

BASIC DATA ENTRY OPERATOR

Maximum Marks: 100

Time allowed: Two hours

1. *Answers to this Paper must be written on the paper provided separately.*
2. *You will **not** be allowed to write during the first 15 minutes.*
3. *This time is to be spent in reading the question paper.*
4. *The time given at the head of this Paper is the time allowed for writing the answers.*

5. *Attempt all questions from Section A and any four questions from Section B.*
6. *The intended marks for questions or parts of questions are given in brackets[].*

Instruction for the Supervising Examiner

Kindly read aloud the Instructions given above to all the candidates present in the Examination Hall.

This Paper consists of 11 printed pages and 1 blank page.

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Turn Over

SECTION A (40 Marks)

(Attempt all questions from this Section.)

Question 1

[20]

Choose the correct answers to the questions from the given options.

(Do not copy the question, write the correct answers only.)

- (i) _____ is the first software to run on a computer when the computer boots.
- (a) Application software
 - (b) Operating system
 - (c) System software
 - (d) Compiler software
- (ii) Which of the following is **NOT** a stress management technique?
- (a) Practicing yoga
 - (b) Regular physical exercise
 - (c) Overworking yourself
 - (d) Taking nature walks
- (iii) Which type of a Chart is most suitable to display the percentage contribution of different sales regions, to total sales?
- (a) Bar Chart
 - (b) Pie Chart
 - (c) Line Chart
 - (d) Scatter Plot

- (iv) To prevent virus attack in computer, we should _____.
- (a) regularly install updates and use antivirus software
 - (b) never shut down the computer
 - (c) only use public Wi-Fi networks
 - (d) delete files randomly to free up space
- (v) Business is related to _____ activity.
- (a) relative
 - (b) societal
 - (c) communication
 - (d) economic
- (vi) **Assertion (A):** Feedback acts as a bridge between the sender and the receiver.
Reason (R): Feedback creates a more collaborative and supportive environment.
- (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 a correct explanation of (A).
 - (c) (A) is true and (R) is false.
 - (d) (A) is false and (R) is true.
- (vii) Which of the following operations is NOT possible through a computer mouse?
- (a) Right click
 - (b) Left click
 - (c) Double click
 - (d) Middle click

- (viii) Which operating system was developed by *Apple Incorporation*?
- (a) Android
 - (b) Symbian
 - (c) Linux
 - (d) iOS
- (ix) Identify the input device from the following:
- (a) Printer
 - (b) Mouse
 - (c) Monitor
 - (d) Speaker
- (x) Which of the following is a commonly used programming language for web development?
- (a) Fortran
 - (b) HTML
 - (c) Photoshop
 - (d) Excel
- (xi) Duplication of data is called _____.
- (a) inconsistency
 - (b) consistency
 - (c) redundancy
 - (d) foreign key

- (xii) The default orientation of a page in Word / LibreOffice Writer is _____.
- (a) Portrait
 - (b) Landscape
 - (c) Book
 - (d) Table
- (xiii) Which of the following style is **NOT** offered by LibreOffice Writer / Word?
- (a) Page Style
 - (b) Frame Style
 - (c) Presentation Style
 - (d) Video Style
- (xiv) An effective communication consists of _____ stages.
- (a) four
 - (b) fourteen
 - (c) seven
 - (d) ten
- (xv) Green skills are important in today's world to _____.
- (a) increase pollution
 - (b) deplete natural resources faster
 - (c) promote sustainability and protect the environment
 - (d) encourage wasteful practices

(xvi) Pictures / Videos can be added to presentation slides and they can be edited.

(a) True

(b) False

(xvii) Which of the following is the default extension of the word file?

(a) .exe

(b) .doc

(c) .dat

(d) .ppt

(xviii) Which of the following is considered a major factor contributing to stress at work?

(a) Excessive workload

(b) Flexible working hours

(c) Supportive management

(d) Employee recognition programmes

(xix) The common cause of a stiff neck is because of _____.

(a) drinking too much water

(b) eating spicy food

(c) poor posture

(d) wearing comfortable dress

(xx) Which of the following activities is an example of a Sound Pollution?



