL No.

NAME:

Date:

1. Which is volatile memory?

- ☐ ROM ☒ RAM ☐ both ☐ none

2. Temporary storage place for deleted files is

- ☐ temporary files ☐ internet files ☒ recycle bin ☐ control panel

3. Types of virus is/are:

- ☐ file infectors ☐ boot sector infectors ☐ macro virus ☒ 1 & 2 ☒ all above

4. The macro dialog box open with

- ☐ shift+F8 ☐ ctrl+F6 ☒ alt+F8 ☐ tab+F6

5. Macros are written in

- ☐ SQL ☐ C++ ☐ oracle ☒ visual basic

6. AutoShapes in word can be created by using toolbar

- ☐ Standard ☐ formatting ☒ drawing ☐ picture

7. Which is not a component of the Microsoft Office system

- ☐ word ☐ access ☒ FrontPage ☒ outlook express

8. An online dictionary maintained by word to obtain synonyms for words

- ☐ document layout ☐ access ☒ thesaurus ☐ outlook express

9. The default view in Word used for typing Editing and Formatting the Text

- ☒ normal ☐ web layout ☐ outline ☐ print layout

10. _____ is a type of tab

- ☐ decimal tab ☐ bar tab ☒ both ☐ what is tab?

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in excel
current Date:
= Today ()
in access
date()

Information Technology Training Program

TEST

- ☐ windows key+ D ☒ windows key+ E ☐ ctrl+E ☐ windows key+ W

44. types of software are:

- ☐ Application software ☐ system software ☒ both ☐ none

45. ALU stands for:

- ☐ arithmetical and logic unit ☐ arithmetic and logical unit ☐ arithmetical

and logical unit ☒ arithmetic and logic unit

46. to find that a folder is shared

- ☐ star sign appears on folder ☒ hand appears below folder ☐ both ☐ none

47. setup of setting for scanner and digital camera is done from

- ☐ winnt ☐ program files ☒ control panel ☒ picture files

48. which is not an input device

- ☐ light pen ☐ joystick ☐ scanner ☒ monitor

49. _____ is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically

- ☐ function ☐ range ☐ macro ☒ program

50. _____ is a computer program that is able to copy all or part of its code into another programs or files.

- ☐ antivirus ☒ virus ☐ macro ☐ program

Power Point

+911234567890

Module 1

(9)

Which of the following can be used to open Blank Presentation
File → New and Select Blank Presentation Form

Which of the given options can be used to edit a chart?
Edit → Chart object → Edit

Which command is used to invoke Slide Transition menu?
Slide Show → Slide Transition

Which command is used to change the background of the Presentation?
→ Format → Background

Which command is used to remove background elements
→ Format → Background → Remove background graphics from Master

Which command is used to invoke Preset animation option
→ Slide Show → Preset animation

Command Used to Set Slide Transition?
Slide Show → Slide Transition

What is F8 button used for
→ Custom Show

Command used to delete slides in an open power point presentation
→ Edit → Delete Slide

In which of given choices, would you get "Collapse option"
→ Outline Tool bar

Where would you find Summary Slide button?
→ Outline Tool bar

Which command is used to enter bullets in presentation?
→ Bullets and Numbers

Command is used to insert table into presentation.
→ Insert → table

→ Command is used to insert header/footer in the presentation
→ View → header & Footer

Which of the given views allows you to view all the slides in
Power Point presentation
→ Slide Sorter view

20 Can you edit animated .gif by using picture toolbar

→ NO

31 Which of the following is not a feature of word processing program that typewriters lack.

→ Ability to set margins & tabs

32 Which of the following option allows text box to be inserted
→ clicking text box icon on the Drawing toolbar

33 How can you edit a picture

→ on a picture toolbar, by using different Picture Editing utilities

34 Which of these commands is not used to underline the selected text in a document

→ Shift + U

35 Which of the following commands can you use to set borders

→ Choose Format → Border & Shading → Borders & Select settings

36 Key combination to insert a page break into a document.

→ Ctrl + Enter

37 Command used for creating an outline in a doc.

→ Choose view → Outline

38 Command is used to invoke Bookmark menu

→ Insert → Bookmark

39 Which type of data base can be used for merging mail

Ans) mergely.

Ans all → 1) Fox Pro Database 2) dBase Database 3) MS Access database

40 Which of these commands is not used to bold the selected text in a doc.

→ Choose Format → Style & Select bold in the dialog box

→ Which can be used are →

→ Choose Format → Font and select Bold in a dialog box
→ click B on the toolbar
→ Press Ctrl + B

11 Shortcut key for centre alignment of a paragraph

→ Ctrl + Shift + F5

12 At a given point of time how many windows can be opened in a doc area

→ as many as your computer's memory will allow

Question of Word

What is the keyboard shortcut to start the auto Format → Alt + Ctrl + K.

Module 1 ⑥

1) Which command is used to insert page numbers in your document

Ans → choose insert → Page number

✓ ②

2) Which key would you press to add blank lines after the title of a document?

→ Enter

• another way of editing a picture is

→ Both → By using MS Photo editor

→ By using another Photo Editor application

3) What does the Spelling & grammar icon in the status bar indicate

→ Automatic Spell checking is enabled

4) What is the keyboard shortcut for increasing the font size

→ Ctrl + >, Alt + I → Any None of above.

5) Which command is used to index your document alphabetically

→ Choose Insert → Index & table

6) Which command is used to insert page break in your document

→ Choose Insert → Break & Select Page break

7) Which command is used to insert section break in your doc

→ choose insert → Break and Select Section Break

8) Which command is used to print doc in landscape format

→ choose File → Print → Properties & select orientation landscape & press ok

9) Which command is used for setting the top margin of your doc

→ choose File → Page Setup & select margin & top

10) Which of the following are valid style options

→ heading, Normal, Body text 2 and body text 3, all of above

11) Which of the following is the keyboard shortcut for decreasing font size

→ Ctrl + C, Ctrl + Shift + <, Alt + K, None (Any) → ~~None~~ 2 (Ctrl + Shift + <)

12) Limitation for selecting fields for mail merge is

→ No Limitation

13) Can you create a database in MS Word for mail merge

Ans Yes

14) Which of these commands is not used to make selected text in a document italic

