

This question paper consists of 8 questions and 4 printed pages.

Roll No. 

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**Code No.** 49/SS/O

**Set**

**A**

### DATA ENTRY OPERATIONS

( Theory )

(336)

Day and Date of Examination .....

Signature of Invigilators 1. ....

2. ....

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#### **General Instructions :**

1. Candidate must write his/her Roll Number on the first page of the question paper.
2. Please check the question paper to verify that the total pages and total number of questions contained in the question paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
4. Answers for questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book given separately.
5. Write your Question Paper Code No. 49/SS/O, Set **A** on the answer-book.

336/SS/O/818

[ P.T.O. ]

**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 of the following :** $\frac{1}{2} \times 10 = 5$ 

- (a) Program generated by the compiler after translation is called —.
- (b) Keyboard and trackball are — devices.
- (c) Machine language and — are low-level languages.
- (d) In Windows XP start menu, — displays a list of music/songs used by the current user.
- (e) Files or folders deleted from — are permanently deleted and not sent to the Recycle Bin.
- (f) When you merge the main document with data source, — is produced.
- (g) — is the extension of PowerPoint presentation files.
- (h) .gov is the domain name code for — organizations.
- (i) Country-specific domain name for Japan is —.
- (j) Every page on Web has a unique address, called — of the page.

2. State True or False for the following statements :  $\frac{1}{2} \times 10 = 5$

- (a) Word processing software is a system software.
- (b) BASIC is a popular object-oriented programming language.
- (c) All the calculations in a computer are performed by memory.
- (d) CD-ROM is a removable storage medium.
- (e) Windows XP is the only operating system in use.
- (f) A workbook may contain many worksheets.
- (g) Tab stops can be set by the user.
- (h) A paused PowerPoint slide show can be resumed from the same slide.
- (i) ISDN stands for Integrated Services Digital Network.
- (j) New worksheets cannot be inserted in a workbook.

3. Define the following terms (any two) :  $1 \times 2 = 2$

- (a) System software
- (b) End-of-document marker in MS-Word
- (c) Print Preview in MS-Excel

4. Write short notes on the following :  $2 \times 3 = 6$

- (a) Machine language
- (b) Taskbar
- (c) Formulas in MS-Excel

5. Differentiate between the following :  $2 \times 3 = 6$

- (a) Sum() function and Sumif() function
- (b) Outline view and Slide sorter view in PowerPoint
- (c) ISDN and Leased connection

6. Answer the following questions :

2×4=8

- (a) Write the steps to create a numbered list in MS-Word document.
- (b) Write the steps to include a data source (which already exists) for mail merge.
- (c) What is an operator? What are the two kinds of operator used in MS-Excel?
- (d) How can a presentation be saved as Web page?

7. How will you—

- (a) display gridlines in MS-Word;
- (b) modify the password given to a document;
- (c) print a document;
- (d) hide ruler?

1×4=4

8. On the basis of the worksheet given below, answer the questions that follow : 1×4=4

	A	B	C	D	E
1	Sales Data				
2	Item	Selling Price	Quantity	Sale Value	
3	Notebook	30	14		
4	Diary	35	12		
5	Marker	22	18		
6	Pen	12	150		
7	Board	34	15		
8	Total				

- (a) Write a formula to display the sale value (Selling Price × Quantity) of the first item in cell D3.
- (b) Write the step(s) to copy the above formula to the cells D4 to D7.
- (c) Write a formula to calculate total sale value in cell D8.
- (d) Write down the steps to insert a column for serial number before column A.

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