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

Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐

Code No. **50/SS/A**

Set **A**

DATA ENTRY OPERATIONS

(Theory)

(336)

Day and Date of Examination ....

Signature of Invigilators   1.   ....

2.   ....

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. 50/SS/A, Set Ⓐ on the answer-book.

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 :   ½×10=5

(a)   In —— language, machine code is substituted by symbolic code.

(b)   Keyboard and light pen are —— devices.

(c)   Plotters usually come in 2 designs, flatbed and ——.

(d)   In Start menu, —— displays a list of installed programs which a user can start or use.

(e)   When files or folders are —— from hard disk, Windows places them in Recycle Bin.

(f)   In mail merge, —— contains the data of recipients.

(g)   —— are the individual sheets of a presentation.

(h)   .com is domain name code for —— organizations.

(i)   Every page on Web has a unique address, called —— of the page.

(j)   Country-specific domain name for United Kingdom is ——.

2. State True or False in the following statements : ½×10=5

(a) Spreadsheet softwares are generalized packages.

(b) FORTRAN is a popular object-oriented programming language.

(c) Control unit is a peripheral device.

(d) Files and folders stored on a hard disk cannot be removed.

(e) Windows 7 is an operating system.

(f) Format painter is used to color the text.

(g) A workbook cannot have more than three worksheets.

(h) We can pause a presentation during a slide show.

(i) ISDN stands for Indian Subscribers' Domestic Network.

(j) 123.121.93.2 is a valid IP address.

3. Define the following terms (any *two*) : 1×2=2

(a) Peripheral devices

(b) Quick access toolbar in MS-Word

(c) Cell range

4. Write short notes on the following : 2×3=6

(a) Application software

(b) Recycle Bin

(c) Format cells dialog box

5. Differentiate between the following (specify two differences in each) : 2×3=6

(a) Sum() function and Sumif() function

(b) Outline view and Slide view in PowerPoint

(c) TCP and IP

6. Answer the following questions :   2×4=8

(a) Identify the following tab stops and write their names in given sequence :

$\llcorner$ $\perp$ $\lrcorner$ $\perp$

(b) Write the steps to create a mail merge document.

(c) Write the steps to hide rows in MS-Excel. What is the use of this feature?

(d) How will you print slides 3 to 7 of a presentation containing 9 slides?

7. How will you—

(a) start MS-Word;

(b) display the ruler in MS-Word;

(c) protect a Word document;

(d) protect a document as read-only?   1×4=4

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

	A	B	C	D
1	Sales Data			
2	Item	Selling Price	Quantity	Sale Value
3	Lady's finger	25	14	
4	Potato	10	175	
5	Carrot	25	35	
6	Onion	15	150	
7	Tomato	30	17	
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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