**Sr. No. 10111211**

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI**

EXAMINATION – JULY 2014

**CERTIFICATE COURSE IN ADVANCE COMPUTERIZED ACCOUNTING USING TALLY ( 101112 )**

TIME ALLOWED – 3 Hrs.

MARKS – 100

SUBJECT – BUISINESS COMMUNICATION (TH-I)

Q.1. a) Attempt the following as directed as against each. **10**

1) The teacher gave me three options to repeat the examination to submit a presentation or to fail the 'class' (punctuate the sentence)
2) He will finish the work in a fortnight. (change into passive voice)
3) Kapil has finished studying. He went out shopping.
(combine the sentences using verb in present participle form)
4) ---------- word to the wise is sufficient (Fill in the blank space using appropriate article)
5) My father is the Secretary and the Treasurer of our club. (omit the unnecessary words)
6) He is quite sad. (Name the adverb)
7) At college, Vanisha enjoys a lot. (Name the preposition)
8) Alas! My professor is dead now. (Name the interjection)
9) He opened the door. (Name the object)
10) Sachin and Viru built a good foundation. (Name the conjunction)

b) Re-write the following sentences after filling in the blank space(s) by choosing the most appropriate answer from the given options. **5**

1) Can you hear what he is ----------?
   a) Saying b) speaking c) telling d) talking
2) There must be some --------- I think we have come to wrong house.
   a) mistake b) fault c) miscue d) slip
3) The science which deals with the physical structure and substance of the earth is known as ---------
   a) Geography b) anthrophyology c) geology d) Zoology
4) The meaning of making a 'monkey of you' in the sentence. "A word warning: don't let him make a monkey of you". is ----------
   a) make a fool of you b) to default you
   c) to buck pass on you d) to scratch upon you
5) Acrobat is the one who ---------
   a) Performs gymnastic feats a) dances
   b) sings c) is an atheist

c) State with reasons in brief whether the following statements are true or false. (Attempt any 5) **5**

1) Studies have revealed that people retain 10% of what they read 20% of what they see 30% of what they hear and 50% of what they hear and see.
2) Failing to communicate is communicating to fail.
3) Words are the most powerful tool invented by human beings.
4) Gestures are as important as verbal communication.
5) Acrobat is the one who perform gymnastic feats.

Q.2. Attempt any two of the following **16**

1) Since Ankur, Marketing manager has gone on training for three months to Hawai University, Samir has to take additional charge of the office of Marketing Manager till Ankur comes back. Prepare a suitable office order.
2) " A press release is not the same thing as a press report." comment.
3) A customer has surrended his insurance policy to Life insurance Corporation of India (LIC). The LIC has accepted the request and prepared a cheque. Prepare a covering letter for forwarding the cheque (only body of the letter.)

Q.3. a) Read the following extracts carefully choose any one extract and answer the questions that follows: **8**

It was good that I lost my sight when I did, because haring no memories of seeing there was nothing to look back to, nothing to miss. I went blind in November 1937. At that time we were living in Gujarat, in the province of Punjab in northern India. After my sickness we moved to Lahora, a few miles away, but the number of relatives who come to Sympathies made my father ask for another transfer, this time to Karnal, where we had neither friends nor relatives. There we got a cottage on the Canal bank built in very peaceful and quiet surroundings.

1) Who is the I in the passage?
2) Which sentence tells us that the author was not blind?
3) When and where did it happen?
4) Why was his father eager for a transfer?
5) Which word in the passage mean the same as "expressing a feeling of concern"?