Ctrl + I, Ctrl + B, Ctrl + U

• Which command is used for creating an outline in a document

→ Choose view → outline

15) Which of the following commands can you use to give shading in a document

→ Ans choose Format → Border & Shading → Shading & select fill color

- 44 In tally, the use of group behaves like a sub-ledger, option is that we can summarize many ledger accounts into one line statements
- 45 In tally, to cancel a voucher entry we press _____
- 46 In tally, to change the date of the voucher press _____
- 47 In tally, to create a new column in balance sheet press _____
- 48 In Tally, valuation method option is available from _____
- 49 In tally, we use F12 function key for _____
- 50 It is necessary to manipulate data to transform it into _____
- 51 Name of the developer of tally is _____
- 52 Orders that do not pass the credit check are filled in the _____ file in AIS
- 53 Owner (Security Control) has full access and rights to all parts of Tally except _____
- 54 Projected approximation of income or expenses is called _____
- 55 Tally audit feature is available in a company _____
- 56 Tally can maintain company type 'accounts with inventory' by activating feature integrate the accounts with inventory
- 57 Tally can maintain budget _____
- 58 Tally encrypts and stores TALLY DATA at the data directory
- 59 Tally format of data is compatible with other formats and the mode of data exchange happens through XML (Extensible Mark-up Language)
- 60 Tally is based on mercantile accounting system
- 61 Tally provides _____ different predefined voucher types.
- 62 Tally provides the capability to the administrator/auditor to track changes in the areas is/are _____
- 63 'Tally vault' is a _____
- 64 The _____ file maintains data that describes the supplier past transaction with the firm in terms of material quality in AIS
- 65 The accounts payable system is responsible for paying the _____ for the _____

TRUE

Alt+x →

F2

Alt+c

Stock summary

Change configuration

Report

Peutronics Pvt. Ltd.

Sales order credit reject

Tally Audit

Budget

During the creation of a company

TRUE

On net transactions and On closing balance

True

TRUE

TRUE

16

By default

Changes in transactions, vouchers, Ledger Masters

Security mechanism

Supplier

Sales

Internet

22 (7)
Module 2

- 7 _____ is the program used to run CompuServe's regular services
- 8 _____ supports one button publish
- 9 _____ is a program or a tool that helps in locating a file anywhere on the net
- 10 _____ is a program or a tool that helps us find a file anywhere on the net
- 11 _____ maps IP addresses with the domain names of the sites
- 12 _____ and _____ are two basic ways of getting connected to the internet
- 13 _____ are defined as ways of communication among networks
- 14 _____ is also called as WAIS manager
- 15 _____ is in between LAN and WAN
- 16 _____ is the ancestors of the internet
- 17 _____ is used to link pages in the world wide web
- 18 _____ is a program that displays information about host connected to the net
- 19 _____ is the computer on the internet that translates between the internet domain names and the internet numeric address
- 20 _____ and _____ are web searching features
- 21 _____ is used to transfer and copy files over the internet
- 22 A _____ always begins with a slash
- 23 A CGI program is usually called after a request made by the _____
- 24 A computer that provides a service usable by other computers is called _____
- 25 A hypertext link can be on both
- 26 A _____ is a set of computers interconnected by transmission paths to exchange information in internet
- 27 A _____ is the representation of physical connectivity of the computers in internet
- 28 Accessing files using FTP servers is called _____
- 29 Archie servers can be accessed in 3 different ways in internet
- 30 BBS stands for _____
- 31 CGI is the _____ between web browsers and server
- 32 CGI programs are invoked based on the information provided by the _____
- 33 CGI stands for _____

vincim or maccim

Lycos

ARCHIE

archive

DNS

Dedicated access and dial up access

protocols

waismen

MAN

arpanet

uniform resource locator

finger service

domain name servers

search engines, directories

uucp (unix to unix copy)

command line

Browser/user

servers

text or image

network

network topology

anonymous ftp

bulletin board system True or 3

Interface

Browser

common gateway interface

1. Using the Open database Connectivity feature ACL is Can bring the data directly.
2. White Box Approach necessary involves expert Knowledge on the part of Auditors.
3. True

- 65 SGML is a _____
- 66 SLIP stands for _____
- 67 Special characters allow browsers to display _____
- 68 SPY MOSAIC is distributed by _____
- 69 Stringing pages together using hypertext technology _____ helps view pages _____
- 70 TCP/IP stands for _____
- 71 The _____ level gives the broadcast overview of the net
- 72 The application that confirms whether a document is compliant to its DTD is _____
- 73 The basic function of the _____ is transmitting the bits over a channel
- 74 The components of a URL are _____
- 75 The directories that come with built-in engines are _____ yahoo, lycos and _____
- 76 The first freenet is created at the _____ and is called _____
- 77 The first international IP network connections were established in 1973 with _____ and _____
- 78 The huge list of keywords from important items is called _____
- 79 The huge list of keywords from important items is called an _____
- 80 The image format supported by most browsers is _____
- 81 The information displayed on the web page includes _____ and _____
- 82 The initial web pages present in a web site is the _____ page.
- 83 The interface that provides effective communication between the web browsers and servers is _____
- 84 The internet adapter is a programme that makes our connection act like a _____ or a _____ account
- 85 The internet is also called as _____
- 86 The internet is similar to _____
- 87 The keyword for providing links within or across documents is _____
- 88 The mail we send has a mailing address and most of them correspond to _____ and _____

metalanguage
Serial line protocol

symbols

CompuServe

in sequential order

transmission control protocol/internet protocol

middle and lower

SGML Parser

physical layer

service, hostname, port, directory-path

open text

university of cleveland, cleveland freenet

england, norway

index

index

.gif and .jpeg

graphics, videos, audio

home

Common Gateway Interface

SLIP, PPP

the net

peer-to-peer connectivity

hypertext

mailing lists, mail server robots and gateways to other services

Module
2

- (a) scheduled jobs
- (b) manage hardware & software resources
- (c) enable multiple user resource sharing
- (d) all of the above.

Ques 12 General purpose software provides a framework for highly complex scientific operation. True
False ✓

Ques 13 In batch processing, transactions are processed one after another. → False

Ques 14 The use of computer assisted audit technique is not gaining popularity not only _____ with audit departments.

Ques 15 On line processing refers to grouping of transaction and processing the same in one go from start to finish. True

Ques 16 Real time refers to technique of updating file with transaction data immediately after the occurrence of the event to which it relates.
→ True

16 USENET is a BBS on _____ scale

117 VERONICA is an acronym for _____

large

very easy and rodent oriented net wide
index to computerized archives

web sites

windows sockets

wais,allsrc

windows sockets internet relay chat

web directories

118 Web is a collection of _____

119 WINSOCKS is expanded as _____

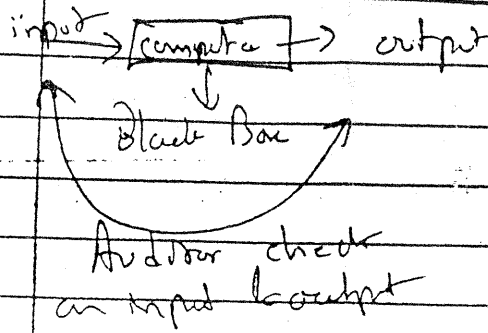
120 WINWAIS has two source lists namely _____
and _____

121 WSIRC stands for _____

122 Yahoo,lycos,excite and webcrawlers are _____

2/

nd :-
approaches
remaind



are
ssing
on
ile in

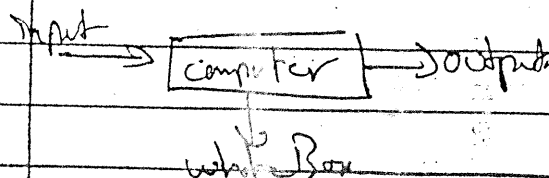
(i) In this computer are used for data processing as well as for auditing. This technique is used when evidence are available in electronic form.

efficient.
se

ry large
as
auditing
when to

med by
processing.

