

## Data Entry Operations 336

Time 2.00 hrs

M.M. 40

**Note:**

- i. This question paper consists of 24 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 19** – Very Short questions carrying 02 marks each to be answered in the range of 30 to 50 words.
  - b. **Q.No. 20 to 23** – Short Answer type questions carrying 03 marks each to be answered in the range of 50 to 80 words.
  - c. **Q.No. 24** – Long Answer type questions carrying 04 marks each to be answered in the range of 80 to 120 words.

<b>S No</b>		<b>Marks</b>
<b>SECTION - A</b>		
1.	Long text can be broken down into many lines within a cell. You can do this through A. Wrap Text in Format >> Cells B. Justify in Edit >> Cells C. Text Wrapping in Format >> Cells, Layout tab D. All of above	1
2.	How can you update the values of formula cells if Auto Calculate mode of Excel is disabled? A. F8      B. F9      C. F10      D. F11	1



7.	<p>Short cut key for Redo is :</p> <p>A. Ctrl + Y  B. Ctrl + X  C. Ctrl + V  D. Ctrl + Z</p>	1
8.	<p>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):</p> <p>(i). Assertion: In MS Word when the text reaches the right hand margin, it automatically gets shifted to the new line.  Reason: It is the Text Wrap feature available in word processor.</p> <p>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 &amp; R are false</p> <p>(ii). Assertion: Writer is application software.  Reason: Application software is software which performs specific tasks for an end user.</p> <p>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 &amp; R are false</p> <p>(iii). Assertion: Cropping means to remove unwanted area from an image.  Reason: Drawing tools are used to create graphics like rectangles, circles, etc..</p> <p>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 &amp; R are false</p> <p>(iv). Assertion: Writer is a word processing software.  Reason: Style is a set of text formatting characteristics such as font size, colour and alignment.</p> <p>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 &amp; R are false</p>	2

9.	State True or 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.	In MS Word, _____ help to set tabs, to set indents and to change page margins	1
14.	Answer any one of the following: (i). What is the command to move selected text from one place to another? OR (ii). What is the command to copy selected text from one place and paste it to another place?	1
15.	Which bar is used for quick access to commonly used commands and tools?	1
16.	Which bar is used for the border and pattern tab in MS-Excel?	1
17.	The intersection of row and column is called a _____.	1
<b>SECTION -B</b>		
18.	(i)What is the difference between System Software and Application? OR (ii)What is Computer language and its classification?	2

19.	<p>Deepanshu was teaching “Basics of Computer” to his friend Rahul. He asked about the part/unit of the CPU after stating its description. Help Rahul to name the Part/ Unit of CPU</p> <p>a. which is responsible for addition, subtraction, multiplication, division, logic and comparison.</p> <p>b. which takes care of step – by – step processing of all operations inside the computer.</p>	2
20.	<p>(i)Write the names of input devices and output devices (3 each)</p> <p>OR</p> <p>(ii)Name any three high level programming languages.</p>	3
21.	Write any three applications of mail merge.	3
22.	Explain different types of documents in mail merge.	3
23.	<p>Expand the following: (Any three)</p> <p>a. FTP</p> <p>b. HTML</p> <p>c. SMTP</p> <p>d. POP</p> <p>e. WWW</p>	3
24.	<p>(i) 1.What is a web browser? Write the names of any two commonly used web browsers.</p> <p>2.What do you mean by a search engine? Mention two available search engines available on the Internet.</p> <p>OR</p> <p>(ii)Explain the different types of connections available to get connected to the Internet.</p>	4

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#### Marking scheme

<b><u>S No</u></b>		<b><u>Marks</u></b>
1.	A. Wrap Text in Format >> Cells	1
2.	B. F9	1

3.	<ul style="list-style-type: none"> <li>i. C. SUBTRACT()</li> <li>ii. C. IF()</li> </ul>	1
4.	C. Strikethrough	1
5.	B. Moving the cursor one page down	1
6.	<ul style="list-style-type: none"> <li>i. A. Pie chart</li> <li>ii. C. Line Chart</li> </ul>	1
7.	A. Ctrl + Y	1
8.	<ul style="list-style-type: none"> <li>i. a</li> <li>ii. a</li> <li>iii. b</li> <li>iv. b</li> </ul>	2
9.	<ul style="list-style-type: none"> <li>1. False</li> <li>2. True</li> <li>3. True</li> <li>4. True</li> </ul>	2
10.	<ul style="list-style-type: none"> <li>i. Ctrl + X</li> <li>ii. Ctrl + C</li> <li>iii. Ctrl + V</li> <li>iv. Ctrl + Z</li> <li>v. Ctrl + Y</li> </ul>	2
11.	<ul style="list-style-type: none"> <li>i. Ctrl + Home</li> <li>ii. F5</li> </ul>	1
12.	=(equals to)	1
13.	Ruler	1
14.	<ul style="list-style-type: none"> <li>1. Cut and Paste</li> <li>2. Copy and Paste</li> </ul>	1
15.	Tool Bar	1
16.	Formatting Tool Bar	1
17.	Cell	1

