

Course  
&  
Test Series

Self-Made Assignment - Computerized Accounting

Gateway of Tally

Do These Multiple Choice Questions:

1. What is the entry point for performing any task in Tally?
  - a) Control Centre
  - b) Gateway of Tally
  - c) Reports Section
  - d) Company Manager
2. Which of the following is part of the Gateway of Tally?
  - a) Horizontal Button Bar
  - b) Vertical Button Bar
  - c) Product Info Panel
  - d) All of the above
3. Where is the Horizontal Button Bar located in Tally?
  - a) At the bottom of the screen
  - b) At the left side of the screen
  - c) At the top of the screen
  - d) In the middle of the screen
4. Which button is used to change the Current Date in Tally?
  - a) F2
  - b) Alt+F2
  - c) F1
  - d) Alt+C
5. Which arithmetic operators are available for use in Tally's Calculator?
  - a) +, -, \*, /
  - b) ^, \*, +
  - c) %, &, #
  - d) =, +, -
6. How can you reset the Current Period in Tally?
  - a) Press F12
  - b) Click Alt+F2
  - c) Press F2
  - d) Use the Control Centre
7. How can you return to the immediate upper level menu in Tally?
  - a) Click on the "Quit" button
  - b) Press the Esc key

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- c) Press Alt+F1
- d) Click the Cross (X) button at the rightmost of the current work area handle

8. To get help about any topic in Tally, you should press:

- a) Alt+H
- b) F1
- c) Ctrl+H
- d) Alt+F2

9. Which of the following is shown in the 'Current Period' section in Tally?

- a) Active Company
- b) Starting and Ending Date of the Current Period
- c) Tally Version
- d) Report Information

10. To invoke the Tally Calculator, which shortcut key is used?

- a) Ctrl+M
- b) Ctrl+N
- c) Alt+C
- d) F2

11. Which of the following is NOT part of the Current Status section in Tally?

- a) Current Period
- b) Active Company
- c) Reports Section
- d) Current Date

12. What does the 'M' button in the Horizontal Button Bar do?

- a) Upload Report
- b) Send Email
- c) Export Data
- d) Print Report

13. If you want to exit from the Tally Calculator and return to the work area, which shortcut key is used?

- a) Ctrl+N
- b) Ctrl+M

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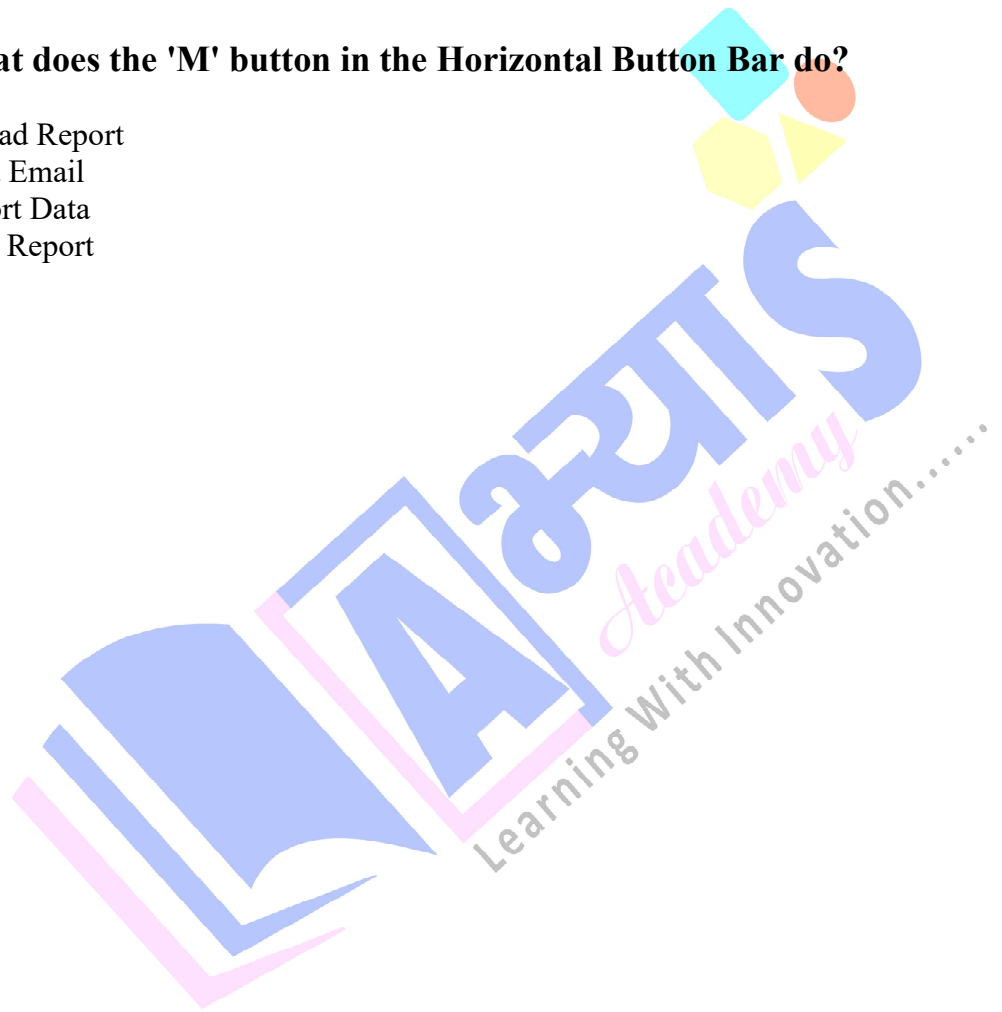
- c) Alt+M
- d) Ctrl+V

14. The 'E' button in the Horizontal Button Bar is used to:

- a) Export Data
- b) Print Report
- c) Upload Report
- d) Send Email

15. What does the 'M' button in the Horizontal Button Bar do?

- a) Upload Report
- b) Send Email
- c) Export Data
- d) Print Report



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