This technique is electronic auditing & i.e. computer is used for auditing data. This technique is highly efficient technique to audit large volume of data. This approach is known as white box approach. of auditing, computer processing auditing is also performed and comp. is also used for auditing.



ch. Command is used to set decimal tab
→ choose Format → tab → Alignment → Decimal

Which of the given menus would you find style option
→ Format

Which command is used to print an address on envelopes & labels
→ choose Tools → Envelopes & Labels

What is the extension for MS Office clipart

→ .Wmf

What are the four different paragraph Alignment option

→ left, centre, Right, Justified

When would you use a table in a document

→ To line up column & rows of text and numbers

Suppose you wanted to delete the words "The Process Forl", in the document what would you do

→ Select the text and then Press the delete key

Tools → Word Count command display number of

→ Page, Words, character (No Spacing), Character with Spacing,

Paragraph & lines

can automatically update option update the Normal style.

→ No.

How can you change the text wrapping style for a picture or drawing object

→ click on Format → Picture → layout tab → advance tab and then text wrapping

Which of these commands could you use to make a selected text as subscript in a document

→ choose Format → Font & select Effect → Subscript

Which command is used to insert footnotes in your doc.

→ choose Format → Footnotes

MS Word gives option to create table of content of a doc.

→ Yes

Which command is used to select a document for mail merge

→ choose Tools → Mail merge & select create from main document

Maximum no of slides in a slides show can be:
→ No limit

1. Which command is used to underline the text in the Presentation?

→ Format → Font → underline

2. Command for changing the colour of text in presentation

→ Format → Font → colour

In given option where u locate like option →

→ Picture Tool Bar

- Fill colour option is present in

→ Drawing tool bar

command used to justify the selected text

→ B → Format → Alignment → Justify (A)

✓ (B) Ctrl+J or Ans Both A+B

Command used to remove Bullets From the presentation

→ Format → Bullets & Numbering → None

Command ~~for~~ used ~~to~~ to insert clipart in the presentation

→ Insert → Picture → clipart

Command used to run Slide Show

→ Slide Show → view Show

Command used to insert movies & sounds in Presentation

→ Insert → movies & sounds

Command is used to change templates

→ Format → apply Design

Command is used to draw oval shape within a presentation

→ choose oval shape from Drawing Tool bar

Command used to change the line spacing of text

→ Select the text & choose Format → Line Spacing

Max No of columns that u can create in a table are

→ 25

Which command or buttons are used to move between the

Slides → Scroll bar or Pa Down or Pa Up

→ Insert → Table → MS Word table

point presentation

→ Insert → Picture → MS Word table

17 command is used to insert an organization chart within a presentation?

→ Insert → Picture → organization chart

18 if you want to invoke help menu, which is the best option to click?

→ F1

19 Maximum Number of Rows that you can create in table

→ 25

20 how can you save a power-point presentation

→ JPEG Interchange Format

or
GIF Interchange Format

21 Title bar Shows → Program Name & name of the opened file

22 What is meant by default transition

→ No Transition

23 Which command is used to set ruler in power point font presentation?

→ View → Ruler

24 command used to import text into power point

→ Insert → Slide from outline

25 command used to add action button in your presentation

→ Slide Show → Action button

26 command used to view presentation as a web page

→ File → Web page preview

27 Short cut key ~~for~~ for Slide view is

→ Ctrl + Alt + N

28 F5 button is used for

→ view Show

29 Slide view is used to ✓

→ view multiple Slides

- 1) Which of the following can be used to open Blank Presentation?
→ File → New and Select Blank Presentation Form
- Q.2 Which of the given options can be used to edit a chart?
→ Edit → Chart object → Edit
- Q.3 Which command is used to invoke Slide Transition menu?
→ Slide Show → Slide Transition
- 4) Which command is used to change the background of the Presentation?
→ Format → Background
- 5) Which command is used to remove background elements?
→ Format → Background → Remove background graphics from Master
- 6) Which command is used to invoke Preset animation option?
→ Slide Show → Preset animation
- 7) Command used to set Slide Transition?
→ Slide Show → Slide Transition
- 8) What is F8 button used for?
→ Custom Show
- 9) Command used to delete slides in an open power point presentation?
→ Edit → Delete Slide
- 10) In which of given choices, would you get "Collapse option"?
→ outline Tool bar
- 1) Where would you find Summary Slide button?
→ outline Tool bar
- 2) Which command is used to enter bullets in presentation?
→ Bullets and Numbers
- 3) Command is used to insert table into presentation.
→ Insert → table
- 4) Command is used to insert header/footer in the presentation.
→ view → header & Footer
- 5) Which of the given views allows you to view all the slides in Power Point presentation?
→ Slide Sorter view

30. Maximum no of Slides in a Slides Show can be:

→ No limit

31. Which Command is used to underline the text in the Presentation?

→ Format → Font → underline

32. Command for changing the colour of text in presentation

→ Format → Font → colour

33. In given option where u locate like option →

→ Picture Tool Bar

34. Fill colour option is present in

→ Drawing tool bar

35. Command used to justify the selected text

→ B → Format → Alignment → Justify (A)

✓ (B) Ctrl + J ^{or} Ans Both A + B

36. Command used to remove Bullets From the presentation

→ Format → Bullets + Numbering → None

37. Command ~~for~~ used ~~to~~ to insert clipart in the presentation

→ Insert → Picture → clipart

38. Command used to run Slide Show

→ Slide Show → view Show

39. Command used to insert movies + sounds in Presentation

→ Insert → movies + Soundes

40. Command is used to change templates

→ Format → apply Design

41. Command is used to draw oval Shape within a presentation

→ choose oval Shape From Drawing Tool bar

42. Command used to change the line spacing of text

→ Select the text + choose Format → line Spacing

43. Max No of coloum, that u can create in a tables are

→ 25

44. Which command or buttons are used to move between the Slides.

→ Scroll bar or Pg Dn or Pg up

→ Ctrl + C key for duplicating

→ Ctrl + D

46 command used to open a presentation in Power point → again
→ Select File → open or click open icon button From Toolbar

47 Where would u find "Crop button" in the following option
→ Picture tool

48 command is used to change the line spacing of a text → again
→ Select the text + choose Format → Line Spacing

49 Short cut to Save As is → "F12"

50 Power point is a product of → Microsoft corp

51 Which of the given options is the quickest way to create a presentation

→ Auto Content Wizard

52 Which of the following statement is valid for "Super Script"
→ It raises above the base line or It reduces the Font size
→ only A + B

53 Command used to Select Word art.

→ Insert → Picture → Word art

54 Which of the given Keys can be used to Stop continuous Slideshow
→ Esc

55 Font colour option is used to -

→ change the Selected Font's colour

56 command is used to set tab on the Ruler

→ Insert → tab

57 Which command is used to run Spell checker
→ F7

1. Which command is used to insert MS Word table into Power point presentation

→ Insert → Picture → MS Word table

2. Which command is used to insert an organization chart within a presentation?

→ Insert → Picture → organization chart

3. If you want to invoke help menu, which is the best option to click?

→ F1

4. Maximum Number of Rows that you can create in table

→ 25

5. How can you save a power-point presentation

→ JPEG Interchange Format

or
GIF Interchange Format

1

Title bar shows → Program Name & name of the opened file

What is meant by default transition

→ No Transition

Which command is used to set ruler in power point font presentation?

