

This Question Paper consists of 24 questions and 5 printed pages.

इस प्रश्न-पत्र में 24 प्रश्न तथा 5 मुद्रित पृष्ठ हैं।

Roll No.
अनुक्रमांक

--	--	--	--	--	--	--	--	--	--	--	--

Code No. 71/SS/336
कोड नं.

SET/सेट-

A1

DATA ENTRY OPERATIONS (Theory)
डाटा एंट्री ऑपरेशन्स (सिद्धांत)
(336)

Day and Date of Examination :

(परीक्षा का दिन व दिनांक)

Signature of Invigilators :

(निरीक्षकों के हस्ताक्षर)

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. Answer for questions like matching, True or False, Fill in the blanks, etc., are to be given in the Answer-Book.
5. Write your Question Paper Code No. 71/SS/336, Set - **A1** on the Answer-Book.

सामान्य अनुदेश :

1. परीक्षार्थी प्रश्न-पत्र के पहले पृष्ठ पर अपना अनुक्रमांक अवश्य लिखें।
2. कृपया प्रश्न-पत्र को जाँच लें कि प्रश्न-पत्र के कुल पृष्ठों तथा प्रश्नों की उतनी ही संख्या है जितनी प्रथम पृष्ठ के सबसे ऊपर छपी है। इस बात की जाँच भी कर लें कि प्रश्न क्रमिक रूप में हैं।
3. उत्तर-पुस्तिका में पहचान-चिह्न बनाने अथवा निर्दिष्ट स्थानों के अतिरिक्त कहीं भी अनुक्रमांक लिखने पर परीक्षार्थी को अयोग्य ठहराया जायेगा।
4. ऐसे प्रश्न जैसे मिलान करना, सही अथवा गलत, रिक्त स्थान भरो आदि के उत्तर, उत्तर-पुस्तिका में लिखें।
5. अपनी उत्तर-पुस्तिका पर प्रश्न-पत्र का कोड नं. 71/SS/336, सेट - **A1** लिखें।

DATA ENTRY OPERATIONS (Theory)

(336)

Time : 2 Hours]

[Maximum Marks : 40

- Notes :**
- (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 **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.
 - (b) Q. No. **9** to **17** - Objective type questions. Q. No. **9** to **10** carrying **02** marks each (with **2** sub parts of **1** mark each) and Q. No. **11** to **17** carries **01** mark each.
 - (v) **Section - B consists of :**
 - (a) Q. No. **18** to **19** - Very Short type 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.

NOTE :

- (1) Answers of all questions are to be given in the Answer-Book given to you.
- (2) **15** minutes time has been allotted to read this question paper. The question paper will be distributed at **02.15** p.m. From **02.15** p.m. to **02.30** p.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

SECTION - A

1. Which function returns the arithmetic mean of the given set of values ? 1
 (A) MAX () (B) MEAN () (C) AVERAGE () (D) MIN ()

2. Which of these is a single media file including sound, animation, art or movie ? 1
 (A) Smart art (B) Graphic art (C) Clip art (D) Word art

3. From which of the following tabs, you can select chart type option ? 1
 (A) Formulas (B) Page Layout (C) Insert (D) Review

4. Which shortcut key is pressed to cut the text ? 1
 (A) CTRL + X (B) CTRL + A (C) CTRL + I (D) SHIFT + I

5. These lists are created using Indent buttons : 1
 (A) Nested lists (B) Format lists
 (C) Alphabetic lists (D) Members lists

6. Block arrows, stars and banners, two and three dimensional shapes, connectors, etc., are categories of _____, which can be found under Insert tab : 1
 (A) Auto shapes (B) All shapes
 (C) Shapes (D) Designs

7. _____ case capitalizes the first letter of the first word in each sentence : 1
 (A) Lower (B) Upper (C) Sentence (D) Title

8. In the questions given below two statements are marked as **Assertion (A)** and **Reason (R)**. Choose the correct option in support of your answer from the options given below each question : 2
 - (i) **Assertion (A)** : The default is single line spacing and it depends on the size of the font characters.
Reason (R) : Line spacing determines the height of each line of text in the paragraph.
 (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 (A) and (R) are false.
 - (ii) **Assertion (A)** : Arial and Times New Roman are examples of Font face families.
Reason (R) : Font is the basic type face in which your words are displayed and each font family has a specific way of formatting individual letters.
 (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 (A) and (R) are false.

9. State True / False for the following : 2
(a) To delete a large selection of text, highlight it and press SHIFT key.
(b) Bold, Italics are examples of Font style.
10. Fill in the blanks : 2
(a) By pressing _____ keys, you can select entire document at a time.
(b) A font size is measured in _____ which is 1/72 of an inch.
11.  is the icon which represents the _____ tab stops. 1
12. _____ allow you to present data entered into the worksheet in a visual format using a variety of graph types. 1
13. _____ and _____ colours are used to indicate words with spelling and grammar mistakes in word document. 1
14. Write any one of the unit of measurements used for before and after spacing given for each paragraph. 1
15. Name any two types of charts. 1
16. Which lists are often used to bring main points to a reader's attention ? 1
17. When a data is entered in a cell whose column name is P and row number is 15, then the cell address will be _____. 1

SECTION - B

18. (i) What is the difference between a generalised package and a customised package ? 2
OR
(ii) Define memory system in a computer and give one example of each memory type.
19. Rajesh Sir was teaching computer subject to 6th class students and one day the topic was Input devices. At the end of the class he asked the students following two questions. Please answer. 2
(a) Name an input device that takes voice as input.
(b) Name an input device which accepts input through touch electronic buttons displayed on the screen.

20. Name the following : 3
- (i) (a) This is a low level language in which programs are written in the form of 0's and 1's.
 - (b) These programs are system software and bridge the gap between the functionality of operating system and the users' needs.
 - (c) It is an electromechanical hand held input device used as a pointer.
- OR**
- (ii) (a) It is a process of entering data and programs into the computer system.
 - (b) This high level language was previously developed for solving mathematical and scientific problems.
 - (c) This is an output device which can produce hard copy.
21. Write the steps for creating data source using mail merge helper. 3
22. What are three options available under select starting document process in Mail Merge ? Explain briefly. 3
23. Name these : 3
- (a) It is a free E-mail service available on the Internet and a product of google company.
 - (b) It is a network protocol used on the Internet or LAN connections to remotely access and control a computer or network device.
 - (c) It's first page is called as Home page.
24. (i) Define the following terms : 4
- (a) TCP / IP
 - (b) HTML
- (ii) Explain how data is transferred over the Internet.

- o o o -