

SOLVED ASSIGNMENT ANSWERS (2023-2024)

Data Entry Operations (336) Tutor Marked Assignment

1. Answer any one of the following:

A.) Ramesh has created one birthday wishes card for Surbhi and named it “SURBHI” and kept this under another folder “BIRTHDAY”. Now he also want to have similar card for Rahul(Content will remain same). Write down the steps to make a copy of the file “Surbhi” and name it “Rahul”.

Answer: To create a copy of the birthday wishes card for Surbhi and name it Rahul, Ramesh can follow these steps:

Using File Explorer (Windows)

- 1) **Navigate to the Folder:**
 - Open File Explorer.
 - Go to the folder named "BIRTHDAY" where the file "SURBHI" is located.
- 2) **Copy the File:**
 - Right-click on the file named "SURBHI".
 - Select "Copy" from the context menu.
- 3) **Paste the File:**
 - In the same "BIRTHDAY" folder, right-click on an empty space.
 - Select "Paste" from the context menu. This will create a copy of the file named "SURBHI - Copy".
- 4) **Rename the File:**
 - Right-click on the newly created file "SURBHI - Copy".
 - Select "Rename" from the context menu.
 - Type "RAHUL" and press Enter.

B) Sudhir has created a word file and named it “National Heritage” on a computer which is also shared by his siblings. Write down the steps for protecting the document as Read Only Document?

Answer: Protecting a Document from Accessing (Read Only)

With this feature you can have double protection to your document. Some times you yourself may accidentally change the format of your document. You can protect your document from being accidentally changed its format as well as from other users accessing it.

Protecting a Document as Read Only Document

Sudhir wants to protect his word file ‘National Heritage’, he must follow the following steps.

1. When the file is open, select Office Button→Save As command on the menu bar. The Save As dialog box appears. Move the cursor on the Tools tab on the down left side of Save As dialog box and click. A submenu will appear.

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2. Click on General Options. The Save dialog box opens. You will see Read only recommended check box at the left side bottom of the Save dialog box.

3. Check-mark (✓) the Read only recommended check box. Click OK on Save dialog box and then click OK on Save as dialog box.

2. Answer any one of the following:

A.) List the various steps to install new software.

Answer: Install New Software

- Click Start, click Control Panel,
- Double-click Add or Remove Programs.
- Click on Add New Programs, and then select the source where the software to be installed is located such as CD or Floppy drive
- Follow the instructions on your screen to install the software.

B.) List the steps to add a new worksheet to your workbook.

Answer: To add a new worksheet to your workbook in Microsoft Excel, follow these steps:

1. **Open Your Workbook:**
 - Open Microsoft Excel.
 - Open the workbook to which you want to add a new worksheet.
2. **Add a New Worksheet:**
 - Look at the bottom of the Excel window, where you see the sheet tabs (Sheet1, Sheet2, etc.).
 - Click on the plus icon (+) next to the sheet tabs. This will instantly add a new worksheet to your workbook.

3. Answer any one of the following:

A.) Write the keyboard shortcut keys of the following:

- Opening a new document

Answer 'Ctrl + N'

- Print Preview

Answer 'Ctrl + P'

- Apply Format Painter

Answer 'Ctrl + Shift + C' (to copy formatting) and 'Ctrl + Shift + V' (to apply formatting)

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- **Superscript**

Answer 'Ctrl + Shift + +' (Press Ctrl, Shift, and + together)

B.) Write the steps to retrieve a file from "Recycle Bin".

Answer:

The steps to retrieve a file from 'Recycle Bin'.

- To retrieve a deleted file, double-click the Recycle Bin icon on the desktop. Right-click on the file to be retrieved, and then click Restore.
- To permanently delete a file, press and hold down SHIFT and drag it to the Recycle Bin.

4. Answer any one of the following questions in about 100-150 words.

A.) What features of spreadsheets help you in making your task easier. List a few of them.

Answer:

FEATURES OF SPREADSHEETS

There are a number of features that are available in Excel to make your task easier. Some of the main features are:

1. **AutoSum** - helps you to add the contents of a cluster of adjacent cells.
2. **List AutoFill** - automatically extends cell formatting when a new item is added to the end of a list.
3. **AutoFill** - allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text. AutoFill can also be used to copy functions. You can also alter text and numbers with this feature.
4. **AutoShapes** toolbar will allow you to draw a number of geometrical shapes, arrows, flowchart elements, stars and more. With these shapes you can draw your own graphs.
5. **Wizard** - guides you to work effectively while you work by displaying various helpful tips and techniques based on what you are doing.
6. **Drag and Drop** - it will help you to reposition the data and text by simply dragging the data with the help of mouse.
7. **Charts** - it will help you in presenting a graphical representation of your data in the form of Pie, Bar, Line charts and more.
8. **PivotTable** - it flips and sums data in seconds and allows you to perform data analysis and generating reports like periodic financial statements, statistical reports, etc. You can also analyse complex data relationships graphically.
9. **Shortcut Menus** - the commands that are appropriate to the task that you are doing will appear by clicking the right mouse button.