View → Ruler

Command used to import text into power point

→ Insert → Slide From outline

Command used to add action button in your presentation

→ Slide Show → Action button

Command used to view presentation as a web page

→ File → Web page preview

Short cut key for slide view is

→ Ctrl + Alt + N

F5 button is used for

→ view Show

Slide view is used to

→ view multiple slides

the given types of entries, which ones can be made in Excel (2)
any of following Formula Entry

2) Text "

3) Number "

which of the given statement is correct

→ Some macros may contain virus.

which command could you use to invoke chart Wizard

→ Insert → Chart

→ click chart icon from the tool menu.

Text or values displayed at data points to indicate the specific value or category is known as.

→ Data labels

Which command is used to invoke scenario manager Screen

→ Tools → Scenarios

Which command would you give for un-erasing the last modification you have done in an open worksheet

→ Ctrl + Z or choose Edit → Undo.

which command is used to open Replace Dialog Box

→ Edit → Replace

or

Ctrl + H

Which of these commands could be used to underline the text of a selected cell.

Press Ctrl + B or click U on the toolbar

which of these commands would you use to change the font size of a selected text in a worksheet

which of the given types of function command can be used in Excel.

all → Logical, Database, Date & time.

You can add "Parentheses" to control the order in which a formula carries out mathematical operation

GAT

Date _____

Special written prog

facility

on

purpose

audit

of

client

through

for

any

type of

audit

facility

on

purpose

audit

of

client

through

for

any

type of

audit

facility

on

purpose

audit

of

client

These are some specialised software for audit of audit significant transaction. Following types of special written software are used for audit:-

- (a) Embedded audit module
- (b) parallel simulation programme
- (c) utility programme - These are service prog which helps in audit through comp. some popular utility programs are sort prog & filter prog, date import/export prog.

Test Pack -

In this technique auditor verify the correctness of data processing by computers. In this technique auditor prepares a test data and process the same through a client system. Auditor compares the output of test data with expected output for any audit deviation. Test pack is low cost and easy to use technique for audit through computer but it has following

Using generalized audit software packages can add a lot of value to an audit department's product of services
Oracle is used for CAAT as database Imp

- Generalized audit software perform auditors to undertake any past records and not Concurrent auditing True
- CAAT's are Computer Program and data that auditors uses as part of the audit procedures to process data entity information system
- if audit significance contained in True
- 5. Embedded audit routines are sometimes built into an entity's computer system to provide data for later use by an auditor True
- 6. Embedded audit routines are sometimes built into an entity computer system to provide data for later use by the auditor True
- 7. SCARF involves Embedding audit software modules within an application system to provide continuous monitoring True
- 8. Concurrent use auditors as the member of the system True
- 9. Regular & cross system verification may minimize fraud True
- 10. Computer Security is frequently associated with Confidentiality, integrity and authentication True
- 11. Data reserve Engineering process metadata to document system and abstract business rules and relationship True
- 12. The first step for developing CAAT is

Data file Interrogation

In this technique auditor is provided the direct access of database. Auditor can extract and audit the data from database as per the audit requirements.

Data file interrogation is an efficient audit through computer technique and help auditor to audit ~~very~~ volume of data as per his requirement. But

this technique require expert working knowledge of database (SQL) structure query language ~~of~~ from auditor.

Use of CAA

Use of CAAT in small organisation:-

CAAT is used to provide efficient auditing. CAAT can be used in small organisation to provide efficient auditing. CAAT is useful in small org. if evidence are available in electronic form only. Following problems are normally faced by auditor for using CAAT in small org :-

- (i) Data control mechanisms used in small org. normally does not

widespread end use computing result in unlimited errors creeping into system going to accept handling thereby increasing audit risks - True. (11)

Ques 2 For computerized auditing usage of sophisticated audit software would be a necessity → True

Ques 3 Important knowledge needed to begin planning the use of CAAT is ----- → the source of data available to the audit organisation.

Ques 4 The move towards paperless EDI would eliminate much of the traditional audit trail, radically changing the nature of audit evidence. → True.

Ques 5 Computer operation controls are designed to provide

- (a) the of by all concerned
- (b) providing access to computer to all organisation person
- (c) use of any programs
- (d) none of above

Ques 6 Systems development control, apart from others, include authorization, approval, testing, implementation, and documentation of new. → True.

Ques 7. A system could be

- (a) natural / man made
- (b) open / closed
- (c) conceptual / physical
- (d) all of the above.

Ques 8 A system exhibits 'entropy'. → True

Ques 9 Super computer are the largest and fastest and is very suitable for commercial application including audit work. → True

Ques 10 Assembler language uses mnemonic symbols. → True

Ques 11 Operating Systems are devised to optimize the machine capabilities, the function include.

DBMS: ACCESS

Microsoft Office Access, previously known as Microsoft Access, is a relational database management system from Microsoft which combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools. It is a member of the 2007 Microsoft Office system.

Access can use data stored in Access/Jet, Microsoft SQL Server, Oracle, or any ODBC-compliant data container. Skilled software developers and data architects use it to develop application software. Relatively unskilled programmers and non-programmer "power users" can use it to build simple applications. It supports some object-oriented techniques but falls short of being a fully object-oriented development tool. Access was also the name of a communications program from Microsoft, meant to compete with ProComm and other programs. This proved a failure and was dropped. Years later Microsoft reused the name for its database software.