b) Write a paragraph of about 100 words on any one of the following **8**

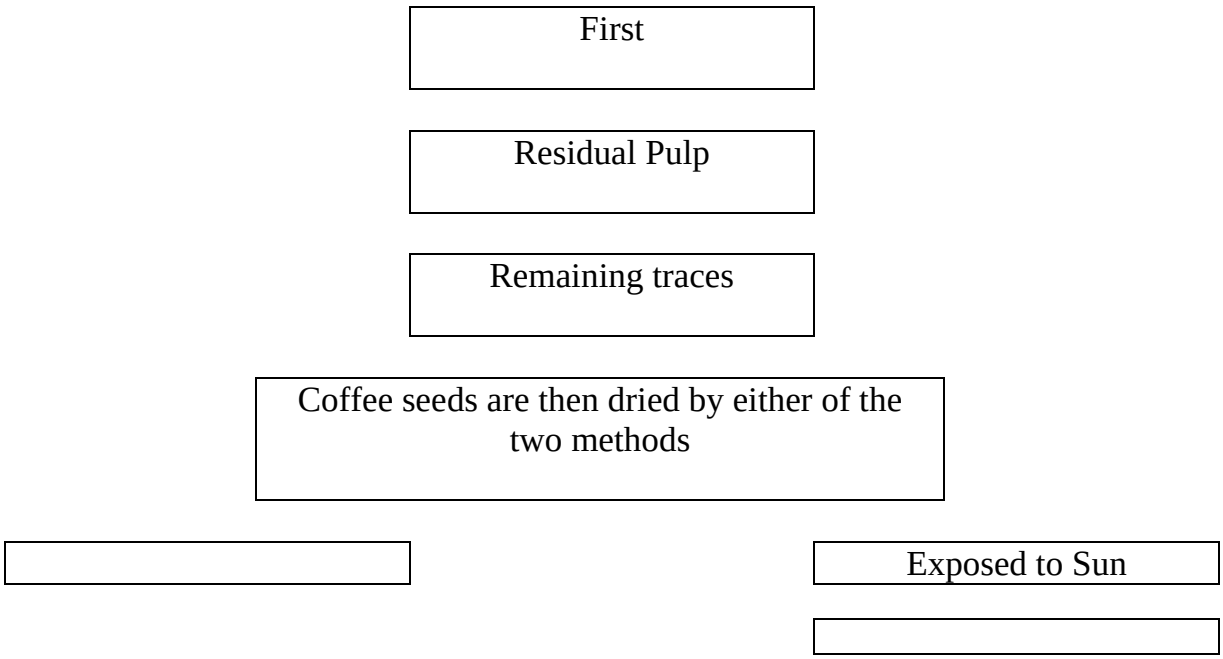
1) A day spent alone about with your grand-mother.
2) A handicapped beggar standing at a crossing.
3) The description of your lost scooter to the local police station

Q.4. Letter writing. (any two) **16**

1) You are Rajat Sharma / Anita Talwar. Write a letter to your employer asking for a two day Casual leave to attend the weeding of your cousin who is in a different town.
2) Wanted an efficient Secretary with pleasing manners for Bharat Motors.
3) Knowledge of computers and fluency in English essential. Attractive salary. Apply within 10 day to P.O. Box No. 450.

Q.5. a) Read the paragraph and complete the flow chart given below. **8**

One of the processes to separate the Coffee Seeds from their covering and Form the pump is the wet process. In the wet process the fresh print is first pulped by pulping machine. Some pulp still clings to the coffee, however and this residue is removed by fermentation in tanks. The few remaining traces of pulp are then, removed by washing The coffee seeds are then dried to a moisture contents of about 12 percent either by exposure to the sun or by hot air driers. If dried in the sun, they must be turned by hand several times a day for even drying.



b) You are Malavika Menon. While on duty, you get the following message. Fill in the message form for Mr. Hari Ram Sharma and Mr. Parashar is postponed. Mr. Parashar has to attend an urgent meeting at Lucknow. Mr. Parashar would come back on 26th May. Mr. Gupta can meet Mr. Parashar on 27th May – 11.30 a.m. **8**

Message Pad

| To | Time |
|---|---|
| Date<br>Mr./Miss/Mrs.<br>Of<br>Ph.No.<br>Telephoned<br>Was into see you.<br><br><u>Message</u> | <br><br><br><br><br><br><br><br><u>Operator</u> |

