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

इस प्रश्न-पत्र में 11 प्रश्न तथा 4 मुद्रित पृष्ठ हैं।

Roll No.
अनुक्रमांक

Code No. **67/ACV/A**
कोड नं०

Set/सेट **A**

CERTIFICATE IN DATA ENTRY OPERATIONS

(Theory)

(632)

Day and Date of Examination ....
(परीक्षा का दिन व दिनांक)

Signature of Invigilators   1. ....
(निरीक्षकों के हस्ताक्षर)

2. ....

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. For the objective type of questions, you have to choose any one of the four alternatives given in the question, i.e., (A), (B), (C) or (D) and indicate your correct answer in the Answer-Book given to you.

4. 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.

5. Answers for all questions, including Matching, True or False, Fill in the blanks, etc., are to be given in the Answer-Book only.

6. Write your Question Paper Code No. 67/ACV/A, Set A on the Answer-Book.

CERTIFICATE IN DATA ENTRY OPERATIONS

(Theory)

(632)

Time : 2 Hours]   [Maximum Marks : 30

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

(1) Answers of all questions are to be given in the Answer-Book given to you.
सभी प्रश्नों के उत्तर आपको दी गई उत्तर–पुस्तिका में ही लिखें।

(2) 15 minutes time have been allotted to read this question paper. The question paper will be distributed at 2:15 p.m. From 2:15 p.m. to 2:30 p.m., the students will read the question paper only and will not write any answer on the Answer-Book during this period.
इस प्रश्न-पत्र को पढ़ने के लिए 15 मिनट का समय दिया गया है। प्रश्न-पत्र का वितरण दोपहर में 2:15 बजे किया जाएगा। 2:15 बजे से 2:30 बजे तक छात्र केवल प्रश्न-पत्र को पढ़ेंगे और इस अवधि के दौरान वे उत्तर–पुस्तिका पर कोई उत्तर नहीं लिखेंगे।

1. Expand the following terms :   ½×4=2
   (a) LCD
   (b) RAM
   (c) URL
   (d) TCP

2. Define the following :   ½×5=2½
   (a) My Music
   (b) Ribbon
   (c) Name Box
   (d) OLE object
   (e) Title Slide

3. Describe the following :   ½×5=2½
   (a) Help and support
   (b) Font size
   (c) Charts
   (d) Object tabs
   (e) Normal view

4. Write short notes on the following : 2×2=4

   (a) Vertical scrollbar

   (b) Steps to create a new folder

5. Differentiate between the following : 2×2=4

   (a) Recycle Bin and Restore

   (b) Save and Save As

6. Explain the difference between download and upload. 2

7. Solve the given expressions based on the given information : 1+1=2

   (a) If X1=25, Y1=6, Z1=3 and W1=4, calculate the value of the expression X1*Y1–Z1+W1.

   (b) Given P1=8, Q1=2, R1=10 and S1=5. Compute the result of the expression (P1+Q1)*R1/S1.

8. What is the significance of 'Notes View' in PowerPoint and how can it be useful during a presentation? 2

9. The following text is provided to you. Write the steps to perform the desired tasks given after the text : 1+1+1=3

Good Behaviour

Good behaviour encompasses a spectrum of qualities that reflect positive interactions and attitudes. It involves treating others with respect, empathy and kindness, regardless of circumstances. A person with good behaviour shows consideration for others' feelings, listens actively and communicates thoughtfully. This behaviour fosters harmonious relationships, nurtures trust, and contributes to a positive atmosphere in various settings. It extends beyond politeness, encompassing honesty, responsibility and a willingness to help. Demonstrating good behaviour not only benefits individuals by building strong connections but also creates a ripple effect, inspiring others to emulate the same virtuous conduct in their interactions.

   (a) Where can you find the options to adjust page margins?

   (b) How do you insert page numbers in the header or footer?

   (c) Explain how to change the page orientation to landscape mode.

10. After going through the following worksheet, perform the tasks as given below by writing the functions' statements : 1+1+1=3

	A	B	C	D	E	F
1	OrderID	Date	Product	Quantity	UnitPrice	TotalAmount
2	201	2023-01-15	Smartphone	50	12,000	6,00,000
3	202	2023-02-02	Laptop	20	45,000	9,00,000
4	203	2023-03-18	Headphones	100	800	80,000
5	204	2023-04-09	Television	10	35,000	3,50,000
6	205	2023-05-20	Refrigerator	15	25,000	3,75,000
7	206	2023-06-08	Washing Machine	30	18,000	5,40,000

(a) How much revenue was generated from all sales?

(b) What is the average quantity sold for all products?

(c) What was the total quantity sold for products with a unit price above 25000?

11. After going through the following table, perform the tasks as given below : 1+1+1=3

Table : Products

ProductID	ProductName	Category	Price
601	Laptop	Electronics	900
602	T-shirt	Clothing	25
603	Smartphone	Electronics	700
604	Coffee Mug	Homeware	10

(a) Write the data type for the "Price" field.

(b) Identify the primary key of the "Products" table.

(c) What are the steps to create a query to retrieve products with a price less than 50?

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