- 1 _____ chart exists as a separate object
- 2 _____ header is a unique feature of reports
- 3 _____ section is present for each record in the report
- 4 _____ are used to select only some particular records from the table or any other database objects
- 5 _____ control combines the functionality of both a text box and a drop down list
- 6 _____ control need not have a data source
- 7 _____ forms are usually used for tables with one to many relationship
- 8 _____ forms displays field in single row
- 9 _____ function is used to display a message box
- 10 _____ is fired when an event is triggered is the concept based on a Visual Basic language
- 11 _____ is used to convert any ms-access object into html format
- 12 _____ queries can be used to delete a group of records that meet some specific records
- 13 _____ represents data in a pictorial format
- 14 _____ and _____ are the buttons belonging to the options group
- 15 _____ are employed to select only some particular records from a database object
- 16 _____ are used to represent our data in graphical format
- 17 _____ control is tied to field
- 18 _____ control uses an expression as a source of control
- 19 _____ form displays fields in a single horizontal row

sub chart

group

detail

filter

combo box

unbound

sub forms

tabular form

MsgBox

procedure

publish to web wizard

delete

chart

option button, toggle button
and check boxes

filters

chart

bound

calculated

tabular form

- 20 _____ option in publish to web wizard produces a page that is static in nature
- 21 _____ query wizards are used to generate summary calculations for a table
- 22 _____ data type is generally used for fields assigned as primary keys in a table
- 23 _____ allows us to create a filter from a field short cut menu
- 24 _____ is a database object which displays data but cannot be used to edit data
- 25 _____ option is selected from the view menu to create macros with conditions
- 26 _____ are forms that are included in other forms
- 27 _____ can be used to automate certain actions in response to events
- 28 _____ is selected from the toolbar to add an OLE object
- 29 _____ is the file format that works on internet
- 30 _____ is the form that can be created with minimum input from the user
- 31 _____ is the name of the database object that displays data and can be used to edit data
- 32 _____ is used to create a mailing label
- 33 _____ layout of a form displays one record at a time
- 34 _____ option from the file menu is selected to run 'publish to the web wizard'
- 35 _____ query is used to add records from one or more tables into an existing table
- 36 _____ report can be created with minimum user input
- 37 _____ window is used to write VB code in access application
- 38 _____ allows to create a filter by typing the value in a data sheet
- 39 _____ and _____ are the two types of auto reports available
- 40 _____ are used to jump to any kind of information from a datasheet or a form
- 41 _____ can be used to create toolbars
- 42 _____ field is added to the macro sheet when we select grouping option from the view menu
- 43 _____ header is present at the beginning of the report
- 44 _____ is a datatype that assigns values automatically
- 45 _____ is a form that summarize large amount of data
- 46 _____ is present at the bottom of each page in a report
- 47 _____ option from the insert menu option is chosen to add an embedded chart

static html

simple

auto number

filter by input

report

conditions

sub forms

macros

bound object

html

auto form

form

label wizard

columnar

save as html

append

auto report

module

filter by form

columnar and tabular

hyperlink

macros

macro names

report header

AutoNumber

pivot table

page footer

chart

- 48 _____ option from the tool menu is selected for setting relationships between tables
- 49 _____ queries allows us to view data in row by column manner
- 50 _____ is a control that lists set of data
- 51 _____ option from the new object toolbar gives the easiest way of generating a report
- 52 _____ page in an web application is used to navigate to the rest of the pages in the application
- 53 _____ is an access object that displays un-editable data
- 54 _____ wildcard character represents any single character
- 55 A _____ sheet lists all the properties that pertain to the form or the controls
- 56 A blank database can be created using _____
- 57 A bound control is tied to a underlying query or table
- 58 A calculated control uses expression as a source of data
- 59 A collection of data stored in different objects is known as a _____
- 60 A control without a data source is known as _____
- 61 A field with a _____ uniquely identifies each record
- 62 A form can be bind to a record source using _____ property of the form
- 63 A macro can be made to execute before the starting of a database
- 64 A sub form is used to display one to many relationship between tables
- 65 Advanced filter uses a filter similar to the query design window to create a filter
- 66 Between and Not Between is _____ type of operators
- 67 Changes from a master table can be reflected on to the child table by selecting _____ option
- 68 Changes of one table can be carried over to another related table
- 69 Chart can either be a form or a report
- 70 Charts can convert numerical data in a easily understandable format
- 71 Currency fields express the amount in _____
- 72 Data definition queries are used to create or change database objects
- 73 Duplication of records in a field won't be allowed if the fields are declared a _____
- 74 Forms that are included in other forms are called _____
- 75 From ms - access, if we want to view the records stored in a table in ms - excel worksheet, we need to _____
- relationships
- crosstab queries
- list box
- autoreport
- home
- report
- ?
- property
- new dialog box
- true
- true
- database
- unbound control
- primary key
- record source
- true
- true
- true
- range
- cascade update related fields
- true
- true
- true
- dollars
- true
- primary key
- sub form
- use export

- 76 Home page will always be present as a first page of an application **true**
- 77 Hyperlinks are used to jump to any kind of information or data from a file **true**
- 78 If a table is joined to itself it is called a **self join**
- 79 If any change made on the object from the client side is reflected on the server then the object is said to be **linked**
- 80 If two tables having same values for the fields are joined it is called an **inner join**
- 81 In access OLE objects cannot be linked **false**
- 82 In code-builder, got_focus, click, dbl_click, enter are examples of **events**
- 83 In MS -Access, the records in a table are sorted based on **primary key field**
- 84 In MS-Access, alter command may be used in adding a primary key to a table **true**
- 85 In MS-Access, the function that gives the current date is **DATE()**
- 86 In ms-access, to protect a database file from illegal access, we may set database password. The option of setting database password is available in **Tools** menu
- 87 In MS-Access, user may specify criteria for filter in form view using **filter by form**
- 88 In MS-Access, we may design command buttons for navigating records **true**
- 89 In MS-Access, while using form design view, for creating a command button for adding a new record, we should select the **Record Operations** category from the command button wizard
- 90 In ms-access, while using SQL, references constraint is used for creating **foreign key**
- 91 In MS-Access. While appending records, the source and the target table must have similar structure and fields **true**
- 92 In SQL, delete command is used to remove **record or records**
- 93 In SQL, having clause is used for **for specifying conditions with group by clause**
- 94 In the macro sheet the macro is selected in the **action** field
- 95 Joining tables without any matching values in the fields is called **outer join**
- 96 Large amount of data can be summarized using **pivot** tables
- 97 Line is a tool box control **true**
- 98 List box is a control that offers a list of choices **true**
- 99 Macros can be used to add a menu to a database object **true**
- 100 Macros can be used to create user defined error messages **true**