Q.6. a) Write an essay of about 300 words on any one of the following. 8

1) Changing information technology – challenges and prospects.
2) The impact of recent earthquake and tsvnami in Japan.
3) Corruption in India

b) Make a précis of the following passage in about one-third of its length and suggest a suitable title. 8

The problem of begging in India is a large one and is a sysptom of a number of complex social evils. The most common cause of begging in our country is the lack of work opportunity in villages so that people are driven to crowd in to large towns to look for work. They seek employment as road workers, porters, casual helpers in markets and as domestic servants. Those who fail to make a living is these ways tend to resort to begging to make an income. There are some other reasons for resorting to begging such as family breakdown leading to truancy by the children the death or desetion of husband the use of disfigured children to gain an income for their guardians and the result of disabling diseases which prevent a person from making a useful living. All these causes produce a problem which is magnified in two ways. Firstly by the general toleration of persistent and open begging in public places and secondly by the very bad psychological effects of their way of life on the beggars themselves. Thus they live in a state of despair and gradually lose the normal human values of self-respect and dignify so that eventually begging becomes for them an acceptable way of life.

Somehow a society must be able to make the best use of all its resource both material and human. All persons who are able to do work must be given a chance to have a suitable occupation and those who are handicapped must be helped to become an asset to society. Guardians who motivate their children for begging should be punished. In nutshell, it can be stated that only by curing many social and economic ills the evil of begging, a symptom of these ills, can be overcome.

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**Sr. No. 10111212**

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI**

**EXAMINATION – JULY 2014**

**CERTIFICATE COURSE IN ADVANCE COMPUTERIZED ACCOUNTING USING TALLY (101112 )**

TIME ALLOWED – 3 Hrs.

MARKS – 100

SUBJECT – ACCOUNTANCY (TH-II)

Q.1. Fill in the blanks. 20

1) The accounting cycle is normally for ---------- year.
2) Real account are accounts of ---------- & ----------
3) The amount which is irrecoverable from the debtors is known as ----------
4) Systems of Accounts ----------, ---------- & ----------
5) Liquid assets are those assets, which can be converted into ---------- immediately.
6) A voucher is a document that contains details of a ---------- transaction.
7) You can display and alter ---------- form into ---------- & ---------- mode.
8) The entire ledger is summarized in the form of a ----------
9) Book keeping is defined as an ---------- or ---------- of recording financial transaction.
10) Likewise, sales orders received are recorded in ---------- screen.

Q.2. Solve any two 16

1) Explain Indian Partnership act
2) What do you mean by excise duty? Explain.
3) What are funds flow management? Explain.

Q.3 Write short notes. (Solve any four) 16

1) Purchase order
2) Bank reconciliation
3) Current Assets
4) Journal vouchers
5) Real Account.

Q.4. Solve any two 16

1) What is mean by tax & explain service tax.
2) What is unit of measure & its type.
3) Explain term ‘Business’

Q.5. Solve any two. 16

1) How partnership is formed? Explain.
2) Explain capital market & explain its basics.
3) What is computer and devices used for computer.

Q.6. Solve any two. 16

1) Write in detailed about sales & expenses report generation & printing.
2) What is payment bonus act? Explain.
3) Explain any 5 command of formatting in word.

मराठी भाषांतर

क्रमांक १०१११२१२

प्र.१. रिकाम्या जागा भरा. २०

१) अकाऊटींग सायकल सर्वसाधारणपणे ---------- वर्षासाठी असते.

२) रिअल अकाऊंन्टस हे ---------- व ---------- चे अकाऊन्टंस आहेत.

३) कर्जधाराकडून जी रक्कम वसूल होवू शकत नाही तिला ---------- म्हणतात.

४) अकाऊन्टच्या सिस्टीम ----------, ---------- आणि ---------- आहेत.

५) ---------- मध्ये लिक्वीड असेंट तात्काळ रुपांतर होवू शकतो.

६) व्हाऊचर्स म्हणजे त्यामध्ये ट्रान्सक्शनचे ---------- डिटेल असते.

