

MCQ'S QUESTIONS FOR (DCA TEST) DIPLOMA IN COMPUTER APPLICATION

S.NO.	Questions	Ans	
Qus- 9	What is the Full Form of PDF?		
a.	Portable Document File.	c.	Protoble Document File.
b.	Portable Document Format.	d.	Protoble Document Format.
Qus- 10	What is the Full Form of PNG?		
a.	Portable Network Graphics.	c.	Profitable Network Graphics.
b.	Porteble Natwork Graphic.	d.	Profit Network Graphic.
Qus- 11	What is the Shortcut Key for Copy?		
a.	Ctrl + T	c.	Ctrl + C
b.	Ctrl + B	d.	Ctrl + X
Qus- 12	What is the Shortcut Key for Center Alignment?		
a.	Ctrl + A	c.	Ctrl + S
b.	Ctrl + E	d.	Ctrl + T
Qus- 13	What is the Shortcut Key for Right Alignment?		
a.	Ctrl + A	c.	Ctrl + J
b.	Ctrl + L	d.	Ctrl + R
Qus- 14	What is the Shortcut Key for Left Alignment?		
a.	Ctrl + A	c.	Ctrl + J
b.	Ctrl + L	d.	Ctrl + T
Qus- 15	What is th Shortcut Key of open font Dialog Box?		
a.	Ctrl + O	c.	Ctrl + P
b.	Ctrl + D	d.	Ctrl + T
Qus- 16	What is the Shortcut key for New Blank Document?		
a.	CTRL + P.	c.	SHIFT + N.
b.	CTRL + SHIFT + P.	d.	Ctrl + N

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S.NO.	Questions	Ans	
Qus- 17 What is the Shortcut Key for Insert Hyperlink?			
a.	CTRL + H	c. SHIFT + Z	
b.	CTRL + K	d. Ctrl + Y	
Qus- 18 What is the Shorcut Key for Paste?			
a.	Ctrl + C	c. Ctrl + V	
b.	Ctrl + P	d. Ctrl + T	
Qus- 19 What is the Shortcut Key for Open Run Dialog Box?			
a.	Ctrl + O	c. Ctrl + R	
b.	Ctrl + P	d. Win + R	
Qus- 20 What is the Shortcut key for Shut Down?			
a.	Alt + F4	c. Ctrl + F2	
b.	Ctrl + F3	d. Ctrl + F1	
Qus- 21 What is the Shortcut Key for Close Document?			
a.	Ctrl + A	c. Ctrl + X	
b.	Ctrl + W	d. Ctrl + Z	
Qus- 22 Which one of the Following is C.P.U?			
a.		c.	

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S.NO.	Questions	Ans
b.		d.
d.		

Qus- 23 Given Below is a Picture Identify this Picture? Monitor



- | | |
|-------------------------------|--------------------------------------|
| <p>a. CPU</p> <p>b. Mouse</p> | <p>c. Keyboard</p> <p>d. Monitor</p> |
|-------------------------------|--------------------------------------|

Qus- 24 Given Below is a Picture Identify this Picture? Mouse



- | | |
|-------------------------------|--------------------------------------|
| <p>a. CPU</p> <p>b. Mouse</p> | <p>c. Keyboard</p> <p>d. Monitor</p> |
|-------------------------------|--------------------------------------|

Qus- 25 Given Below is a Picture Identify this Picture? Keyboard

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S.NO.	Questions	Ans	
			
a.	CPU	c.	Keyboard
b.	Mouse	d.	Monitor
Qus- 26 Which one of the following parts of a computer looks like an animal?			
a.	CPU	c.	Mouse
b.	Monitor	d.	Keyboard
Qus- 27 A _____ is a pointing part of a computer?			
a.	Mouse	c.	Keyboard
b.	Monitor	d.	NONE OF THE ABOVE.
Qus- 28 A mouse is a part of a _____			
a.	Washing Machine	c.	Fan
b.	Computer	d.	Both A & B
Qus- 29 _____ keys are found at the top of the keyboard?			
a.	Number Keys	c.	Alphabet Keys
b.	Function Keys	d.	Scroll Keys
Qus- 30 _____ key is use to write in capital letters?			
a.	Enter	c.	Caps Lock
b.	Backspace	d.	Delete
Qus- 31 A keyboard has _____ keys.			
a.	Numeric Keys	c.	Function Keys
b.	Alphabet Keys	d.	All of the Above