101 Make table queries create a new table from the records of another table	true
✗102 Ms access is a _____	DBMS
103 MS access is a DBMS	true
104 MS access objects can be published in the web	true
105 OLE object is a data type in access	true
106 OLE stands for _____	object linking and embedding
107 Other ms-office applications can be accessed from ms-access using a concept called _____	OLE
108 Primary key uniquely identifies each record	true
109 Properties of a form can be changed by selecting _____ from view menu options	properties
✓110 Properties of the fields are managed by _____ in Dynaset	field property
111 Relationship is an association between _____	entities
112 Reports are used to represent un-editable data	true
113 Set of related option buttons, check boxes and toggle buttons is known as _____	option group
114 Summary options dialog box is used to summarize data	true
115 Text type data can be of _____ characters in ACCESS	255
116 Textboxes can also be an example of unbound control	true
117 The application that supplies data in OLE is called an	OLE server
✓118 The attributes of a composite key are known as _____	candidate keys
✓119 The chart which cannot exists as a separate entity are _____	embedded
120 The collection of related data and objects is called a _____	database
✓121 The default query invoked by ms-access is	select query
122 The macro is selected from the action field of a macro sheet	true
123 The memo field can have text upto _____ characters in length	64,000
✓124 The process of arranging the data in a meaningful order is known as _____	sorting
125 The table or query name on which we are going to build our report is selected from the _____ dialogue box	new report
✓126 The three list boxes present at the bottom of the expression builder are called _____	expression elements list box
✓127 The type of queries that can update or delete record(s) in a table(s) are called _____	action queries
128 The wild card representation for any 5 letter word that starts with ram is _____	ram?? Fun??
129 To build complex expressions _____ is used	expression builder
✓130 To display an OLE object in the form of an icon _____ option is selected from insert object dialogue box	display as icon
✓131 To see more than one record at a time in a form we use _____	tabular

132 Values for other tables, queries are maintained in look up fields
data type

true

133 Visual Basic is based on _____

event - procedural based
language

134 Visual Basic language is a _____ tool

RAD

VISUAL BASIC

Visual Basic (VB) is a third-generation event driven programming language and associated development environment from Microsoft for its COM programming model. Visual Basic was derived from BASIC and enables the rapid application development (RAD) of graphical user interface (GUI) applications, access to databases using DAO, RDO, or ADO, and creation of ActiveX controls and objects. Scripting languages such as VBA and VBScript are syntactically similar to Visual Basic, but perform differently. A programmer can put together an application using the components provided with Visual Basic itself. Programs written in Visual Basic can also use the Windows API, but doing so requires external function declarations.

In business programming, Visual Basic has one of the largest user bases. In a survey conducted in 2005, 62 percent of developers reported using some form of Visual Basic. It currently competes with C++, C# and Java for dominance in the business world. Many people also refer to JavaScript as a competitor to Visual Basic, although it cannot truly be considered this due to its nature as a scripting language, not a programming language. The final release was version 6 in 1998. Microsoft extended support will end in 2008 and the designated successor is Visual Basic .NET.

- 1 In visual basic, Val() is a method to convert a string into integer. val()
- 2 In visual basic, ForeColor is a property of a textbox control to set a color of a text. forecolor
- 3 in visual basic, Dim keyword is used to declare a variable dim
- 4 In visual basic, _____ method is used to add an item in a combobox additem
- 5 In visual basic, _____ method is used to load picture during runtime in an image control loadpicture
- 6 In visual basic, _____ object is used to access the database and also to manage the data in the database. dbengine
- 7 In visual basic, _____ property of a textbox control is set to _____ to underline a text fontunderline,true

Font - Font

- 8 In visual basic, font size property of a textbox control is used to change the size of text. **fontsize**
- 9 In visual basic, listcount property of listbox control counts the number of items in the list. **listcount**
- 10 In visual basic, inputbox() is a function which displays a message and it also allows the user to enter values in a form object. **inputbox()**
- 11 In visual basic, recordcount is a property of a recordset object which counts the number of rows in a recordsource object. **recordcount**
- 12 In visual basic, a form is a Container object. **container**
- 13 In visual basic, a method RGB(255,0,0) will generate red color. **red**
- 14 In visual basic, a method RGB(255,255,255) will generate white color. **white**
- 15 In visual basic, a timer event is only available in timer control. **true**
- 16 In visual basic, if a user uses a function key F4 properties window becomes visible. **properties window**
- 17 In visual basic, if a user uses a shortcut key ctrl+R project explorer window becomes visible. **project explorer window**
- 18 In visual basic, in a shape control, a vb statement gives Shape1.Shape = 2. What type of shape should we get? **oval**
- 19 In visual basic, the explorer view of a project is displayed in project explorer. **project explorer**
- 20 In visual basic, the interval property of a timer control is given in one-thousandth of a second. **one-thousandth of a second**
- 21 In visual basic, the properties of various controls can be set using properties window. **properties window**
- 22 In visual basic, to display a message in the run time msgbox() function is used. **msgbox()**
- 23 In visual basic, to display text on a label object caption property is used. **caption**
- 24 In visual basic, to give a backcolor or to bring in a picture to a command button can only be done if we set the style property to graphical. **graphical**
- 25 In visual basic, using a data control, dbopendynaset is a recordset type which allows to add a new record and also to update existing record in a recordsource object. **dbopendynaset**
- 26 In visual basic, using a data control, a record can only be added from the last record. Adding a new record is only possible using addnew method of a recordset object. **addnew**
- 27 In visual basic, using a data control, a record is saved to a recordsource object using update method of a recordset object. **update**

- 28 In visual basic, using a data control, to navigate to the previous record _____ method of a recordset object is used.
- 29 In visual basic, when a checkbox control is checked value property is automatically assigned with 1.
- 30 In visual basic, when a form object appears on the screen appear event is triggered.
- 31 In visual basic, when a record pointer reaches to the first record, bof property of a recordset object is automatically set to true.
- 32 In visual basic, when a record pointer reaches to the last record, eof property of a recordset object is automatically set to true.
- 33 In visual basic, when a textbox control receives the focus _____ event is triggered.
- 34 In visual basic, while closing a form unload event of a form object is triggered earlier to terminate event.
- 35 Microsoft visual basic is a Rapid Application Development tool.
- 36 Microsoft visual basic project file has _____ file extension.

moveprevious

value

activate

bof,true

eof,true

gotfocus

unload

true

.vbp

Handwritten signature

132	In visual basic, _____ method is used to add an item in a combobox	add	additem	loaditem	none of the above	B
133	In visual basic, _____ method is used to load picture during runtime in an image control	load	loadpicture	addpicture	none of the above	B
134	In visual basic, to populate a drive list box with a directory list box _____ statement is used	Drive1.Drive=Dir1.Path	Dir1.Path = Drive1.Drive	File1.Path = Dir1.Path	none of the above	B
135	In visual basic, to display a message in the run time _____ function is used	messagebox()	message()	msgbox()	none of the above	C
136	In visual basic, to populate a directory list box with a file list box _____ statement is used	Dir1.Path=File1.Path	Dir1.Path = Drive1.Drive	File1.Path = Dir1.Path	File1.pattern=Dir1.p ath	C
137	In visual basic, _____ is a property of a recordset object which counts the number of rows in a recordsource object	openrecordset	opendatabase	recordcount	count	C
138	In visual basic, using a data control, a record can only be added from the last record. Adding a new record is only possible using _____ method of a recordset object.	append	append	addnew	additem	C
139	In visual basic, using a data control, a record is saved to a recordsource object using _____ method of a recordset object.	append	update	additem	addnew	B
140	In visual basic, using a data control, to navigate to the previous record _____ method of a recordset object is used.	movenext	movefirst	moveprevious	movefirst	C
141	_____ is a word processing that is a member of the office 2000 family	Word 2000	Office 2000	Office 97	Back Office	A
142	The feature that enables user to type anywhere in a document without pressing or tab	click-n-type	double click	drag & drop	none of the above	A

