

Roll No.

Code No. 64/ACV/O

Set -



DATA ENTRY OPERATIONS

(632)

Time allowed : 2 Hours]

[Maximum Marks : 30

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

1. Expand the following terms : $\frac{1}{2} \times 4 = 2$
 - (a) DMP
 - (b) CPS
 - (c) WWW
 - (d) URL

2. Define the following : $\frac{1}{2} \times 5 = 2 \frac{1}{2}$
 - (a) Joystick
 - (b) Font Style
 - (c) Search Bar
 - (d) Title only
 - (e) Autosum

3. Describe the following : $\frac{1}{2} \times 5 = 2 \frac{1}{2}$
 - (a) Text Colour
 - (b) Quit a program
 - (c) Min() Function
 - (d) Object Tab
 - (e) Changing Slide Layout

4. Write short notes on the following : $2 \times 2 = 4$
 - (a) Control Panel
 - (b) Auto Number

5. Differentiate between the following : 2×2=4
- (a) Machine Language and Assembly Language
 - (b) Header and Footer
6. Rekha is new to the E-mailing System; she got a new mail in her inbox and now she wants to reply to the mail. Write the steps to do the same. 2
7. If A1=2, B1=3, C1=1 and D1=4, write down the steps to calculate the value of the following expression : 2
- (a) =A1^4+4-B1*C1*3
 - (b) =AVERAGE (A1:D1)
8. How do you change the amount of space between lines in a text box ? 2
9. The following text is provided to you. Write the steps to perform the desired task given after the text : 1+1+1=3

Independence Day

Independence and individuality both need to be respected, to maintain the sanctity of family. Children today are to be handled with tact to bridge the ever-widening generation gap. Only the reasonable demands need to be fulfilled, as there are too many expenses to be met and too many social obligations to be taken care of by the parents. Our forefathers lived happily in joint families. Children loved to live with their cousins, learnt to adjust within means. There was perfect harmony between the generations. There never existed the concept of old-age homes. There was deep respect for the family elders and love, care, and concern for the youngsters. Even the minor family differences were solved amicably.

- (a) To correct the grammar.
- (b) To save the document.
- (c) To add the page number.

10. After going through the following worksheet, perform the tasks as 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						

- Write the formula in E2 cell so that Conveyance Charges can be calculated as $\text{PerKM} \times \text{TotalKM_covered}$.
 - Write the formula in cell F2 to calculate the Total Bill which is $\text{Conveyance Charges} + \text{Remuneration}$.
 - Write the function to print the sum of Total Bill in cell F6.
11. After going through the Database Table, perform the tasks as given below : $1+1+1=3$

BNO	Brand	DateofPurchase	ModelNumber	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

- Choose the appropriate column which can be made primary key.
- Write the datatype of DateofPurchase and ModelNumber Columns.
- Write the steps to save the query.