18.	<b>S. No.</b>	<b>System Software.</b>	<b>Application Software.</b>	2
	1	System Software are sets of Programs , responsible for running the computer, controlling various operations of computer systems and management of computer resources.	On other hand Application Software is the type of software which are written to perform specific tasks.	
	2	In general System software are developed in low level language which is more compatible with the system hardware in order to interact with.	While in case of Application software high level language is used for their development as they are developed as some specific purpose software.	
	3	System software is used for operating computer hardware.	On other hand Application software is used by user to perform specific task.	
	4	System software are installed on the computer when operating system is installed.	On other hand Application software are installed according to user's requirements.	
	5	Operating Systems- UNIX, Linux, Windows	Ms Word, Excel, DBMS	
	<p>OR</p> <p>Languages are a means of communication. Normally people interact with each other through a language. On the same pattern, communication with computers is carried out through a language. This language is understood both by user and the machine. Just as every language like English, Hindi has its grammatical rules; every computer language is bound by rules known as SYNTAX of that language. The user is bound by that syntax while communicating with the computer system.</p> <p>Computer languages are broadly classified as:</p>			

	<p>1. Low Level Language: The term low level means closeness to the way in which machine understand.</p> <p>2. High Level Language: Low level language requires extensive knowledge of the hardware since it is machine dependent. To overcome the limitation, high level language has been evolved which uses normal English like, easy to understand statements to solve any problem. Higher level languages are computer independent and programming becomes quite easy and simple.</p>	
19.	<p>a. Arithmetic Logic Unit (ALU)</p> <p>b. Control Unit (CU)</p>	2
20.	<p>Input Devices: Keyboard, Mouse, Light Pen, Microphone, Track ball, Touch Screen, Scanner</p> <p>Output Devices: Monitor, Printer, Plotter, Speaker</p> <p>OR</p> <p>BASIC, COBOL, FORTRAN, C, C++(any three)</p>	3
21.	<p>MAIL MERGE: It can be used to create personalized messages automatically for document such as:</p> <ul style="list-style-type: none"> <li>• Marketing emails</li> <li>• Envelopes</li> <li>• Mailing labels</li> <li>• Newsletters</li> <li>• Custom catalogues</li> <li>• Form letters and more!</li> </ul>	3
22.	<p><b>a. MAIN DOCUMENT:</b> The personalized document (standard letter, envelope or mailing label) is known as main document.</p> <p><b>b. DATA SOURCE:</b> It is the file that contains the names and addresses or any other information.</p> <p><b>c. MERGE DOCUMENT:</b> When you merge the main document with data source a third document is known as merge document</p>	3



23.	<ul style="list-style-type: none"> <li>a. FTP : FILE TRANSFER PROTOCOL</li> <li>b. HTML: HYPER TEXT MARKUP LANGUAGE</li> <li>c. SMTP: SIMPLE MAIL TRANSFER PROTOCOL</li> <li>d. POP: POST OFFICE PROTOCOL</li> <li>e. WWW: WORLD WIDE WEB</li> </ul>	3
24.	<p>(i) A web browser is the software program , used to access the World Wide Web.</p> <p>E.g. Internet Explorer, Netscape Navigator, Mozilla Firefox, Google Chrome etc.</p> <p>(ii) A search engine is a program designed to help find information stored on computer system such as a World Wide Web or a personal computer.</p> <p>E.g. Google, Yahoo, MSN Search, Ask Jeeves, Alta Vista, Bing etc.</p> <p>OR</p> <p>There are many ways to get connected to the Internet. You can get internet connection in any of the following ways:-</p> <ul style="list-style-type: none"> <li>i. Through dial-up connection: user is supposed to get connected to the internet after dialing up the number used for connection. This is useful if your network is either confined to small group of computers or for a single PC.</li> <li>ii. Through leased lines: in this a dedicated line is laid specifically for connection.</li> <li>iii. Through broadband: in this you can get a broadband connection which provides a high bandwidth for the internet connection. This also provides a good speed.</li> </ul>	4