121	_____ is a motion picture or any animation file	wave file	media clip	video file	all the above	B
122	The user can use _____ to remove the undesirable part of the image	clipping tool	cutting tool	scribble drawing tool	B	
123	The power presentation has a _____ for a set of compatible colors	color palette	color box	color scheme	color guide	C
124	The set three colors used for graphs and for secondary slide items is called as	accent	tricolor scheme	color palette	primary color scheme	A
125	There are _____ types of charts available in PowerPoint	10	28	18	36	C
126	_____ charts are useful while showing variations over a period of time	column	bar	pie	linear	A
127	_____ are the individual pages of a presentation	images	images and text	slides	slide sorter views	C
128	A PIE Chart is a _____ diagram that depicts the relationship between a whole and its parts	circular	radar	doughnut	all the above	A
129	Each individual piece of data in a series is called	entity	data point	data	stream	B
130	PowerPoint launches an OLE-compatible application called	Microsoft organization chart	clip art	auto shapes	track changes	A
131	Microsoft visual basic project file has _____ file extension.	.vbg	.vbp	.frm	.frx	B

Copy, paste
cannot
select a part

	maps IP addresses with the domain names of the sites	URL	DNS	FTP	none of the above	B
110	_____	_____	_____	_____	_____	_____
111	Internet can be defined as _____	internal network	network of network	intermediate network	none of the above	B
112	The most important service of the _____ is to manage traffic control	application layer	transport layer	physical layer	session layer	D
113	_____ is a program that displays information about a host connected to the net	finger service	ping service	ftp service	none of the above	A
114	_____ is a program or a tool that helps in locating a file anywhere on the net	FTP	TELNET	ARCHE	none of the above	C
115	URL stands for _____	uniform research locator	uniform resource locator	unlimited restore locator	none of the above	A
116	In Powerpoint2000, the built-in professional design elements are	clipart & auto shapes	autolayouts and presentation templates	slide view & outline view	none of the above	B
117	Selection handles are the 8 small _____ that appear around the object, when an object is selected	circles	points	squares	icons	C
118	The _____ is an invisible matrix of vertical and horizontal lines that covers the entire slide workspace	square	image	grid	guide	C
119	_____ are drop-down menus that appear when tool bars the right mouse button is clicked on the screen element	short cut menus	auto shapes	all the above	_____	B
120	_____ and _____ have the ability to add a lot of visual impact into the PowerPoint presentation	clip gallery & word art	slide show & view show	fonts & images	none the above	A

		average	sum	sumif	countif	C
99	The function that is used to add together all values that meet specific criteria is known as _____					
100	The _____ option present in the file menu options is used to specify major facts of the page to be printed	page setup	print area	print	none of the above	A
101	The World Wide Web was devised by _____	CERN	ECRN	CARN	NET	A
102	The useful URL schemes are _____ and _____	yahoo and infoseek	mailto and files	newsgroups and search engines	none of the above	B
103	The other ways of getting connected to the net are _____	news groups,yahoo and infoseek	bulletin boards,mails call and wireless system	application servers,proxy servers and web servers	none of the above	B
104	BBS stands for _____	bulletin board system	business broadcasting system	bulletin broadcasting system	none of the above	A
105	USENET is a BBS on _____ scale	small	large	very small	none of the above	B
106	WINSOCKS is expanded as _____	windows socks	windows sockets	windows stocks	none of the above	B
107	IETF Level 2 HTML DTD supports graphical browsers like _____	Mosaic	Yahoo	PINE	Lynx	A
108	The space used by Netscape to store the retrieved page is called _____	buffer	cache	built-in	none of the above	B
109	The URL for encyclopedia Britannica is _____	www.ency.in	www.eb.com	www.encybrit.com	none of the above	B

		Which of the following files could not be opened in excel _____	text files	Lotus 1-2-3	quattropro or xbase files	class files	D
88							
89		In excel, the dates that are stored as sequential numbers known as _____	serial values	domain values	range values	reference values	D
90		The command to display the current date in a cell is _____	=today()	=date()	=currentdate()	none of the above	A
91		In excel, absolute references are represented by a _____ before the column and row addresses	dollar sign	' sign	# sign	none of the above	A
92		The _____ can be used to select the function and assemble the arguments correctly	AutoSum	AutoFill	function wizard	none of the above	C
93		Specific parts of information required by functions to perform certain tasks are called as _____	variables	arguments	parameters	none of the above	B
94		Which of the following do not belong to the formula category in excel environment _____	text	logical	numeric	Boolean	D
95		The function that is used to join cell values together in a single cell _____	concatenate	pmt	merge	none of the above	A
96		The function that is used to count all the values that meet specific criteria _____	countif	vlookup	pmt	count	A
97		The wizard that is used to create and edit charts _____	pivot table wizard	chart wizard	convert text to columns wizard	tip wizard	B
98		The function that is used to calculate the payment for specific loan terms _____	sumif	pmt	countif	none of the above	B

77	The _____ model is the least intrusive model but requires active search on the part of the customer	Billboard	On-line Catalog	Endorsements	Broadcast	B
78	_____ is / are a form of advertisement where people relate their experience with products and services	Customer Endorsements	Billboard	Catalog	Broadcast	A
79	The _____ are software agents who communicate with the business merchants on behalf of the customers	Intermediaries	portals	COM	Domains	A
80	The Pre-purchase preparation phase includes _____ for a set of products	Order Placement	Service	Search and discovery	None of the above	C
81	The _____ phase includes customer service and support to address customer complaints, product returns and products defects	Post purchase interaction	Purchase consummation	Pre-purchase preparation	Search and discovery	A
82	The _____ allow companies to bypass the need for costly printed catalogs	Billboard model of marketing	Online catalog	Endorsement model of marketing	None of the above	B
83	A _____ is a basket on the Net that Online Catalog is used to place the items that are being purchased	Shopping cart	Billboard	Pulling cart		B
84	EDIFACT is an abbreviation of _____	EDI For Administration, Commerce and Transaction	EDI For Administration, Consumer and Transport	EDI For Administration, Commerce and Transport	None of the above	C
85	The _____ allows for protocol conversion and communicates with the bank using the banks private network or the Internet	EDI	TCP/IP	EFT	Gateway	D
86	The wizard that is used to import text files is _____	text import wizard	convert text to columns wizard	tip wizard	function wizard	A
87	The alphabet indicating the column followed by the row number is known as an _____	cell reference	row reference	column reference	none of the above	A