(a)



(b)



(c)



(d)

- (a) Traffic & Loud music
- (b) Cutting Forest
- (c) Manufacturing & Domestic waste
- (d) Industrial waste

Question 2

(i) Fill in the blanks: [5]

- (a) Norton & McAfee are examples of _____ software.
- (b) The shortcut of center alignment is _____.
- (c) Header always appears at the _____ of every page.
- (d) RAM stands for _____.
- (e) The shortcut of print option is _____.

- (ii) Write True or False: [5]
- (a) In Organic Farming, farmers use chemical fertilisers.
 - (b) Operating system is only used for managing files.
 - (c) The Alt key is always used with other keys.
 - (d) A formula in the formula bar always starts with equal to (=) sign.
 - (e) Cyber security is important for protecting computers and networks from attacks.

Question 3

- (i) Explain the term *Entrepreneur*. [2]
- (ii) What is a *Firewall*? [2]
- (iii) What is meant by *Clip Art*? [2]
- (iv) Describe *Word Count* feature of word processing software. [2]
- (v) Differentiate between *Home key* and *Window key*. [2]

SECTION B (60 Marks)

(Answer any four questions from this Section.)

Question 4

Answer the following questions with respect to *Calc. (Spreadsheet)*:

- (i) Explain *any two* advantages of drawing a chart in *Calc. (Spreadsheet)*. [5]
- (ii) What is alignment in *Word / LibreOffice writer*? Describe various types of text alignments available in *Word / LibreOffice writer*. [5]
- (iii) Write *any two* differences between spreadsheet and worksheet. Write the name of any two spreadsheet software available in the market. [5]

Question 5

Answer the following questions with respect to *secure working environment*:

- (i) What do you understand by the term Healthy Living? How can you maintain a healthy lifestyle? [5]
- (ii) Write two examples each of Numeric Data types and Alphanumeric Data types. [5]
List *any two* methods to create any table in Base.
- (iii) With reference to the workplace for employees, explain the following: [5]
 - (a) *Any three* Fire Safety rules
 - (b) *Any two* Falls & Slips Safety rules.

Question 6

Answer the following questions with reference to *LibreOffice Base (DBMS)*:

- (i) List and explain the various datatypes used in DBMS. [5]
- (ii) What do you understand by Database Query? [5]
- (iii) Explain *any three* disadvantages of a database / DBMS. [5]

Question 7

- (i) What is a Hyperlink? Differentiate between Relative hyperlink and Absolute hyperlink. [5]
- (ii) What is the purpose of using cell formating in *Calc. (Spreadsheet)*? [5]

- (iii) Mohan runs a pharma company. His company deals in medicines in different zones like North, East, West and South. [5]

Given below is the data of the quarterly medicine sales in all zones.

Based on the worksheet given below, answer the questions that follow.

	A	B	C	D	E	F
1	Quarterly Medicine Sales Report					
2	Zone	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Total
3	North	600	520	390	500	—
4	East	250	230	500	350	—
5	West	500	370	420	450	—
6	South	640	630	557	480	—
7		—				

1. Write the formula to calculate the total sales of North zone.
2. Write the formula to find the maximum sales in East zone.
3. Write the formula to find the average sales in Jan-Mar in cell B7.
4. Write the formula to find the difference between the sales of South zone and North zone in Apr-Jun.
5. Write the feature used for arranging the sales from lowest to highest.

Question 8

- (i) State *any three* purposes of using Templates in a *Word document / LibreOffice Writer*. [5]
- (ii) Explain *any three* benefits of Mail merge. [5]
- (iii) Mention *any two* types of styles in *LibreOffice Writer / Word*. State *any three* advantages of using styles in *LibreOffice Writer / Word*. [5]

Question 9

- (i) What is Structured Query Language (SQL)? List the names of any two SQL softwares available in the market. [5]
- (ii) With reference to *DBMS / RDMS* define the following: [5]
- (a) Fields
 - (b) Record
- (iii) What is Data Integrity? What is the importance of Data Integrity in a database? [5]