७) तुम्ही ---------- फार्म --------- आणि --------- मोडमध्ये डिस्प्ले व अल्टर करु शकतात.

८) संपूर्ण लेजर ---------- फॉर्म मध्ये summarized केले जाते.

९) बुक किपींग म्हणजे ---------- किंवा ---------- चे रेकॉडिंग फायन्शीयल ट्रान्सक्शन होय.

१०) प्राप्त झालेल्या सेल्स ऑर्डर ----------स्क्रिनमध्ये रेकॉर्ड केले जाते.

प्र.२. कोणतेही दोन प्रश्न सोडवा. १६

१) इंडिअन पार्टनरशिप ॲक्ट म्हणजे काय? स्पष्ट करा.

२) एक्साइज डयुटी म्हणजे काय? स्पष्ट करा.

३) Flow fund management म्हणजे काय? स्पष्ट करा.

प्र.३. टीपा लिहा. (कोणतेही चार) १६

१) पर्चेस ऑर्डर

२) बँक रिक्न्सीलेशन

३) करंट असेंटस

४) जर्नल व्हाऊचर्स

५) रिअल अकाऊंट

प्र.४. कोणतेही दोन प्रश्न सोडवा. १६

१) टॅक्स व सर्व्हिस टॅक्स स्पष्ट करा.

२) युनिट ऑफ मेझरमेंट व त्याचे प्रकार स्पष्ट करा.

३) 'बिझीनेस' ही संज्ञा स्पष्ट करा.

प्र.५. कोणतेही दोन प्रश्न सोडवा. १६

१) पार्टनरशिप कशी तयार होते? स्पष्ट करा.

२) कॅपिटल मार्केट स्पष्ट करा.

३) कॉम्प्युटर म्हणजे काय सांगा व त्यामधील साधने (devices) सांगा.

प्र.६. कोणतेही दोन प्रश्न सोडवा. १६

१) सेल्स व एक्सपेन्स रिपोर्ट जनरेशन व प्रिंटींग बध्दल माहिती लिहा.

२) पेमेंट बोनस ॲक्ट म्हणजे काय? स्पष्ट करा.

३) वर्डमधील कोणतेही ५ फॉरमॅटिंग कमांड स्पष्ट करा.

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**Sr. No. 10111221**

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI**

**EXAMINATION – JULY 2014**

**CERTIFICATE COURSE IN ADVANCE COMPUTERIZED ACCOUNTING USING TALLY ( 101112 )**

TIME ALLOWED – 3 Hrs.

MARKS – 100

SUBJECT – COMPUTER FUNDAMENTALS (PR-I)

Q.1. Demonstrate / Explain the following. 50

1) Create a shortcut for file “ABC.txt” located in “C:/new at the same location.
2) Create a shortcut for file “New folder.txt” located in “C:/ABC” in C:/.
3) Create a folder “Human” in c:\ and copy the folder on desktop.
4) Create a folder of name “Hardware” on the C:\
5) Copy the file :Air.txt” from C:\Mobile\India to c:\State.
6) Move the file “Black.Zpp” from C:\Colour to C:\India
7) Move the file “Blue.ppt” from C:\colour to C:\Maharashtra and rename it to Green.ppt
8) Rename the file “test1.txt” to test2.txt” on C drive.
9) Rename the file “Airtel.doc” as “AirIndia.doc” stored in C:\state.
10) Delete a folder “Book” stored in “C” drive.
11) Delete a folder “Recruitment” stored in ‘C’ drive.
12) Search the folder “Platform” in C:\ and send it to recycle bin.
13) Search the folder “Paper” in C:\ and send it to recycle bin.
14) Delete a folder “Industry” stored in “C:\Employment.
15) Delete a file “Table.txt” from C:\QQa.
16) Delete in folder “Wall” from ‘C’ drive & restore it by using recycle bin.

17) Move the “Crux.jpg” from C:\Yamaha to C:\ China.

18) Move the file “Suzuki.bmp” from C:\ TVS to C:\upgrade.

