

DATA ENTRY OPERATIONS (Theory)

(336)

Time : 2 Hours]

[Maximum Marks : 40

- Notes :**
- (i) This question paper consists of 24 questions in all.
 - (ii) All questions are compulsory.
 - (iii) Marks are given against each question.
 - (iv) **Section - A consists of :**
 - (a) Q. No. 1 to 8 - Multiple Choice type questions (MCQs) Q. No. 1 to 7 carrying 1 mark each. and Q. No. 8 carrying 2 marks. Select and write the most appropriate option out of the four options given in each of these questions.
 - (b) Q. No. 9 to 17 - Objective type questions. Q. No. 9 to 10 carrying 2 marks each (with 2 sub parts of 1 mark each) and Q. No. 11 to 17 carries 01 mark each.
 - (v) **Section - B consists of :**
 - (a) Q. No. 18 to 19 - Very Short type questions carrying 02 marks each to be answered in the range of 30 to 50 words.
 - (b) Q. No. 20 to 23 - Short answer type questions carrying 03 marks each to be answered in the range of 50 to 80 words.
 - (c) Q. No. 24 - Long Answer type questions carrying 04 marks each to be answered in the range of 80 to 120 words.

NOTE :

- (1) Answers of all questions are to be given in the Answer-Book given to you.
- (2) 15 minutes time has been allotted to read this question paper. The question paper will be distributed at 02.15 p.m. From 02.15 p.m. to 02.30 p.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

SECTION - A

1. If A1 = 15, B1 = 17, C1 = 23, D1 = 25, then what will be the result of the function ;
= AVERAGE (A1:D1) 1
(A) 20 (B) 21 (C) 22 (D) 23
2. This function helps to get the highest of the given values : 1
(A) SUM () (B) MAX () (C) MIN () (D) HIGH ()
3. More functions can be seen in Excel using which of the following ? 1
(A) Formula tab → Auto sum → More functions
(B) Insert tab → More functions
(C) Home tab → Sum Functions → More
(D) None of the above
4. Which font size is best for Paragraph of text ? 1
(A) 10 or 12 (B) 15 or 16 (C) 8 or 9 (D) 20 or 25
5. Which of these is not a text alignment option ? 1
(A) Length (B) Left (C) Right (D) Centre
6. You can hide/unhide gridlines in a : 1
(A) Chart (B) Formula (C) Function (D) Cell
7. 'Title and Content' is one of the : 1
(A) Design Template (B) Slide layout
(C) Slide view (D) Theme of Slide
8. In the questions given below, there are two statements marked as **Assertion (A)** and **Reason (R)**. Choose the correct option out of the choices given below in each question. 2
- (i) **Assertion (A)** : Operating System is a System Software.
Reason (R) : Operating system provides an interface for the user to communicate with computer, manages all hardware devices and Disk file system and supports application programs.
(A) Both (A) and (R) are true and (R) is correct explanation for (A).
(B) Both (A) and (R) are true but (R) is not the correct explanation for (A).
(C) (A) is true but (R) is false.
(D) (A) is false but (R) is true.
(E) Both (A) and (R) are false.
- (ii) **Assertion (A)** : Machine language is difficult to learn.
Reason (R) : Programs in machine language are written in the form of Binary numbers 0's and 1's, which is directly understood by the machine.
(A) Both (A) and (R) are true and (R) is correct explanation for (A).
(B) Both (A) and (R) are true but (R) is not the correct explanation for (A).
(C) (A) is true but (R) is false.
(D) (R) is true but (A) is false.
(E) Both (A) and (R) are false.

9. State True or False :

- (a) Times New Roman is a type of Font Face.
- (b) Increase/Decrease Indent changes the orientation of the page.

2

2

10. Fill in the blanks :

- (a) By default, the text in Word is _____ aligned.
- (b) By default, the tab stops are set at _____ intervals.

1

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

1

12. _____ and _____ keys on the keyboard can be used to delete the text.

1

13. Visual representation of information and ideas is called _____ Graphics.

1

14. Bulleted list button is located on the _____ toolbar.

1

15. A _____ color wavy line is marked under the misspelt words in a document.

1

16. Write any two components of a chart.

1

17. Name the function which helps you to get the smallest of numbers in MS Excel.

2

SECTION - B

18. (a) What is a Computer ? Write any two characteristics of computer.

OR

(b) What is low level language and what are its types ?

2

19. Ashok Sir was taking the topic of 'Types of Printer' in the computer class for class VI students. At the end of the class, he asked the students to write short notes on the following :

- (a) Dot Matrix Printer
- (b) Line Printer

3

20. Answer any three questions briefly :

- (a) Write the full form of COBOL.
- (b) Full form of CPU
- (c) What is Compiler?
- (d) Define C++ language.

3

21. Write the steps for creating a Data Source using Excel Worksheet.

22. Define Main Document and Data Source.

3

23. Define the following Terminology. (any 3)

(a) Telnet

(b) HTML

(c) www

(d) Web page

3

24. (a) (i) Explain leased line connection.

(ii) What is a Hyperlink ?

OR

(b) (i) Explain Domain Name System.

(ii) Explain Geographical Domains and Organizational Domains.

4

- o o o -