

This Question Paper consists of 11 questions and 4 printed pages.

Roll No. 

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Code No. **68/ACV/O**

SET 

A
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## CERTIFICATE IN DATA ENTRY OPERATIONS (Theory) (632)

Day and Date of Examination : \_\_\_\_\_

Signature of Invigilators : 1. \_\_\_\_\_

2. \_\_\_\_\_

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### 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.
5. Write your Question Paper Code No. **68/ACV/O-A** on the Answer-Book.



# CERTIFICATE IN DATA ENTRY OPERATIONS (Theory)

## (632)

Time : 2 Hours ]

[ Maximum Marks : 30

### Notes :

- (i) This question paper consists of **11** questions in all.
- (ii) All questions are **Compulsory**.
- (iii) Marks are given against each question.

### 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.

**Note :** All questions are **compulsory** and carry marks as indicated against each question.

1. Expand the following terms : 1/2x4=2  
(a) CPS (b) VDU (c) Bcc (d) POP
2. Define the following terms : 1/2x5=2 1/2  
(a) Panel (b) Password (c) Insertion point  
(d) Spilt forms (e) Title and Content
3. Describe the following words : 1/2x5=2 1/2  
(a) Numbered and Bulleted list (b) Task Bar (c) Max () Function  
(d) Text Data type (e) Design Template
4. Write the short notes on the following : 2x2=4  
(a) Font Style (b) Viewing file Details
5. Differentiate between the following : 2x2=4  
(a) Installing Software and Removing Software  
(b) Deleting Text and Replacing Text
6. Mrs. Minisha is learning the internet and she is not aware of how to connect with a website. 2  
Write the steps to help her for connecting the website.
7. Solve the given expressions based on the given information : 2  
(a) If  $A1 = 20$ ,  $B1 = 60$ ,  $C1 = 30$  and  $D1 = 40$  then find the result of the expression  $((A1 \cdot D1)/2) + ((B1 \cdot C1)/6)$ .  
(b) If  $M1 = 2$ ,  $N1 = 3$  and  $P1 = 5$  Then what will be the result of the expression ?  $((M1 \cdot N1 \cdot P1)/5)$
8. Write the steps for inserting a new text box in a slide. 2



9. Following text is provide to you. Write the steps to perform the desired task given after the text : 1+1+1=3

**Family Values :**

The culture of nuclear families is in fashion. Parents are often heard complaining about the difficulties in bringing up children these days. Too much of freedom in demand, too much independence; overnight parties; excessive extravagance, splurging pocket money; no time for studies and family all this is a common cry of such families. Aren't parents, themselves, responsible for this pitiful state ? The basic need of a growing youth is the family, love, attention and bonding along with moral values. One should not forget that 'charity begins at home'.

- (a) To add border on four sides of this paragraph.
- (b) To change line spacing from single to double.
- (c) To add a Heading to this paragraph as disadvantages of a Nuclear family and make it bold and center aligned.
10. After going through the following worksheet, perform the tasks are given below : 1+1+1=3

	A	B	C	D	E	F
1	Resource Person	Remuneration	Per KM	TotalKM_covered	Conveyance Charges	Total Bill
2	Naveen Gupta	2500	16	67		
3	Abdul Hassan	2500	16	98		
4	John Milota	5000	16	78		
5	Daisy Shah	2500	16	90		
6						
7						
8						

- (a) Write the formula in E2 cell so that Conveyance Charges can be calculated as PerKm × TotalKM\_covered.
- (b) Write the formula in cell F2 to Calculate the Total Bill which is Conveyance charges + Remuneration.
- (c) Write the function to print the sum of Total Amount in cell F6.



11. After the going through the Database Table, perform the tasks as given below :

1+1+1=3

BNO	Brand	Date of Purchase	Model Number	Amount
B001	ACER	23-09-2021	CX1090	54000
B002	HP	24-05-2022	DX8912	45000
B003	Sony	15-10-2021	C123D3	39000
B004	Lenovo	15-10-2018	EX9012	37000
B005	MAC Book	14-06-2018	ER0098	38000
B006	ACER	12-02-2021	CX10121	53000

- (a) Choose the appropriate column which can be made primary key.
- (b) Write the data type for Date of Purchase and Model Number Column.
- (c) Write the steps to save the query.

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