Data Entry Operations 229

Time 2.00 hrs   **M.M. 40**

Note:

i. This question paper consists of 25 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 Q.No 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. An internal choice has been provided in some of these questions. You have to attempt only one of the given choices in such questions.

    b. **Q.No. 9 to 17** – Objective type questions. Q.No. 9 to 10 carry 02 marks each (with 2 sub-parts of 1 mark each) and Q.No. 11 to 17 carry 01 marks each (An internal choice has been provided in some of these questions. You have to attempt only one of the given choices in such questions). Attempt these questions as per the instructions given for each of the questions 11 – 17.

v. Section B consists of

    a. **Q.No. 18 to 22** – Very Short questions carrying 02 marks each to be answered in the range of 30 to 50 words.

    b. **Q.No. 23 to 24** – Short Answer type questions carrying 03 marks each to be answered in the range of 50 to 80 words.

    c. **Q.No. 25** – Long Answer type questions carrying 04 marks each to be answered in the range of 80 to 120 words.

S No		Marks
	SECTION - A	
1.	Styles and formatting windows is available in: A. Format Menu B. Insert Menu C. Tools Menu D. View Menu	1

2.	Which of the following is not a valid data type in MS Excel? A. Number B. Character C. Label D. Date/Time	1

3.	Answer any one of the following:
	
	(i).Which of the following is not a valid function in MS-Excel?
	
	    A. SUM() B. COUNT()
	    C. SUBTRACT() D. COUNTA()
	OR
	(ii).Which function of excel checks whether a condition is true or not?
	
	    A. SUM() B. COUNT()
	    C. IF() D. AVERAGE()
		1

4.	Which is not a formatting style? A. Bold B. Italic C. Underline D. Regular	1

5.	"Ctrl + Page Up" is used for :
	
	    A. Moving the cursor one paragraph down
	    B. Moving the cursor one page down
	    C. Moving the cursor to top of the page
	    D. None of the above
		1

6.	Answer any one of the following: (i). What type of chart is useful for comparing parts of a whole? A. Pie chart B. Column Chart C. Line Chart D. Dot Graph OR (ii). What type of chart is useful to track changes over short and long periods of time? A. Pie chart B. Column Chart C. Line Chart D. Dot Graph	1

7.	Short cut key for Print is :
	
	    A. Ctrl + Y
	    B. Ctrl + X
	    C. Ctrl + V
	    D. Ctrl + P
		1

| 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(attempt any 2):

(i). Assertion: In MS Word when the text reaches to right hand margin, it automatically gets shifted to the new line.

Reason: It is the Text Wrap feature available in word processor.

     a. Both A and R are true and R is the correct explanation of A.

     b. Both A and R are true but R is NOT the correct explanation of A.

     c. A is true but R is false

     d. A is false but R is true

     e. Both are A & R are false

(ii). Assertion: Writer is application software.

 Reason: Application software is software which performs specific tasks for an end user.

     a. Both A and R are true and R is the correct explanation of A.

     b. Both A and R are true but R is NOT the correct explanation of A.

     c. A is true but R is false

     d. A is false but R is true

     e. Both are A & R are false | 2 |

	(iii). Assertion: Cropping means to remove unwanted area from an image.
	
	Reason: Drawing tools are used to create graphics like rectangles circles, etc..
	
	     a. Both A and R are true and R is the correct explanation of A.
	
	     b. Both A and R are true but R is NOT the correct explanation of A.
	
	     c. A is true but R is false
	
	     d. A is false but R is true
	
	     e. Both are A & R are false
	
	(iv). Assertion: Writer is a word processing software.
	
	  Reason: Style is a set of text formatting characteristics such as font size, colour and alignment.
	
	     a. Both A and R are true and R is the correct explanation of A.
	
	     b. Both A and R are true but R is NOT the correct explanation of A.
	
	     c. A is true but R is false
	
	     d. A is false but R is true
	
	    e. Both are A & R are false	

9.	State True of False(Any two): 1. End key moves the cursor to the beginning of a line. 2. Backspace key deletes the character to the left of the cursor. 3. Home key is used to return you to the main page or Homepage. 4. PageUp key is used to scroll upward through a document quickly.	2

10.	Fill in the blanks(any 2): i. Shortcut key for Cut is _____. ii. Shortcut key for Copy is _____. iii. Shortcut key for Paste is _____. iv. Shortcut key for Undo is _____.	2
11.	Answer any one of the following: (i). _____ key(s) should be pressed to go to the top of the document. OR (ii)._____ key(s) should be pressed to run a slideshow.	1
12.	All formulas in MS Excel must begin with ____ sign.	1
13.	MS Word is a _____ software.	1
14.	Answer any one of the following: (i). What is the shortcut key for opening a blank new document? OR (ii). What is the shortcut key for selecting all the text in the document?	1
15.	Which bar is used for quick access to commonly used commands and tools?	1
16.	Which bar is used for border and pattern tab in MS-Excel?	1
17.	Each table which appears as spreadsheet grid is called _____.	1

SECTION - B

18.	What is Control Unit (CU)? OR What is Arithmetic Logic Unit(ALU)?	2
19.	What is the difference between compiler and assembler? OR What is Machine language and Assembly language?	2
20.	In context of mail merge, what is the data source?	2
21.	Write down the steps to hide slides of a Power Point Presentation.	2
22.	Differentiate between the slide sorter view and the slide show view of Power Point Presentation.	2
23.	Briefly describe about computer organization.	3

24.	Explain about different slide layouts available in MS-PowerPoint? OR How do you insert picture bullets in slides?	3
25.	Explain how you will create a data source using the mail merge helper during the mail merge process. OR Write steps in editing existing data records in Main Merge.	4