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S.NO.	Questions	Ans
Qus- 32	_____ erases letters to the left of the cursor?	
a.	Backspace	c.
b.	Delete	d.
		Ctrl + Backspace
		Ctrl + Delete
Qus- 33	_____ erases letters to the right of the cursor?	
a.	Backspace	c.
b.	Delete	d.
		Ctrl + Delete
		Ctrl + Backspace
Qus- 34	Arrow keys are used to move the cursor in _____ directions?	
a.	LEFT	c.
b.	RIGHT	d.
		Both A and B
		None of the Above
Qus- 35	What is Computer?	
a.	Computer is an Electronic Device.	c.
b.	Computer is an Mechaical Device.	d.
		Computer is an Chemical Device.
		None of the Above.
Qus- 36	Which is the Default Alignment in MS-Word?	
a.	Left	c.
b.	Right	d.
		Center
		Justify
Qus- 37	Following is used for creating Presentations?	
a.	MS WORD	c.
b.	MS EXCEL	d.
		MS POWERPOINT
		MS ACCESS
Qus- 38	File Extension of MS-Word document is?	
a.	.XLSX	c.
b.	.DOCX	d.
		.PPT
		.JPG
Qus- 39	File Extension of MS-Excel File is?	
a.	.XLSX	c.
b.	.PPT	d.
		.DOCX
		.JPG

MCQ'S QUESTIONS FOR (DCA TEST) DIPLOMA IN COMPUTER APPLICATION

S.NO.	Questions	Ans
Qus- 40	File Extension of MS-PowerPoint Presentation is?	
a.	.DOC	c.
b.	.XLS	d.
		.PPT
		.JPG
Qus- 41	The Shortcut command of 'SAVE' in MS-Word?	
a.	CTRL + S	c.
b.	CTRL + C	d.
		CTRL + D
		CTRL + E
Qus- 42	Word Processing Package allow users to?	
a.	EDIT TEXT	c.
b.	SAVE TEXT	d.
		PRINT TEXT
		ALL OF THE ABOVE
Qus- 43	Following Font Size is not supported by MS-Word?	
a.	15	c.
b.	72.5	d.
		102.89
		18
Qus- 44	The number of ways you can save a Word Document, are?	
a.	2	c.
b.	3	d.
		4
		5
Qus- 45	What is Gutter Margin?	
a.	MARGIN ADDED TO THE LEFT MARGIN WHEN PRINTING.	c.
b.	MARGIN ADDED TO RIGHT MARGIN WHEN PRINTING.	d.
		MARGIN ADDED TO THE BINDING SIDE OF PAGE WHEN PRINTING.
		MARGIN ADDED TO THE OUTSIDE OF THE PAGE WHEN PRINTING.
Qus- 46	Portrait and Landscape are?	
a.	PAPER SIZE	c.
b.	PAGE LAYOUT	d.
		PAGE ORIENTATION
		PAGE MARGIN
Qus- 47	_____ key is use to write in capital letters?	
a.	Enter	c.
b.	Backspace	d.
		Caps Lock
		Delete

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S.NO.	Questions	Ans
Qus- 48	_____ erases letters to the left of the cursor?	
a.	Backspace	c.
b.	Delete	d.
		Ctrl + Backspace
		Ctrl + Delete
Qus- 49	_____ erases letters to the right of the cursor?	
a.	Backspace	c.
b.	Delete	d.
		Ctrl + Delete
		Ctrl + Backspace
Qus- 50	Arrow keys are used to move the cursor in _____ directions?	
a.	LEFT	c.
b.	RIGHT	d.
		Both A and B
		None of the Above
Qus- 51	Who is the founder of Tally?	
a.	Shyam Sunder Goenka	c.
b.	Bharat Goenka	d.
		Bill Gates
		Tim Berners-Lee
Qus- 52	Financial year begins from	
a.	1st April of any year	c.
b.	31st March of any year	d.
		All of them are true
		None of these
Qus- 53	Which menu appears first after starting the tally?	
a.	Gateway of Tally	c.
b.	Company Info	d.
		Display
		None of these
Qus- 54	Which option is used in tally to make changes to the company created?	
a.	Select Company	c.
b.	Shut Company	d.
		Alter
		None of these
Qus- 55	Which menu is selected to create a new company in tally ?	
a.	Company Create	c.
b.	Create Company	d.
		Create
		New Company

