

- Q-1     **Answer the following questions**
1. What is an account? Explain Types of account. 10
  2. Explain Advantages & Dis-advantages of Book keeping. 10
- OR**
- Q-1     **Answer the following questions**
1. Explain Double entry & Book Keeping System. 10
  2. Explain Laws of debit and credit. 10
- Q-2     **Answer the following questions**
1. Explain types of voucher in detail. 10
  2. Explain Company creation & selection and Capital Transaction in Tally. 10
- OR**
- Q-2     **Answer the following questions** 20
1. Explain ledger creation & Depreciation in tally.
  2. Explain Cash & Debits, Purchase, Sale Transaction.
  3. Define terms: Current Assets, debtor and creditor.
  4. Write a short note on reports.
- Q-3     **Answer the following questions**
1. Describe the advantages of DTP. 10
  2. Explain painting Tool in detail. 10
- OR**
- Q-3     **Answer the following questions**
1. Describe the features of use of Corel Draw. 10
  2. Explain pick tool and Shape Tool in detail. 10
- Q-4     **Answer the following questions**
1. Explain Curve Flyout and Text Tool . 10
  2. Explain Text Tool in detail. 10
- OR**
- Q-4     1. Explain Edit menu of CorelDraw. 10
2. Explain Crop tool & Interactive Blend Tool. 10
- Q-5     1. Explain Layout menu in detail. 10
2. Write a short note on image effects. 10
- OR**
- Q-5     1. Explain view menu of CorelDraw. 10
2. What is Photo Formatting? Discuss in detail. 10