

DATA ENTRY OPERATIONS (229)

SECTION - A

1. The set of programs in ROM which are activated when a computer is switched on and which activate different units of a computer are called BIOS (Basic Input/Output System).
2. What is the result of the formula=SUM(A1 : A5) if cells A1 to A5 contain the values 5, 10, 15, 20 and 25 ?

- (A) 55
- (B) 65
- (C) 75
- (D) 85

Answer: (C) 75

3. What is the primary purpose of the Format Painter tool in Microsoft Word ?
 - (A) To change the font size
 - (B) To copy formatting from one place and apply it to another
 - (C) To create hyperlinks
 - (D) To insert images into a document

Answer: (B) To copy formatting from one place and apply it to another

4. _____ sets the number format to Comma style that rounds to a whole number i.e. without any decimal places.

- (A) Comma [0]
- (B) Comma
- (C) Currency
- (D) Currency [0]

Answer: (A) Comma [0]

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5. Which chart type would you use to show trends over time ?

- (A) Pie chart
- (B) Bar chart
- (C) Line chart
- (D) Scatter chart

Answer: (C) Line chart

6. Slides can easily be ordered and sorted using Slide Sorter view.

7. Which function in MS Excel would you use to find the sum of values present in cells in a range that meet a specific criterion ?

- (A) COUNT()
- (B) COUNTIF()
- (C) COUNTBLANK ()
- (D) SUMIF()

Answer: (D) SUMIF()

8. In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Choose the correct option out of the choices given below in each question

(i) Assertion (A) : In MS Word 2007, entire document can be selected by either choosing Edit → Select All command on the menu bar or by pressing Ctrl+A keys together.
Reason (R) : Ctrl+Shift+A keys are pressed together to deselect the selected part.

- (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.

Answer: (C) (A) is true but (R) is false

19. Explain the difference between Save as file and Save as webpage in PowerPoint.

Answer:

BASIS	SAVE AS FILE IN POWERPOINT	SAVE AS WEBPAGE IN POWERPOINT
Format	Saves the presentation in .pptx or other PowerPoint formats	Saves the presentation as an HTML webpage
Purpose	Used for creating and editing presentations within PowerPoint	Converts the presentation into a web-friendly format for viewing in browsers
Accessibility	Can be opened and edited using PowerPoint software	Can be viewed using web browsers but cannot be edited in PowerPoint
File Type	.pptx, .ppt	.html, .htm
Usage	Suitable for continuing work on a presentation	Suitable for sharing presentations online

20. Explain the purpose of main document in mail merge.

Answer: The main document in a mail merge contains the text and other content that remains the same in each merged document. For example, in a form letter, the main document would contain the basic content of the letter, with placeholders for personalized details like the recipient's name and address.

21. What are plotters and where are they used ?

Answer: Plotters are specialized printers used for printing vector graphics. They are commonly used for technical drawings, maps, and architectural plans. Plotters can produce large and detailed images with precision.

22. Write steps to duplicate a slide in MS PowerPoint

Answer:

- i. Open your PowerPoint presentation.
- ii. Go to the slide you want to duplicate in the slide preview pane.
- iii. Right-click the slide.
- iv. Select Duplicate Slide from the menu.

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