

This Question Paper consists of 25 questions and 4 printed pages.

Code No. **71/S/229/E1/E**

Roll No.

[illegible]

DATA ENTRY OPERATIONS

Serial No.

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 the 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. For the objective-type of questions, you have to choose **any one** of the four alternatives given in the question i.e. (A), (B), (C) or (D) and indicate your correct answer in the Answer-Book given to you.
4. All the questions including objective-type questions are to be answered within the allotted time and no separate time limit is fixed for answering objective-type questions.
5. 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.
6. Candidate will not be allowed to take Calculator, Mobile Phone, Bluetooth, Earphone or any such electronic devices in the Examination Hall.
7. In case of any doubt or confusion in the Question Paper, the English version will prevail.
8. Write your Question Paper Code No. **71/S/229/E1/E** on the Answer-Book.
9. (a) The Question Paper is in English/Hindi medium only. However, if you wish, you can answer in any one of the languages listed below :
English, Hindi, Urdu, Punjabi, Bengali, Tamil, Malayalam, Kannada, Telugu, Marathi, Odia, Gujarati, Konkani, Manipuri, Assamese, Nepali, Kashmiri, Sanskrit and Sindhi.
You are required to indicate the language you have chosen to answer in the box provided in the Answer-Book.
- (b) If you choose to write the answer in the language other than Hindi and English, the responsibility for any errors/mistakes in understanding the questions will be yours only.

71/S/229/E1/E]

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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 2.15 p.m. From 2.15 p.m. to 2.30 p.m., the students will read the question paper only and will not write any answer on the Answer-Book during this period.

**DATA ENTRY OPERATIONS
(229)**

Time : 2 Hours]

[Maximum Marks : 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 Questions 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 are Objective type questions. Q. No. 8 to 10 carrying 2 marks each. (with 2 sub-parts of 1 mark each). and Q. No. 11 to 17 carrying 1 mark each. Attempt these questions as per the instructions given for each of the questions.
- (v) Section B consists of
- (a) Q. No. 18 to 22 (Very Short Answer type questions carrying 2 marks each) to be answered in the range of 30 to 50 words.
 - (b) Q. No. 23 and 24 (Short Answer type questions carrying 3 marks each) to be answered in the range of 50 to 80 words.
 - (c) Q. No. 25 (Long Answer type questions carrying 4 marks) 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.



SECTION - A

1. Copying formulas in Excel helps to? [1]
(A) Increase file size (B) Save time and reduce errors
(C) Delete data (D) Change formatting
2. Which symbol is used to make a cell reference absolute in Excel? [1]
(A) @ (B) #
(C) \$ (D) &
3. Which key is used to delete text to the left of the cursor? [1]
(A) Delete (B) Backspace
(C) Enter (D) Shift
4. Which option removes text from its original position? [1]
(A) Copy (B) Paste
(C) Cut (D) Undo
5. Which option is used to find a word in a document? [1]
(A) Replace (B) Find
(C) Go To (D) Select
6. Worksheet formatting is used to: [1]
(A) Delete data (B) Improve the appearance of data
(C) Change formulas (D) Print worksheets only
7. Which tab used to add a new slide in PowerPoint? [1]
(A) Insert (B) Design
(C) Home (D) View
8. In the following questions two statement marked as Assertion (A) and Reason (R) are given Choose the correct out of the options given below in each question. [2]
(i) Assertion (A) : Input devices are used to enter data into the computer.
Reason (R) : Keyboard and mouse are input devices.
(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
(ii) Assertion (A) : A keyboard is an input device.
Reason (R) : It is used to type letters, numbers and symbols.
(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
9. Fill in the blanks: [2]
a) The alignment that makes text even on both left and right margins is called _____.
b) The space between lines of a paragraph is known as _____.



10. State true and false : [2]
a) Speakers are used to hear sound from the computer.
b) Monitor displays text, pictures and videos.

11. Fill in the blanks : [1]
The shortcut key to underline text is _____.

12. The alignment that places text in the center of the page is _____ alignment. [1]

13. The function used to add values in a range of cells is _____. [1]

14. A function in Excel always begins with the _____ sign. [1]

15. The shortcut key used to center a paragraph is _____. [1]

16. The first line of a paragraph can be moved inward using _____ indent. [1]

17. Formulas are used to perform _____ on data. [1]

SECTION - B

18. Write the definition of Presentation. Name any two presentation software? [2]
OR
Explain any two features of normal view?

19. What is Memory Unit? What are type of Memory unit? [2]

20. What is Computer Organization? [2]

21. What is Normal View in PowerPoint? [2]

22. What is Merge cells in Excel? [2]

OR

Why do we use Merge Cells?

23. What is a keyboard, Describe it's various types of keys on a keyboard? [3]

24. What is installed template in Presentation? Describe its various features. [3]

OR

Write the steps to apply a design template. What are the benefits of using design template?

25. What is Mail Merge in word processing? What are the types of documents that can be generated in Mail Merge? [4]

OR

What is mail merge? Discuss the various components of mail merge.

