This question paper consists of 11 questions and 4 printed pages.

Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐ Code No. **53/VOC/O**

Set **A**

CERTIFICATION IN DATA ENTRY OPERATIONS
(632)

Day and Date of Examination ....

Signature of Invigilators 1. ....

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 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 questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book.

6. Write your Question Paper Code No. 53/VOC/O, Set Ⓐ on the answer-book.

CERTIFICATION IN DATA ENTRY OPERATIONS

(632)

Time : 2 Hours]   [Maximum Marks : 30

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

1. Expand the following terms :   ½×4=2

  (a) CD

  (b) TLD

  (c) ISDN

  (d) ROM

2. Define the following :   ½×5=2½

  (a) Mouse

  (b) My Pictures

  (c) Office Button

  (d) Auto Number (data type-access)

  (e) Slide Sorter View

3. Describe the following briefly :   ½×5=2½

  (a) Alignment

  (b) Title Slide (PowerPoint)

  (c) Column Chart (Excel)

  (d) Index Options (Help in Windows)

  (e) Font Style

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

   (a) Task Bar

   (b) Sort Query (Access)

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

   (a) Compiler and Assembler

   (b) Print and Print Preview Option

6. Suppose examination2015@ignou.ac.in is the e-mail address. On the basis of this e-mail address, answer the following questions : 1+1=2

   (a) Identify the host name in the above e-mail Id.

   (b) Identify the user-Id in the above e-mail Id.

7. If A1=15, B2=13, C1=5, D2=3, write down the steps to calculate the value of the following formulae : 2

   (a) ((A1+B2)*C1))–D2

   (b) ((A1–D3)+B2))–C1

8. What approach would you use to make your presentation meaningful and impressive? (Mention any *two* points.) 2

9. Following text is provided to you. Perform the desired tasks given after the text : 1+1+1=3

Computers

Computers are modern electronic machines that are used for doing various programmes. The person operating the computer gives instructions and thus the computer works. A computer stores information in its memory and uses whenever it is needed.

The person gives instructions to the computer in a language that a computer understands. The most common computers are PCs. They are found in homes, schools and offices throughout the world. The main parts of a PC are a centre processor with its disk drives, keyboards, monitor, printer and a scanner. They have become important part of our lives.

Tasks :

   (a) Make the text 'Computers' in the first line bold and italics.

   (b) Make the documents with justified alignment.

   (c) Add space before each paragraph of the documents.

10. Write the steps after going through the following worksheet and perform the tasks as given below : 1+1+1=3

	A	B	C	D	E	F
1	**Computer Parts Cost Sheet**					
2	**SNo.**	**Parts**	**Cost**	**VAT**	**Total Cost**	
3	1	Mouse	300	50		
4	2	Keyboard	450	79		
5	3	Cabinet	900	90		
6	4	Processor	7000	700		
7	Total					

Tasks :

(a) Write the formula to be entered in the cell E3 to calculate the Total Cost = Cost + VAT of the first item. Also write the step(s) to copy this formula to the cells E4 to E6.

(b) Write the formula to be entered in the cell D7 to calculate the Total VAT. Also write the step(s) to copy this formula to the cell E7.

(c) Write the formula in F6 cell to find out the maximum cost of product.

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

SNO.	COURSE	FEES (1 SEMESTER)	NO. OF STUDENTS	ADMISSIONSTARTDATE
1	BBA	30000	60	15/07/2015
2	MBA	45000	45	20/09/2015
3	BCA	40000	60	23/07/2015
4	MCA	70000	30	1/08/2015

Tasks :

(a) Write down the data types and length of each field in the above table.

(b) Write the steps to create a query using query wizard to display the above data in the order given below :

COURSE   NO. OF STUDENTS   ADMISSIONSTARTDATE

(c) Write down various steps to modify the above query to display the data where **NO. OF STUDENTS** is less than 50.

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