**DATA ENTRY EXAMINATION**

**Fill in the blanks:**

1. The ALU and CU are jointly called \_\_\_\_\_\_
2. The process of producing results from the data for getting useful information is called \_\_
3. \_\_\_\_\_\_\_\_\_\_\_ provides a quick and easy way to install new software.
4. When you start the computer system, the taskbar appears at the \_\_\_\_\_\_\_ of the screen.
5. When files and folders are deleted from the hard disc, windows places them in the \_\_\_\_
6. To view shortcut menu, we need to \_\_\_\_\_\_\_ click the mouse.
7. Horizontal scale is useful to quickly set \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ and \_\_\_\_\_\_
8. The command to start word program using start button is \_\_\_\_\_\_
9. The shortcut key using keyboard for opening a New document is \_\_\_\_\_\_\_
10. The command on the Menu Bar to save a New file is \_\_\_\_\_\_
11. By default, the Tab stops are set at \_\_\_\_\_\_\_ intervals
12. Deleted files or folders are stored in the \_\_\_\_\_\_\_\_

**True or False:**

1. Mouse is an input device - \_\_\_\_\_
2. OCR stands for Optical Content Reader - \_\_\_\_\_
3. Operating system is an application software – \_\_\_\_\_\_\_
4. High level languages are easier to program than low level language – \_\_\_\_\_\_\_\_
5. Computer Language FORTRAN is used to solve scientific and mathematical problems –
6. Compiler converts high level language into machine language – \_\_\_\_
7. The use of Scrollbars is to set margins in a document – \_\_\_\_\_\_
8. Window menu allows you to work with two documents simultaneously – \_\_\_\_\_
9. It is a good practice to insert many spaces when you need to move a text across a line –
10. Single line spacing causes 18 points- \_\_\_\_\_\_

**Answer the following:**

1. What will happen to the cursor when you use the following keyboard shortcuts?
   1. \_\_\_\_\_\_\_\_ - Beginning of the line
   2. End - \_\_\_\_\_\_\_
   3. Ctrl + Home - \_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_ - Bottom of the document
2. What are the shortcuts for selecting?
   1. Whole word-
   2. Whole paragraph –
   3. Entire document-

3.What is the difference between copying text and moving text?

4.What are the 5 basic operations performed by a computer?

**Define the following (Any 6)**

1.ALU

2.CU

3.CPU

4.Output

5.Mouse

6.Light pen

7.Optical scanner

8.Touch panel

9.Microphone

10.Trackball

11.Laser Printer

**Short notes (Any 2):**

1.System Software

2.Application Software

3.Cathode Ray Tube

4.Liquid Crystal Display

5.High Level language

6.Compiler

7.Plotter