

Syllabus

1. Introduction

1.1 Installation of Tally ERP 9

1.2 Tally Vault Password

2. Creation of a Company

2.1 Loading of Company

2.2 Gateway of Tally

2.3 Shut a Company

2.4 Alter a Company

2.5 Delete a Company

3. Administration in Tally

3.1 User and Password

3.2 Backup and Restore

4. Activate Company Features

5. Managing Groups, Ledgers

6. Voucher Entry

6.1 Sales Voucher

6.2 Purchase Voucher

6.3 Payment Voucher

6.4 Receipt Voucher

Tally ERP 9

Certificate Course Paper Pattern

M.M-40

Time- 1:30 Hours

Note:- Paper setter will set 5 questions in all. Question No. 1 comprising of 10 Short types questions Carrying 2 Marks each is Compulsory. It Covers the entire syllabus. Candidate is required to attempt all questions carrying four(4) marks each.

Question 1 have 10 short type question carrying two marks each.
Another 4 question have five marks. Candidate is required to attempt all questions.

Q1.

- a) What do you mean by selecting a company in Tally?
- b) Tally vault password
- c) Backup of data in Tally
- d) Auto backup
- e) Payment voucher
- f) Sales voucher
- g) Shut a company
- h) Installation of tally ERP
- i) Loading of company
- j) Purchase voucher

Q2. Write steps of company creation in Tally.

Q3. Write down various components of home screen of Tally.

Q4. Give steps for enabling Tally vault password.

Q5. What do you mean by voucher in Tally? Name different types of vouchers available in Tally.

Result of Certificate Course		
Tally ERP		
Session 2021-22	M.M. - 40	Mark
College Roll No.	Student Name	
120191003001	NISHU	38
120191003002	PRITI	34
120191003003	MITALI	38
120191003004	ANNU RANI	32
120191003005	DEEPTI	30
120191003006	SHAKSHI	28
120191003007	BHARTI	32
120191003008	REENU	31
120191003009	TANNU	35
120191003010	ANNU	32
120191003011	VANDANA	30
120191003012	ANKITA	29
120191003013	UMA	27
120191003014	SAMRITI	31
120191003015	ARTI SHARMA	34
120191003016	JONI	32
120191003017	TARANDEEP	31
120191003018	NEELAM	30
120191003019	MANJU DEVI	29
120191003020	SANJU	34
120191003021	SUGANDHA JAIN	36
120191003022	TAMANNA	34
120191003023	MANISHA	31
120191003024	KARUNA	28
120191003025	ANNU	30
120191003026	REETU	29
120191003027	SEENU	32
120191003028	JYOTI	35
120191003029	DEEPAKSHIKA	30
120191003030	SADHNA JANGRA	38
120191003031	ANJALI	32
120191003032	MANISHA	30
120191003033	MALKIT KAUR	35
120191003034	PREETI	32
120191003035	SONIA	30
120191003036	YASHIKA	31
120191003037	JYOTI	34
120191003039	DIYA GARG	31
120191003040	SUDESH	29
120191003041	NEHA	30
120191003043	TANISHA MITTAL	31
120191003044	PARGATI	33
120191003045	RITIKA	36
120191003046	PARNEET KAUR	34
120191003047	SEENU	37
120191003048	ANNU	32
120191003049	RIYA	35
120191003050	AARTI	31

