

**DATA ENTRY OPERATIONS****( Theory )****(336)**

Time : 2 Hours ]

[ Maximum Marks : 40

*Note : All questions are compulsory and carry marks as indicated against each question.*

**1. Fill in the blanks :** $\frac{1}{2} \times 10 = 5$ 

- (a) URL stands for —.
- (b) — displays a small image of each slide.
- (c) — is the set of instructions that your hardware executes to carry out a specific task.
- (d) The binary system has only two values — and —.
- (e) ABS(-4567) it will return —.
- (f) The — furnishes the request of the client (server).
- (g) — translates assembly language into machine language.
- (h) Ctrl+K is used to create —.
- (i) If the active cell contains a formula, it will be shown on —.
- (j) CRT stands for —.

2. Write True/False for the following statements :

$\frac{1}{2} \times 10 = 5$

- (a) We cannot retrieve files, even if they are deleted from Recycle Bin.
- (b) Scanner is an output device.
- (c) We cannot send pictures through e-mail.
- (d) The first step in the mail merge is to create the main document.
- (e) 'Paragraph format' formats the entire page.
- (f) Ruler Bar is used to set the tab Stop.
- (g) Address Bar is used to specify the URL.
- (h) To insert a new slide in the presentation, press Ctrl+M.
- (i) Windows 98 is not a GUI-based operating system.
- (j) The intersection of a column and a row is called cell.

3. Define the following terms (any two) :

$1 \times 2 = 2$

- (a) Control Unit
- (b) Header and Footer
- (c) AutoSum

4. Write short notes on the following :

$2 \times 3 = 6$

- (a) Operating system
- (b) Assembler
- (c) Pivot table

5. Differentiate between the following :

2×3=6

- (a) AutoFill() and AutoFormat
- (b) Hide slides and Delete slides
- (c) Web page and Web site

6. Answer the following :

2×4=8

- (a) Explain the purpose of column charts and bar charts.
- (b) How will you delete a page break?
- (c) Give the uses of Word's mail merge.
- (d) Describe the four features of PowerPoint.

7. How can text in Microsoft Word be presented in points using bulleted and numbered lists?

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8. On the basis of the given worksheet, answer the questions given at the end : 1×4=4

	A	B	C	D	E
1	Name	Science	Maths	Total	Average
2	Ankur	70	80		
3	Sunil	90	98		
4	Ashok	60	90		
5	Rohit	50	50		
6	Maximum marks				
7	Minimum marks				

- (a) Write a function to calculate the total marks for each student in column D.
- (b) Write a formula to calculate the average for each student and display in column E.
- (c) Write a formula to display the maximum marks in Science in cell B6
- (d) Write a formula to display the minimum marks in Maths in cell C7.

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