Data Entry 336

1. The devices which accepts data and instructions from the user (2023 april)
   a. Input device b. output device c. Peripheral device d. none
      ans: a
2. A software used to access the WWW and retrieve data from the web(2023 april)
   a. Hard disc b. web browser c. Word d. Ms Powerpoint
   ans: b
3. An output device which allows you to listen to voice or music as output (2022 oct)
   a. Speaker b. Microphone c. Mobile phone. d. printer
   Ans : a
4. In power point which view is used to reorder all the slides(2022 oct)
   a. Normal view b. slide show view c. Outline view d. slide sorter view
   ans: d
5. Clip art can be added in an excel file using which menu ?(2022 oct)
   a. Insert b. Home c. view. D. none
   ans : a
   Fill in the blanks
6. ------- software is a set of programs which are written to perform specific tasks
   ans : application (2023 april)
7. ISDN stands for -------- Service Digital Network(2023 april)
   ans: Integrated
8. In presentation --------- is the shortcut key for beginning the slide show (2023 oct)
   ans: F5
   Ture or False
9. The full form of CRT is Coding Ray Tube(2023 oct)
   ans: False (Cathode Ray Tube)
10. Line printers are the fastest printers (2023 april)
    ans: False (Laser printer)
11. WWW. Cbse.nic.in is an example of IP address (2022 oct)
    ans: False (Given is URL)
12. Explain web server and website (2022 oct)(3)
    ans:
    - Web server: a web server is a computer that stores web pages. It is responsible for accepting requests and from users and serves them with web pages.
    - Website : a website is one or more web pages belonging to a particular company, institute government or an individual
13. Differentiate sum() and sumif() functions(2023 april)(2)
    Ans :
    - Sum () is used to find out the sum or total of given range of data
    - Sum if() is used to find out the sum of those data which satisfy the given criteria
14. What you mean by machine language and assembly language (2022 april) (2)

- Ans :
  Machine language is the language that can understood by the computer directly. It consist of 0 s and 1 s.
- Assembly language : Here 0 s and 1 s are substituted by symbolic codes
15. Write the use of header and footer (2022 oct)
    - Ans: Header is a text added to the top margin of the pages. Insert -----> header and footer--→ Header
    - Footer is text added to the bottom margin of the pages . Insert--->Header and footer ---> Footer