DATA ENTRY OPERATIONS

(632)

Time allowed : **2 Hours**]　　　　　　　　　　　　　[Maximum Marks : **30**

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

NOTE // निर्देश :

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

(2) 15 minutes time has been allotted to read this question paper. The question paper will be distributed at 02.15 p.m. From 02.15 p.m. to 02.30 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 02.15 बजे किया जाएगा। 02.15 बजे से 02.30 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 expression 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   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 statement : 1+1+1=3

	A	B	C	D	E	F
1	Order ID	Date	Product	Quantity	Unit Price	Total Amount
2	201	2023-01-15	Smartphone	50	12000	600000
3	202	2023-02-02	Laptop	20	45000	900000
4	203	2023-03-18	Headphones	100	800	80000
5	204	2023-04-09	Television	10	35000	350000
6	205	2023-05-20	Refrigerator	15	25000	375000
7	206	2023-06-08	Washing Machine	30	18000	540000

(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 datatype 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?