

DATA ENTRY OPERATIONS(336)

SECTION-A

1. Process, cycle and hierarchy are the examples of

- a) autoshapes
- b) smartart graphics
- c) flowchart
- d) column chart

Answer: b) smartart graphics

2. Each Excel file is a workbook which can hold many

- a) worksheets
- b) cell sheets
- c) row sheets
- d) column sheets

Answer: a) worksheets

3. Answer any one of the following :

(i) What will be the value of the following function when typed in a cell? = MAX (15, 16, 2, 5, 18, 17)

- a) 18
- b) 15
- c) 17
- d) 16

Answer: a) 18

(ii) Mark the correct value for the following function : = AVERAGE (2, 3, 4, 5, 6) .

- a) 4
- b) 5
- c) 3
- d) 4.5

Answer:

4. Which is the default text alignment found in word documents?

- a) Center
- b) Right
- c) Left
- d) Justified

Answer: c) Left

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 (attempt any two) :

(i) Assertion (A) : Operating system is a system software.

Reason (R) : System softwares are those programs which are responsible for running the computer and controlling various operations.

- a) A is true but R is false
- b) A is false but R is true
- c) Both A and R are false
- d) Both A and R are true but R is not the correct explanation of A
- e) Both A and R are true and R is the correct explanation of A

Answer: e) Both A and R are true and R is the correct explanation of A

(ii) Assertion (A) : ORACLE is a generalized package user-friendly software used for database management purpose.

Reason (R) : Generalized and customized packages are two types of application software.

- a) Both A and R are true but R is not the correct explanation of A
- b) A is true but R is false
- c) A is false but R is true
- d) Both A and R are false
- e) Both A and R are true and R is the correct explanation of A

Answer: c) A is false but R is true.

9. State True or False (any two) :

(a) Ctrl + M keys are pressed together to move the text.

Answer: False

(b) For making the text center aligned, press Ctrl + C keys.

Answer: False

(c) Pressing tab key can move the cursor to the next cell.

Answer: True

(d) For undoing the mistake, immediately press Ctrl + Z keys.

Answer: True

10. Fill in the blanks (any two) :

a) Shortcut key for Find and Replace command is Ctrl + H.

b) Shortcut key for opening a file is Ctrl + O.

c) File can be saved by pressing Ctrl + S shortcut keys.

d) For right alignment of text, select the text and then just press Ctrl + R shortcut keys.

14. Answer any one of the following :

(a) Which function key is pressed to get any type of help?

Answer: F1

(b) Which function key is pressed to explicitly run spelling and grammar check facility?

Answer: F7

16. Which feature is used to fill cells with calendar months in sequence starting from January and ending on December?

Answer: AutoFill

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SECTION-B

18. Explain the importance of high-level language. Give two examples of high-level language which are used these days for programming.

Answer: You know that low level language requires extensive knowledge of the hardware since it is machine dependent. To overcome the limitation, high level language has been evolved which uses normal English like, easy to understand statements to solve any problem. Higher level languages are computer independent and programming becomes quite easy and simple.

Two examples of high-level language which are used these days for programming:

- a) **BASIC (Beginners All Purpose Symbolic Instruction Code):** It is widely used, easy to learn general purpose language. Mainly used in microcomputers in earlier days.
- b) **COBOL (Common Business Oriented language):** A standardized language used for commercial applications.
- c) **FORTRAN (Formula Translation):** Developed for solving mathematical and scientific problems. One of the most popular languages among scientific community.
- d) **C:** Structured Programming Language used for all purpose such as scientific application, commercial application, developing games etc.
- e) **C++:** Popular object oriented programming language, used for general purpose.

21. Name three ways of creating data source in mail merge.

Answer: Three ways of creating data source in mail merge:

- i. Creating a Data Source Using Mail Merge Helper
- ii. Editing Existing Data Records
- iii. Creating a Data Source Using Word Table
- iv. Using Excel Worksheet to Create a Data Source

22. Explain the steps to create a data source using an Excel worksheet.

Answer: Steps to create a data source using an Excel worksheet:

- i. Start Excel program. Open Worksheet.
- ii. Type the data field names on the top row of the worksheet. Start typing the data records from the second row.
- iii. When you finish entering all the data records, save the worksheet.
- iv. Select the data field names and data records you typed in the worksheet, and then click on Copy button in the standard toolbar. Close the file and then exit Excel program.

- v. Open Word program. Open a new document and then click on Paste button. The data will be copied to word document in a table form. Save the document. Your data source document is ready.

24. (a) Explain Telnet and FTP.

Answer:

Telnet:

Telnet is a network protocol used on the Internet or local area network LAN connections. The Telnet program runs on your computer and connects your PC to a server on the network. You can then enter commands through the Telnet program and they will be executed as if you are entering them directly on the server console. This enables you to control the server and communicate with other servers on the network. To start a Telnet session, you must log in to a server by entering a valid username and password. Telnet is a common way to remotely controlled Web servers.

FTP:

FTP or File Transfer Protocol is a commonly used protocol for exchanging files over any network that supports the TCP/IP protocol (such as the Internet or an Intranet). There are two computers involved in an FTP transfer. The first computer is an FTP server (host computer). This computer listens on the network for connection requests from other computers. Another computer (called the client) can make a connection to the FTP server by using FTP client software. Once connected, the client can do a number of file manipulation operations such as uploading files to the server, download files from the server, rename or delete files on the server and so on.

(b) Explain organizational domains and geographical domains.

Answer:

Organizational Domains

Typically, the highest level (rightmost) part of the full domain is a code indicating the type of organization to which domain belongs. There are different organizational domains indicated below:

<u>Domain</u>	<u>Purpose</u>
ac	academic institutions
com	Commercial entities
edu	Educational institutions
gov	Government institutions
net	Network resources
org	Non-profit organizations

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Geographical domains:

This represents to which country the domain belongs. This code consists of only two characters, which represent the international country codes. A few common ones are:

<u>Domain</u>	<u>Country</u>
au	Australia
in	India
jp	Japan
uk	United Kingdom
us	United States

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