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

Roll No. | | | | | | | | | | | | |

Code No. 51/SS/O

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. **51/SS/O, 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) Shortcut Key _____ is used to select the entire document.

(ii) 0's and 1's in Machine language are known as _____ number.

(iii) _____ name is also called Domain name in E-mail address.

(iv) Keyboard is an _____ Device.

(v) BASIC stands for _____.

(vi) _____ and _____ in Machine language are known as Binary number.

(vii) Shortcut key _____ is used to Bold a word.

(viii) Plotters usually come in 2 designs, _____ and Drum.

(ix) SMPT stands for _____ Mail Transfer Protocol.

(x) _____ connections are provided by the Internet Service Providers of your locality.

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

(i) Light Pen is an Output Device.

(ii) The cell address B4 denotes column 4 and Row B.

(iii) Under Page Layout Menu you can print the file.

(iv) Windows 7 is an Operating System.

(v) AltaVista is a search engine.

(vi) Payroll packages are customized packages.

(vii) The use of scrollbars is to set margins in a document.

(viii) Only Bar Charts can be drawn in Worksheet.

(ix) To change the data format select the number tab from the format cells window.

(x) Formula in a worksheet must begin with > (greater than) symbol sign.

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

(a) My Computer

(b) Font Face

(c) Cell Range.

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

(a) SUMIF( ) in Worksheet

(b) Track Ball

(c) SMTP

(d) Title Case

(e) Merge Document.

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

(a) Surface Charts and Area Charts

(b) Uploading and Downloading of the files

(c) ALU and CPU

(d) Font Face and Font Size

(e) Website and URL.

6 Answer the following :

(a) What is page formatting ? List any 3 features/options used for page formatting and explain any 2 features/options in detail. **4**

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

	A	B	C	D
1	100	200	20	50
2	500	10	10	2
3	100	20	10	2
4	200	50	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).