19) Create a text file “Serial” on C drive.

20) Create a Note pad file “Single” on C drive.

21) Create a note pad file “Cover” on C drive.

22) Create a shortcut for a file C:\India\Turba.txt to C:\

23) Copy the file “Biodata.txt” from C:\add to C:\ and rename it as Resume txt.

24) Copy the file “Black.zip” from C:\plastic\Industry to C:\ and delete it.

25) Copy the file “Blue.wax” from C:\pixel\Industry create a folder with name BLUE WATER in C:\ and paste it.

Q.2. Demonstrate / Explain the following.

1) Create a picture and input set as wallpaper. 10

2) Add 10 contact in address book. 10

3) Open rediff.com and add as favourite. 10

Q.3. Oral 10

Q.4. Term work 10

**Sr. No. 10111222**

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI**

**EXAMINATION – JULY 2014**

CERTIFICATE COURSE IN ADVANCE **COMPUTERIZED ACCOUNTING USING TALLY ( 101112 )**

TIME ALLOWED – 3 Hrs.

MARKS – 100

SUBJECT – TALLY (PR-II)

Q.1. Solve following accounting problem in tally and show A) Balance sheet B) Trial Balance c) and Profit and Loss Account. 80

MAY 2008

| Date | Transactions |
|---|---|
| 7-5-2008 | Mr. Kumar paid Rs.3500 by cheque towards office rent for April 2008 |
| 12-5-2008 | Mr. Sushil issued cheque of Rs. 10,500 to Global House. |
| 20-5-2008 | Mr. JJ received Rs.20,000 of consulting revenue in cash from omega Info Tech. |
| 1-5-2008 | Mr. Swapnil withdraw Rs. 10000 cash for personal use. |
| 21-5-2008 | Mr. Aaditya raised an invoice for Rs.65,000 on Silver Services after completion of the service Silver Services paid the balance amount of Rs.40,000 in cash after deducting the advance paid. |

JUNE 2008

| Date | Transaction |
|---|---|
| 5-6-2008 | Mr. Rohan received Rs.55,000 in cash as consulting revenue from Enteries Food chain. |
| 9-6-2008 | Mr. Rohit paid mobile phone bill amounting to Rs.800 in cash to Vijay Narayan. |
| 15-6-2008 | Mr. Nadim paid Rs.750 in cash towards office maintaince charges for May 2008. |
| 21-6-2008 | Mr. KK received an invoice for Rs.6000 from 'SK' Travels. This includes Rs.2300 towards car bring charges and 3200 towards out stations tour undertaken by him. |
| 28-6-2008 | Mr. Gandhi paid Rs.3000 in cash as salary advance to Maya Gupta. |

July 2008

| Date | Transactions |
|---|---|
| 2-7-2008 | Mr. Manish subscribed for the Management consultant Journal by paying Rs.3400 by cheque. The subscription period is from July 2008 to June 2010 |
| 5-7-2008 | Mr. Vishal paid Rs.5500 salaries for June 2008 by cheque. Salary advance paid to Neeta Sharma is adjusted against by salary paid. |
| 9-7-2008 | Mr. Sandip paid office rent by cheque for June 2008 |
| 16-7-2008 | Mr. Ratan withdraw Rs.7000 cash for personal use. |
| 19-7-2008 | Mr. Manoj paid Rs.2000 by cheque as mobile bill charges for June 2008 |

August 2008

| Date | Transactions |
|---|---|
| 3-8-2008 | Mr. Pratham paid cheque of Rs.8000 for Insurance of fixed assets. The period of insurance is from August 2008 to July 2009. |
| 8-8-2008 | Mr. Abishek raised an invoice for Rs.60,000 on medialive Productions for services provided The terms on credit are 30 days. |
| 26-8-2008 | Mr. Preetesh withdrew Rs.8000 cash for personal use. |
| 18-8-20008 | Mr. Sanjay received Rs.35,000 by cheque from Allfatech solutions. |

Q.2. Oral 10

Q.3. Term work 10