

DATA ENTRY OPERATIONS
(229)

Time : 2 Hours]

[Maximum Marks : 40

- Note :** (i) This question paper consists of **25** questions in all.
- (ii) **All** questions are compulsory.
- (iii) Marks are given against each question.
- (iv) **Section - A** consists of
- (a) Question Nos. **1** to **7** (Multiple Choice type Questions (MCQs) carrying **1** mark each). Select and write the most appropriate option out of the four options given in each of these questions.
- (b) Question Nos. **8** to **17** are Objective type questions. Question Nos. **8** to **10** are carrying **2** marks each (with **2** sub-parts of **1** mark each) and Question Nos. **11** to **17** are carrying **1** mark each. Attempt Question Nos. **11** to **17** as per the instructions given for each of the questions.
- (v) **Section - B** consists of :
- (a) Question Nos. **18** to **22** (Very short answer type questions carrying **2** marks each) to be answered in the range of **30-50** words.
- (b) Question Nos. **23** and **24** (Short answer-type questions carrying **3** marks each) to be answered in the range of **50-80** words.
- (c) Question No. **25** (Long answer-type question carrying **4** marks) to be answered in the range of **80-120** words.
- (d) Section-B offers internal choices for some questions. Attempt only one of the given choices in such questions.

Section - A

1. Currency format DOES NOT display values with 1
(A) Commas only (B) Percentage
(C) Dollar signs & decimals (D) Comma, dollar sign & decimals
2. The view used to preview animations & sounds, hyperlinks & action settings is : 1
(A) Outline (B) Slide sorter
(C) Normal (D) Slide show
3. If $A1 = 2$, $B1 = 4$, $C1 = 6$, then the value of $A1 * B1 + C1$ is 1
(A) 14 (B) 18
(C) 20 (D) 10
4. Which of the following statements about Excel formulas is incorrect ? 1
(A) A formula must begin with an equal to sign
(B) A formula can contain cell references.
(C) A formula can exist without any operator or function.
(D) A formula can contain text values
5. Which of the following charts can display more than one data series like a pie chart ? 1
(A) Radar chart (B) Line chart
(C) Area chart (D) Doughnut chart
6. Borders & shading can be applied to 1
(A) only text (B) only paragraphs
(C) only tables (D) All of the given above
7. Which key deletes the text to the left of the cursor ? 1
(A) Delete (B) Enter
(C) Backspace (D) Tab

8. In the following questions, two statements marked as Assertion (A) & Reason (R) are given. Choose the correct answer out of the options given below in each question : 2

(i) Assertion (A) : FORTRAN is widely used for scientific applications.

Reason (R) : FORTRAN was developed mainly for mathematical and scientific problems.

(A) Both (A) & (R) are true & (R) is the correct explanation for (A).

(B) Both (A) & (R) are true & (R) is not the correct explanation for (A).

(C) (A) is true but (R) is not the correct explanation for (A).

(D) (A) is false but (R) is true.

(ii) Assertion (A) : Trackball is preferred in portable computers.

Reason (R) : Trackball requires very little space for movement.

(A) Both (A) & (R) are true & (R) is the correct explanation for (A).

(B) Both (A) & (R) are true & (R) is not the correct explanation for (A).

(C) (A) is true but (R) is not the correct explanation for (A).

(D) (A) is false but (R) is true.

9. State true or false for the following questions : 2

(a) By default, header & footer appear only on the first page.

(b) The fastest way to move small amount of text is Drag & Drop.

10. Fill in the blanks for the following : 2

(a) A numbered list inside a bulleted list is called a _____ list.

(b) _____ often have different spacing requirements for body text.

11. _____ feature is used to draw shapes like arrows & flowcharts. 1

12. To break a continuous line & move to a new paragraph press _____ key at the end of a paragraph. 1

13. Pressing CTRL + HOME moves the cursor to the _____ of the document. 1

14. When you copy or cut text, the text is stored in an area of memory called _____. 1

15. In the font dialog box, option used to apply background colour to a paragraph is _____ 1
16. Unchecking this option in spelling and grammar prevents word from being checked for grammar is _____ grammar. 1
17. Words spelled correctly but shown as incorrect words by spell checker may be added permanently to _____ by clicking the Add button. 1

Section - B

18. Explain recipients list and mailing labels with respect to mail merge. 2
19. What is the use of Replace Fonts feature in a presentation ? Write the steps to use it. 2
- OR**
- While printing slides, name & explain the options available under the Print What List.
20. What is the difference between Sentence case & Toggle case ? 2
21. What are the components of CPU ? Explain in detail. 2
- OR**
- Define an operating system. List any two functions of an operating system.
22. Draw the block diagram of a computer. 2
23. Explain how plotter produces images on paper. 3
24. What steps would you follow to insert, resize, move & delete a text box in PowerPoint ? 3

OR

How can you change the colours, borders & backgrounds of a text box with the help of the format Auto shapes dialog box ?

25. What is mail merge wizard ? Mention the six steps to create a mail merge document. 4

OR

Briefly explain step-by-step mail merge.