66	_____ means the result of applying to specific information certain specific technical processes.	Digital Sign	Digital Certificate	Digital Signature	None of the above	C
67	_____ is an algorithm which creates a digital representation or "fingerprint" in the form of a "hash result".	Hash Function	Digital Signature	Digital Certificate	Private Key	A
68	_____ is of standard length which is usually much smaller than the message but nevertheless substantially unique to it.	Hash Function	Hash Value	Hash Result	Either B or C	D
69	Digital Signature involves two processes. They are _____ and _____.	Digital Signature creation	Digital Signature Verification	Both A and B	Either A or B	C
70	The Costs of Digital Signature consists mainly of the following	Institutional Overhead and Subscriber Relying Party Cost	Subscriber Relying Party Cost	Institutional Overhead	None of the above	A
71	CA stands for _____	Certification Authority	Certified Authority	Certificate Authority	None of the above	A
72	A Digital Certificate is issued by a Certification Authority and is signed with the CA's Private Key	True	False			A
73	A Digital Certificate does contain Owner's Public Key, Owner's name, Expiration date of the Private Key, Serial number of the digital certificate	True	False			B
74	_____ enable web servers to operate in a secure mode.	Server Certificate	Developer Certificate	Personal Digital Certificate	None of the above	A
75	_____ are used by individuals when they exchange messages with other users or online services.	Server Certificate	Developer Certificate	Personal Digital certificate	None of the above	C
76	The acronym for B2B is _____	Business-to-Business	Business-to-Backend	Backend-to-Business	Business-to-Billboard	A

55	In the macro sheet the macro is selected in the _____ field	macro	expression elements	comments	action	D
56	To build complex expressions _____ is used	calculator	code builder	expression builder	expression elements	C
57	The three list boxes present at the bottom of the expression builder are called _____	action list	macro list	expression elements list box	none of the above	C
58	_____ option is selected from the view menu to create macros with conditions	conditions	action	insert	none of the above	A
59	_____ report can be created with minimum user input	tabular	columnar	auto report	embedded	C
60	_____ layout of a form displays one record at a time	tabular	columnar	datasheet	justified	B
61	The table or query name on which we are going to build our report is selected from the _____ dialogue box	create report	link report	embedded report	new report	D
62	_____ and _____ are the two types of auto reports available	columnar and tabular	stable and unstable	dynamic and static	none of the above	A
63	There are no wizards for creating a database in access	true	false			B
64	_____ option from the insert menu option is chosen to add an embedded chart	create fields	add chart	chart	insert chart	C
65	In ms-access, while using SQL, references constraint is used for creating _____	primary key	alternate key	foreign key	none of the above	C

44	Analyse fields by arranging them into rows and columns is called	Cross Tabulate	Filter	Merge	None of the above	A
45	_____ function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in the table.	RAND()	VLOOKUP()	HLOOKUP()	None of the above	B
46	To import data from Access to Excel, it is not possible to link between Access and Excel sheet.	TRUE	FALSE			A
47	The GAP detection options can be used to test for completeness of data.	TRUE	FALSE			A
48	Exception testing can be used to identify _____ items	Unusual	Strange	A or B	None of the above	C
49	Data validity test represents	exception testing	comparison of data	duplicates testing	All of the above	D
50	Year end ledger, inventory files or transaction files can be tested for cut-off, to ensure that the data has been provided is for the correct audit period	True	False			A
51	_____ data type is generally used for fields assigned as primary keys in a table	integer	number	primary number	auto number	D
52	MS access objects can be published in the web	true	false			A
53	In code-builder, got_focus, click, dbl_click, enter actions are examples of _____	events		procedures	none of the above	B
54	_____ can be used to automate certain actions in response to events	report	form	chart	macros	D

33	SCARF involves embedding audit software modules within an application system to provide continuous monitoring	true	false		
34	Concurrent use auditors as the member of the system	true	false		A
35	Regular cross system verification may minimize frauds	true	false		A
36	Computer security is frequently associated with confidentiality, integrity and authentication	true	false		A
37	Data reserve engineering process metadata to document system and abstract business rules and relationship	true	false		A
38	The first step for developing CAAT is _____ to determine the audit objective		review and evaluate the types of data	to obtain a record layout	extract data from file A
39	Using the open database connectivity feature in ACL is _____ can bring the data directly		can bring the data indirectly	all the above	none of the above A
40	Computer Assisted Audited Technique involves the use of computers through "Black Box Approach"	True	False		B
41	Sequence Check is a _____ level control check.	Field	Record	Both	None of the above A
42	Analyse data over two or more periods is called -- Horizontal ----- analysis		Vertical	A or B	None of the Above A
43	We use Hash Total to identify ----- within a series where there is a definite relation between items	Duplicate Value	Combined Value	Gaps	All of the above

22	Expansion of WBT is _____	Web based Training	Web based Technology	Web based Transport	Web based Transaction	A
23	_____ connects LANs.	Bridges	Routers	Protocol	Repeaters	B
24	Collection of instruction is called a _____	procedure	batch	command	program	D
25	Combination of alphabetic and numeric data is called _____ data	alpha numeric	alpha beta	numerous alpha	number and alpha	A
26	Using generalized audit software packages can add a lot of value _____	to an audit department's products & services	to add customers	all the above	none of these	A
27	_____ is used for CAAI as database	Oracle	ACL	JCL	none the above	A
28	Generalized audit software perform auditors to undertake any past records and not concurrent auditing	True	False			A
29	Generalized audit software is a file whose capabilities for verifying processing is logic	True	False			B
30	CAATs are computer program and data that auditor uses as part of the audit procedures to process data if audit significance contained in an entity information system	True	False			A
31	CAAT do not contains package programs, purpose written program, utility programs or system management programs	yes	no			B
32	Embedded audit routines are sometimes built into an entity's computer system to provide data for later user by the auditor	true	false			A

11	In tally base currency information is available in _____ screen	Voucher entry	Company creation	Tally audit	None of the above	B
12	Default ledger accounts in tally are _____	Balance sheet & profit & loss profit & loss and trial balance	Profit & loss and trial balance	Cash and profit & loss	Cash and bank	C
13	Default 'godown' name in tally is _____	Primary	Main location	A or b	None of the above	B
14	Tally vault is a _____	Security mechanism	Ledger a/c	Cost category	None of the above	A
15	To create a sales voucher in tally, you have to press _____	F5	F7	F8	F9	D
16	ISDN stands for _____	Integrated system dynamic networks.	Integrated Symbolic Digital networks.	Integrated Services Digital network.	None of the above.	C
17	The computer which can receive data from other computers on the network and print it is _____	File server	Printer server	Receiver	None of the above.	B
18	The hardware and the software requirements together form the _____	platform	configuration	package	system	A
19	ATM, Asynchronous transfer mode is a _____ technology.	MAN and WAN	LAN and WAN	LAN and MAN	LAN WAN and MAN	B
20	_____ is designed telephone system	ISDN	ATM	Internet	Intranet	A
21	Expansion of ISDN is _____	Internal Services Digital Network	Internal Services Design Network	Integrated Services Digital Network	None of the above.	C