

This question paper consists of 6 questions and 4 printed pages.

Roll No.

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Code No. 52/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 separately.
- 5 Write your Question Paper Code No. **52/SS/A, Set-A** 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 : $\frac{1}{2} \times 10 = 5$

- (i) If you drag an item (file/folder) from one folder to another, it is _____ to the destination.
- (ii) FORTRAN stands for Formula _____.
- (iii) 0's and 1's in Machine language are known as _____ number.
- (iv) Shortcut key _____ is used to underline a word.
- (v) The _____ tab contains the groups and commands used in Mail Merge.
- (vi) The Software lying in a web server can only be used offline at the user's end only when it gets _____.
- (vii) Host name is also called _____ name in E-mail address.
- (viii) _____ case capitalizes the first letter of the first word in each sentence.
- (ix) _____ slide layouts are available in New Slide Dialog box.
- (x) Internet connections are provided by the internet _____ providers of your locality.

2 State True or False : $\frac{1}{2} \times 10 = 5$

- (i) Keyboard is an Input Device.
- (ii) A database table cannot be used as a data source for mail merge.
- (iii) The cell address D1 denotes column 1 and Row B.

- (iv) Under File Menu you can print the file.
- (v) It is necessary to give password to protect a file from reviewers.
- (vi) It is not possible to specify mathematical relationship between the numbers using the formula.
- (vii) Only Line Charts can be drawn in Worksheet.
- (viii) LCD are flat panel monitor.
- (ix) Machine Language is low level language.
- (x) Slides are used for presentation.

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

- (a) Operating System
- (b) Borders and Shading
- (c) Cell References.

4 Write short notes on the following : **2×5=10**

- (a) Optical Scanner
- (b) Vertical and Horizontal Scroll Bars
- (c) What are the Control Panel's Tools ?
- (d) World Wide Web (www)
- (e) Outline View in Presentation.

5 Differentiate between the following (specify two differences in each) : **2×5=10**

- (a) Radar Charts and Bubble Charts
- (b) HTTP and HTML
- (c) Save As and Save as Webpage command.
- (d) Main Document and Merged Document.
- (e) Compiler and Assembler.

6 Answer the following :

(a) There is a document which has been edited and saved in three word documents of Page 5, 10 and 15 respectively with files name as NIOS-1, NIOS-2 and NIOS-3. Write the steps for 4

(i) To print the document as a single document having page numbers in the bottom of the page and starting from second page.

(ii) Page Header should have National Institute of Open Schooling.

(iii) Page Footer should have Printed by : SSS Printers.

(b) Based on the following answer the following : 1×4=4

	A	B	C	D
1	10	2	20	4
2	50	1	10	2
3	10	2	15	2
4	20	5	20	1

(i) $(C1/2 * D1) / A1$

(ii) $A2 + (D2/2 + C3)$

(iii) $(A4 + B4) / ((C4/2) - 5)$

(iv) $((A1 - B4) + C1) / ((C4/2) + B4)$.

