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 :   ½×10=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 : ½×10=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*) : 1×2=2

(a) Control Unit

(b) Header and Footer

(c) AutoSum

4. Write short notes on the following : 2×3=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?　　　　　　　　　　　　　　　　　　　4

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.

★ ★ ★