1. _____ shows the Information relating to purchase of a specific period **Ans. Purchase register**
2. The information which is related to a company creation is recorded at company creation screen is referred as _____. **Ans. Company profile**.
3. _____ button is used to change the period of the report by specifying from/ to dates **Ans. F2**
4. It is not possible to make changes / Alteration in the _____ Mode. **Ans. Display**
5. TO create a contra voucher Press _____ **Ans. F4**
6. The collection of same type of ledgers is known as _____ **Ans. Groups**
7. _____are the groups in stock group on the basis of certain common behavior. **Ans. Stock Items**
8. To delete a voucher type Press_____ **Ans. Alt+ D**
9. Short cut key for getting change period_____ **Ans. Alt+F2**
10. On stock category creation screen, 'O button is used to _____ **Ans. Create a godown**
11. A _____ unit is a relationship between two simple units. **Ans. Multiple**
12. _____ are useful in accounting Vouchers **Ans. Ledgers**
13. A Financial year is also known as _____. **Ans Fiscal year**
14. By default, the profit and loss account is in _____ form **Ans. Horizontal**
15. _____ option is used to reduce the data size and secure data of previous financial years **Ans. Split company data.**
16. Shortcut key for vertical balance sheet. **Ans. F12 from Balance sheet**

17. Which screen is will appear when a company is selected **Ans. Gateway of Tally**
18. What is the short cut key to save the changes in the alteration mode **Ans. Ctrl+A**
19. What is the short cut key to repeat the narration in the voucher **Ans. Ctrl +R**
20. What are the short cut key of Debit note and Credit Note Voucher **Ans. Ctrl+F8 and Ctrl+F9**
21. How many predefined ledgers are there in Tally? **Ans. 2- Cash and P&L account**
22. What are the short cut keys for Debit note and Credit Note Voucher **Ans. Ctrl+ F8 & Ctrl +F9**
23. What is the Short cut key for using Calculator in Tally. **Ans. Ctrl+N**
24. Which screen shows menu, Screens, reports, and accepts choices made by user to display required information. **Ans. Gateway of Tally Screen**
25. Short cut key to enable the settings related to Inventory masters **Ans.F11**
26. GST stands for **Ans. Goods and Services Tax**
27. Transactions related to deposits and withdrawals are posted into. **Ans. Contra voucher (F4)**
28. Non cash transactions are posted into. **Ans. Journal voucher**
29. By default, how many companies can be created in tally ERP 9. **Ans. 2 (Accounts only & Accounts with Inventory)**
30. Shortcut key to view report in detail. **Ans. Alt+F1**
31. To toggle between the invoice and voucher screens. **Ans. Ctrl+V**
32. Shortcut key for BRS. **Ans.F5 from Bank book**

33. Classification of similar transactions under a particular head is known as
   Ans. Ledger.
34. Collection of similar ledgers under a particular head is known as **Ans. Group**
35. Classification of stock items across different stock groups is known as
   Ans. Stock Category

<mark>Short Questions/ Long questions</mark>

36. What is computerized Accounting?
37. What is tally ERP 9
38. Explain any 5 Short cut Keys in Tally
39. Steps to create company
40. What is the path for creation of units Screen in Tally ERP9?
41. Differentiate between Stock group and Stock Items
42. How Trial balance is Displayed in Tally ERP 9
43. How do you generate cash book?
44. How do you generate BRS?
45. What is day book?
46. What is stock summary?
47. Limitations of computerized Accounting
48. Explain any 3 vouchers in Tally
49. Explain advantages and limitations of computerized Accounting
50. What are the types of report generation? Show the Path?
51. Explain the features of tally ERP 9
52. Differentiate between manual accounting and Computerized accounting
53. What are the steps for creating ledgers and Trial balance?
54. How to create stock groups in Tally?