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Marking scheme

S No		Marks
1.	A. Format Menu	1
2.	B. Character	1
3.	i. C. SUBTRACT() ii. C. IF()	1
4.	D. Regular	1
5.	C. Moving the cursor to top of the page	1
6.	i. A. Pie chart ii. C. Line Chart	1
7.	A. Ctrl + P	1
8.	i. a ii. a iii. b iv. b	2
9.	1. False 2. True 3. True 4. True	2

10.	i. Ctrl + X ii. Ctrl + C iii. Ctrl + V iv. Ctrl + Z v. Ctrl + Y	2
11.	i. Ctrl + Home ii. F5	1
12.	=(equals to)	1
13.	Word processing	1
14.	1. Ctrl + N 2. Ctrl + A	1
15.	Tool Bar	1
16.	Formatting Tool Bar	1
17.	Datasheet	1
18.	The process of input, output, processing and storage is performed under the supervision of Control unit. It decides when to start receiving data, when to stop it, where to store data etc. OR The ALU is responsible for all the Arithmetic and Logical operations. The major operations performed by the ALU are addition, subtraction, multiplication, division, logic and comparison.	2
19.	The software (set of programs) that reads a program written in high level language and translates it into an equivalent program in machine language is called as Compiler. The software (set of programs) that reads a program written in assembly language and translates it into an equivalent program in machine language is called as Assembler. OR Machine Language: This is the language (in the form of 0's and 1's, called binary numbers) understood directly by the computer. It is machine dependent. It is difficult to learn and even more difficult to write programs. Assembly Language: This is the language where the machine codes comprising of 0's and 1's are substituted by symbolic codes (called mnemonics) to improve their understanding. It is the first step to improve programming structure.	2

| 20. | Data source is a file that contains the names and addresses or any other information that vary with each version of a mail-merge document.

Ex: A list of names and addresses for a form/ letter you want to send to number of clients or other people. | 2 |
|---|---|---|
| 21. | If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by right clicking on the slide in the slide pane and select Hide. You can unhide a hidden slide in a similar manner. | 2 |
| 22. | Slide sorter view: A small image of each slide is displayed on slide sorter view. Slides can easily be ordered and sorted using this view. You can also use this view to add special effects.

To access slide sorter view, click on slide sorter view button at the bottom left of the window or Select View ⬚ Slide sorter command.

Slide show view: The slide show view is the view to use when you preview your presentation to make sure everything is in place or when you deliver a presentation to an audience.

To access Slide show view, Click on slide show button at the bottom left of the window or select view⬚Slide show command. | 2 |
| 23. | The computer performs basically 5 major operations of functions irrespective of their size and make. These are

(i)   It accepts data or instructions by way of input.

(ii)   It stores data.

(iii)   It can process data as required by the user.

(iv)   It gives results in the form of output

(v)   It controls all operations inside a computer. | 3 |

24.	There are 9 different slide layouts available .They are as follows:	3
	1. Title slide: This option is useful for beginning a presentation.	
	2. Title and Content: Anytime you need to make list of things that fall underneath a general subject, title and content layout can be used.	
	3. Section Header: This option is useful for making a major section within the presentation.	
	4. Two Content: This option is useful for putting different elements or text boxes.	
	5. Comparison: This is useful option for doing pro/con lists.	
	6. Title only: This option is great for beginning of a presentation. No subtitles are included in this layout.	
	7. Blank: Use this layout if you want a blank slide formatted according to the master slide.	
	8. Content with caption	
	9. Picture with caption	
	OR	
	1. In slide view, create a text box by selecting Insert→Text Box from the menu bar.	
	2. "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.	
	3. Choose the Bullets or Numbering from the Home → Paragraph menu bar.	
	4. Change the Size of the bullet by changing the percentage in relation to the text.	
	5. Choose a color for the bullet from the Color menu. Click More Colors for a larger selection.	
	6. Select one of the bullet types shown and click OK. Or click the Picture button to view the Picture Bullet window. Select one of the bullets and click OK. Or click the Character button to select any character from the fonts on the computer. Select a symbol font such as Wingdings or Webdings from the Bullets from drop-down menu for the best selection of icons. Click on the characters in the grid to see them larger. Click OK when you have chosen the bullet you want to use.	

25.	You can use the mail merge wizard to create a MS-Word, MS-Excel or Access database data source.	4
	Follow the given steps as mentioned below:	

You can use the mail merge wizard to create a MS-Word, MS-Excel or Access database data source.

Follow the given steps as mentioned below:

    I.   Create the main document or open existing document.
    II.   Select "Type a new list" from the "Select Recipients" dialog box. Then select "Create" option.
    III.   A dialog box appears to create a list with new set of data.
    IV.   You can start entering data to the respective fields.
    V.   When you finish specifying the required data fields. Click "Ok". The "Save As" dialog box appears.
    VI.   Locate the folder that you want to save the data source in, type a file name and then click "Sava As" dialog box.

OR

To edit the existing data records in the data source file, follow these steps:

1. Open the data source file and then select Use an exiting list option from the Select Recipients dialog box displayed in step 3 of the Mail Merger Wizard. The toolbar will appear on the screen.
2. Now click on the Browse option to display the Select Data Source dialog box. Now search the folder where you have stored the data file which you want to use and the click on Open button to access the data file.

3. You can open various data file format such as Access database, Excel files, Word File, Rich Text format etc.
4. Once the data file is selected, based of the type of data file is selected, Mail Merger will ask you to define how to distinguish between data fields and data record.
5. Once it is done, the data file will be loaded in to Mail Merger and you can now click on Edit Recipient List button to be able to edit the list as per your requirement.
6. To locate a data record that you want to change, move to the record number you want change its contents by clicking the arrow keys or typing the record number; or click Find, and then search for information that you know the record contains.
7. Edit the records that you want to change and save the changes.