

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

Roll No. 

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Code No. 45/SS/O

Set 

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3718

### 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. 45/SS/O, Set 

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 on the answer-book.

# DATA ENTRY OPERATIONS

( Theory )

(336)

[ Maximum Marks : 40

Time : 2 Hours ]

Note : All questions are compulsory and carry marks as indicated against each question.

1. Fill in the blanks :

$\frac{1}{2} \times 10 = 5$

- (a) A browser is also known as —.
- (b) The intersection of column and row in Excel is called as —.
- (c) — is the extension of PowerPoint file.
- (d) The program written by the programmer in the high-level language is called —.
- (e) — and — are the two high-level languages.
- (f) Round (86.949,2) will return —.
- (g) HTML consists of certain key words called —.
- (h) — protects the user from accidentally deleting files.
- (i) To insert a page break, press —.
- (j) OCR stands for —.

2. Write True/False for the following statements :

$\frac{1}{2} \times 10 = 5$

- (a) In GUI, only keyboard is used as an input device.
- (b) Windows Explorer is a file management utility.
- (c) It is impossible to copy a formula in MS-Excel.
- (d) Assembly language is also known as machine language.
- (e) Internet is a network of networks.
- (f) The first step in the mailmerge is to create the main document.
- (g) Presentation programs let you create notes for each slide, which are visible only to you.
- (h) Microsoft Office word is an application software.
- (i) When you download files, you send files from your computer to the Internet.
- (j) Windows provides a quick and easy way to install new software.

3. Define the following terms (any two) :

$1 \times 2 = 2$

- (a) Software
- (b) Rulers
- (c) Auto Format

4. Write short notes on the following :

$2 \times 3 = 6$

- (a) System Software
- (b) Taskbar
- (c) Pivot table

5. Differentiate between the following :

$2 \times 3 = 6$

- (a) Min function ( ) & Max function
- (b) Slide Sorter View & Slide Show View
- (c) HTML & URL

6. Answer the following :

2×4=8

- (a) Write down the steps to select an entire document by using the keyboard and mouse.
- (b) What is the use of toolbar in MS-Word?
- (c) How to save a workbook in MS-Excel?
- (d) Describe any four slide layouts available in PowerPoint.

7. Write down the steps to perform the tasks given below :

2×2=4

- (a) How will you add page numbers to a document in MS-Word?
- (b) How will you add header or footer in a document?

8. On the basis of given worksheet, answer the questions given at the end :

1×4=4

	A	B	C	D
1	Item	Price (\$)	Quantity	Value
2	X	1000	180	
3	Y	2000	300	
4	Z	3000	500	
5	Total			
6	Maximum Price			
7	Average Quantity			

- (a) Write a formula to display Value for each item in column D.  
[Value = Price × Quantity]
- (b) Write a formula to calculate the Total Value and display in Cell D5.
- (c) Write a formula to display the Maximum Price in Cell B6.
- (d) Write a formula to calculate the Average Quantity and display in Cell C7.

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