MCQ'S QUESTIONS FOR (DCA TEST) DIPLOMA IN COMPUTER APPLICATION

S.NO.	Questions	Ans
Qus- 56 Which option is used to open a company created in tally?		
a.	Create Company	c.
b.	Alter	d.
Qus- 57 Which option is used to close the open company in tally?		
a.	Alter	c.
b.	Shut Company	d.
Qus- 58 Which option is used to move from one company to another when more than one companies are open ?		
a.	Company Info	c.
b.	Shut Company	d.
Qus- 59 Which vouchers are used to transfer money from one bank to another?		
a.	Payment	c.
b.	Contra	d.
Qus- 60 Which menu is used to create new ledgers, groups and voucher types in Tally?		
a.	Reports	c.
b.	Import	d.
Qus- 61 Which submenu is used to create new ledgers, groups and voucher types in Tally ?		
a.	Account Info	c.
b.	Inventory Info	d.
Qus- 62 Which submenu is used for voucher entry in Tally ?		
a.	Vouchers	c.
b.	Accounting Vouchers	d.
Qus- 63 What is the under-group of paid salary account?		
a.	Indirect Incomes	c.
b.	Indirect Expenses	d.

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S.NO.	Questions	Ans
Qus- 64 Which ledgers are already made in tally?		
a.	Cash	c.
b.	Profit & Loss A/c	d.
		Capital A/c
		A and B both
Qus- 65 Where do you enter the payment of salary, rent or interest?		
a.	Contra	c.
b.	Journal	d.
		Receipt
		Payment
Qus- 66 Where do we record the interest, commission or rent received in tally?		
a.	Payment	c.
b.	Receipt	d.
		Receive
		Contra
Qus- 67 By default, which mode is turned on in purchase and sales vouchers?		
a.	Normal Mode	c.
b.	As Invoice Mode	d.
		Particulars Mode
		None of These
Qus- 68 Which option is correct to see profit and loss A/c in Gateway of Tally?		
a.	Gateway of Tally > Reports > Profit & Loss A/c	c.
b.	Gateway of Tally > Display > Profit & Loss A/c	d.
		Gateway of Tally > Account Books > Profit & Loss A/c
		None of These
Qus- 69 Which shortcut key is pressed to create a new Ledger during voucher entry?		
a.	Alt + C	c.
b.	Alt + X	d.
		Alt + D
		Alt + A
Qus- 70 The short key for company creation is _____		
a.	Ctrl+ F2	c.
b.	Alt + F2	d.
		Alt + F3
		Ctrl + F3
Qus- 71 Calculator area can be activated using shortcut key ?		
a.	Alt + F2	c.
b.	Ctrl + M	d.
		Ctrl + N
		Alt + M

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S.NO.	Questions	Ans
Qus- 72	What is the full form of GST?	
a.	Goods & Sales Tax	c.
b.	Goods & Services Tax	d.
		Goods & Section Tax
		None of the above
Qus- 73	What does "I" in IGST stands for?	
a.	Internal	c.
b.	Integrated	d.
		Central
		Intra
Qus- 74	Tally package is developed by:	
a.	Peutronics	c.
b.	Coral Softwares	d.
		Tally Solutions
		Vedika Softwares
Qus- 75	Which option is used in tally to make changes to the company created?	
a.	Select Company	c.
b.	Shut Company	d.
		Alter
		None of these
Qus- 76	Which menu is used to create new ledgers, groups and voucher types in Tally?	
a.	Reports	c.
b.	Import	d.
		Transactions
		Masters
Qus- 77	Which submenu is used to create new ledgers, groups and voucher types in Tally ?	
a.	Account Info	c.
b.	Inventory Info	d.
		Accounting Vouchers
		Inventory Vouchers
Qus- 78	Which submenu is used for voucher entry in Tally ?	
a.	Vouchers	c.
b.	Accounting Vouchers	d.
		Accounts Info
		None of these
Qus- 79	What is the under-group of paid salary account?	
a.	Indirect Incomes	c.
b.	Indirect Expenses	d.
		Direct Incomes
		Direct Expenses