B.) Ria created a file named "Ria" but is not able to locate it. Write steps to locate the file?

Answer: To help Ria locate the file named "Ria," she can follow these steps:

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Using File Explorer (Windows)

1. **Open File Explorer:**
 - Press Win + E on your keyboard to open File Explorer.
2. **Search for the File:**
 - Click on the search bar in the top-right corner of the File Explorer window.
 - Type "Ria" and press Enter. This will search for files named "Ria" on your computer.
3. **Check Search Results:**
 - Review the search results to locate the file. It should display the file along with its location.

Using Start Menu Search (Windows)

1. **Open Start Menu:**
 - Press the Windows key or click on the Start button.
2. **Search for the File:**
 - Type "Ria" in the search bar.
 - Check the search results to locate the file. It should display the file if it's located in any of the indexed locations.

5. Answer any one of the following questions in about 100-150 words.

A.) Write the steps for the following:

(i) To create a new file or folder

Answer: Create a new file/ folder

1. Click on Start, and then click on My Documents
2. Under File, click New and select Folder.
3. A new folder is displayed with the default name, New Folder.
4. Type a name for the new folder, and then press ENTER.
5. A new folder can also be created by right-clicking a blank area in a folder window or on the desktop, pointing to New, and then clicking Folder.

(ii) To delete a new file or folder

Answer: Delete a file or folder

1. Click on Start, and then click on My Documents
2. Click on the file or folder you want to delete.
3. Under File, click Delete.
4. Files or folders can also be deleted by right-clicking the file or folder and then clicking Delete.
5. Deleted files or folders are stored in the Recycle Bin, till they are permanently removed from the Recycle Bin.

B.) Write the steps for the following in the word document

i. To use Spelling and Grammar checker

Answer: The spelling and grammar checker, follow these steps:

1. Select button from the main tab bar or press F7 button on the key board.
2. The Spelling and Grammar dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.

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3. If the word is spelled correctly, click the Ignore button or click the Ignore All button if the word appears more than once in the document.

ii. To write page number in footer

Answer: Follow these steps to add headers and footers in the document:

1. Select **Insert**→**Header and Footer** subtask menu on the main tab bar. Click on the Header or Footer option as per the requirement.
2. On selecting **Header** option, header toolbar will appear and the top of the page will be highlighted as shown below.
3. Type the heading in the **Header** box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.

6. Prepare any one Project out of the following projects given below:

A.) A School head keeps a spreadsheet for student's data on his laptop showing their progress in three main subjects. Below is a table which shows a part of that spreadsheet:

Second Name	First Name	Gender	English	Maths	Science	Average
Allen	Jeffrey	M	72	71	52	65
Be	Sabina	F	53	80	62	62
Johal	Jatinder	M	72	61	67	67
Ke Wong	Su	F	54	81	71	71
McDonald	Calum	M	59	67	63	63
Mohammed	Ali	M	71	60	71	71
O'Neil	Michelle	F	50	49	48	48
Rowlands	Jean	F	89	91	96	92

a. Name the column which the spreadsheet has been sorted on.

Answer: The spreadsheet appears to be sorted on the **Second Name** column.

b. Write the formula which is in cell 'G4'.

Answer: To calculate the average of the values in cells D4 (English), E4 (Maths), and F4 (Science), the formula in cell G4 would be: $=\text{AVERAGE}(D4:F4)$

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c. Write steps to sort the data on Average.

Answer: To sort the data based on the Average column in Excel, follow these steps:

1. **Select the Data Range:**
 - Click and drag to select the range of cells that includes all the data you want to sort. In this case, it would be from A1 to G8.
2. **Open the Sort Dialog:**
 - Go to the "Data" tab on the Ribbon.
 - Click on "Sort".
3. **Specify Sort Criteria:**
 - In the Sort dialog box, select "Average" from the "Sort by" dropdown menu.
 - Choose the sort order (e.g., Largest to Smallest or Smallest to Largest).
4. **Execute the Sort:**
 - Click "OK" to sort the data based on the Average column.

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