Sample Question Paper 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 7** Multiple Choice type questions (MCQs) carrying 1 mark each. Select and write the most appropriate option out of the four options given in each of these questions.
 - **b.** Q.No. 8 to 17 0 Objective type questions. Q.No. 8 to 10 carry 02 marks each (with 2 sub-parts of 1 mark each) and Q.No. 11 to 17 carry 01 marks each. 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.

d. Section B offers internal choices for some questions. Attempt only one of the given choices in such questions

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

2.	Which of the following is not a valid data type in MS Excel?				
	A. Number				
	B. Character				
	C. Label				
	D. Date/Time				
3.	Which of the following is not a valid function in MS-Excel?	1			
	A. SUM() B. COUNT()				
	C. SUBTRACT() D. COUNTA()				
4.	Which is not a formatting style?	1			
	A. Bold				
	B. Italic				
	C. Underline				
	D. Regular				
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				
6.	What type of chart is useful for comparing parts of a whole?	1			
	A. Pie chart B. Column Chart				
	C. Line Chart D. Dot Graph				
7.	Short cut key for Print is :	1			
	A. $Ctrl + Y$ B. $Ctrl + X$ C. $Ctrl + V$ D. $Ctrl + P$				
8.	In the questions given below, there are two statements marked as Assertion (A) and Reason(R). Choose the correct option out of th choices given below in each question:	e 2			
	(i). Assertion: In MS Word when the text reaches to right hand m it automatically gets shifted to the new line.	iargin,			

	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	
9.	State True of False:	2
	1. End key moves the cursor to the beginning of a line.	
	2. Backspace key deletes the character to the left of the cursor.	
10.	Fill in the blanks:	2
	i. Shortcut key for Cut is	
	ii. Shortcut key for Copy is	
11.	Fill in the blank	1
	document. key(s) should be pressed to go to the top of the	
12.	All formulas in MS Excel must begin with sign.	1
13.	MS Word is a software.	1

14.	What is the shortcut key for opening a blank new document?	1	
15.	Which bar is used for quick access to commonly used commands and tools?		
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

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S No		Distribution of Marks	Marks
1.	A. Format Menu	1	1
2.	B. Character	1	1
3.	C. SUBTRACT()	1	1
4.	D. Regular	1	1
5.	C. Moving the cursor to top of the page	1	1
6.	A. Pie chart	1	1
7.	A. Ctrl + P	1	1
8.	i. a ii. a	1x2	2
9.	 False True 	1x2	2
10.	i. $Ctrl + X$ ii. $Ctrl + C$	1x2	2
11.	Ctrl + Home	1	1
12.	=(equals to)	1	1
13.	Word processing	1	1
14.	Ctrl + N	1	1
15.	Tool Bar	1	1
16.	Formatting Tool Bar	1	1
17.	Datasheet	1	1
18.	The process of input, output, processing and storage is performed under the supervision of Control unit.	1x2	2
	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.		

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.	1x2	2
	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.		
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.	1x2	2
	Ex: A list of names and addresses for a form/ letter you want to send to number of clients or other people.		
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.	1x2	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.	1x2	2
	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.		
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. 	1x3	3
24.	 There are 9 different slide layouts available . They are as follows: Title slide: This option is useful for beginning a presentation. Title and Content: Anytime you need to make list of things that fall underneath a general subject, title and content layout can be used. Section Header: This option is useful for making a major section within the presentation. Two Content: This option is useful for putting different elements or text boxes. Comparison: This is useful option for doing pro/con lists. Title only: This option is great for beginning of a presentation. No subtitles are included in this layout. Blank: Use this layout if you want a blank slide formatted according to the master slide. Content with caption Picture with caption Picture with caption Choose the Bullets or Numbering from the Home → Paragraph menu bar. Choose a color for the bullet from the Color menu. Click More Colors for a larger selection. 	1x3	3

	6. Se Ol Pi an se co W dr Cl lai bu	elect one of the bullet types shown and click K. Or click the Picture button to view the cture Bullet window. Select one of the bullets d click OK. Or click the Character button to lect any character from the fonts on the mputer. Select a symbol font such as ingdings or Webdings from the Bullets from op-down menu for the best selection of icons. ick on the characters in the grid to see them rger. Click OK when you have chosen the illet you want to use.		
25.	You can u MS-Word	, MS-Excel or Access database data source.	1x4	4
	Follow th	e 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 follow the	e existing data records in the data source file, ese steps:		
	1. 2.	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. 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.	