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S.NO.	Questions	Ans
Qus- 80 Which ledgers are already made in tally?		
a.	Cash	c.
b.	Profit & Loss A/c	d.
		Capital A/c
		A and B both
Qus- 81 Which unit has been made for stock items like cereals, sugar, oil, ghee etc.		
a.	kgs	c.
b.	meter	d.
		Quantity
		Leter
Qus- 82 Which option is correct to see profit and loss A/c in Gateway of Tally?		
a.	Gateway of Tally > Reports > Profit & Loss A/c	c.
b.	Gateway of Tally > Display > Profit & Loss A/c	d.
		Gateway of Tally > Account Books > Profit & Loss A/c
		None of These
Qus- 83 Which shortcut key is pressed to create a new Ledger during voucher entry?		
a.	Alt + C	c.
b.	Alt + X	d.
		Alt + D
		Alt + A
Qus- 84 The short key for company creation is _____		
a.	Ctrl+ F2	c.
b.	Alt + F2	d.
		Alt + F3
		Ctrl + F3
Qus- 85 Calculator area can be activated using		
a.	Alt + F2	c.
b.	Ctrl + M	d.
		Ctrl + N
		Alt + M
Qus- 86 Taxes paid come under which group?		
a.	Capital	c.
b.	Direct expenses	d.
		Duties and taxes
		Loans and liabilities
Qus- 87 Which Shortcut Key is used to save any Ledger ?		
a.	Ctrl+C	c.
b.	Alt+C	d.
		Ctrl+S
		Ctrl+A

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S.NO.	Questions	Ans
Qus- 88	GST is implemented in india on	
a.	42917	c. 43647
b.	43282	d. 42552
Qus- 89	What are the taxes levied on an Intra-State Supply?	
a.	CGST	c. IGST
b.	SGST	d. Both CGST & SGST
Qus- 90	How many types of taxes will be in Indian GST?	
a.	2	c. 4
b.	3	d. 5
Qus- 91	The full form of hsn code in gst is ?	
a.	Home Shopping Network	c. Harmonised System of Nomenclature
b.	Harmonised System Number	d. None of the above
Qus- 92	The concept of Goods and Services Tax (GST) originated from which country?	
a.	Canada	c. Britain
b.	Germany	d. United States
Qus- 93	Which of the following tax was abolished by GST?	
a.	Corporation tax	c. Service tax
b.	Income tax	d. Wealth Tax
Qus- 94	Which of the following tax rates is not applicable under GST?	
a.	0.05	c. 0.25
b.	0.12	d. 0.18
Qus- 95	GST is levied on	
a.	Creator	c. Consumers
b.	Retailer	d. All of the above

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S.NO.	Questions	Ans
Qus- 96	SGST is applicable when ____.	
a.	Goods are sold within a state	c.
b.	Goods are sold from one GST dealer to a customer	d.
		Goods are sold by a GST dealer to another GST dealer
		Interstate supply
Qus- 97	GST rates applicable on goods and services are	
a.	0% 5% 12% 18% 28%	c.
b.	0% 6% 12% 18% 28%	d.
		0% 5% 12% 18% 26%
		None of the Above
Qus- 98	Input Tax credit as credited in Electronic Credit ledger can be utilized for	
a.	Payment of Fine	c.
b.	Payment of Interest	d.
		Payment of Taxes
		All of the above
Qus- 99	Provisional Input tax credit can be utilized against	
a.	Fine	c.
b.	Any tax liability	d.
		Interest and Penalty
		Self Assessed output Tax liability
Qus- 100	The time limit to pay the value of supply with taxes	
a.	6 months	c.
b.	90 days	d.
		180 days
		365 dyas