



NEERAJ®

DATA ENTRY OPERATIONS

N-336

**Chapter wise Reference Book
Including MCQ's
& Many Solved Sample Papers**

Based on

N.I.O.S. Class – XII
National Institute of Open Schooling

By : Gaurav Sahni



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CONTENTS

DATA ENTRY OPERATIONS

Based on: **NATIONAL INSTITUTE OF OPEN SCHOOLING - XII**

<i>S.No.</i>	<i>Chapters</i>	<i>Page</i>
	Solved Sample Paper - 1	1-2
	Solved Sample Paper - 2	1-3
	Solved Sample Paper - 3	1-3
	Solved Sample Paper - 4	1-3
	Solved Sample Paper - 5	1-2
1.	Basics of Computer	1
2.	Operating System	14
3.	Basics of Word Processing	38
4.	Formatting Documents	47
5.	Mail Merge	61
6.	Basics of Spreadsheet	76
7.	Formatting Worksheets	93
8.	Formulas, Functions and Charts	106
9.	Creating Presentation	129
10.	Introduction to Internet	147
		■ ■

**Sample Preview
of the
Solved
Sample Question
Papers**

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Solved Sample Paper - 1

Based on NIOS (National Institute of Open Schooling)

Data Entry Operations - XII

Time : 2 Hours

Maximum Marks : 40

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

SECTION-A

Q. 1. Fill in the blanks of the following:

- (i) LCD stands for_____.
- (ii) To select non-consecutive file or folder, press and hold down_____key.
- (iii) _____, a pointing device, is a mouse lying on its back.
- (iv) You can merge the data records to_____.
- (v) _____ refers to the mail server.
- (vi) Select_____from the menu bar to view how the worksheet will look when printed.
- (vii) The program written by the programmer in high-level language is called_____.
- (viii) _____is a collection of one or more web page(s).
- (ix) Under file, click_____and select folder.
- (x) The operating system in these days uses a_____.

Ans. (i) Liquid Crystal Displays; (ii) CTRL; (iii) Trackball; (iv) A new document or printer; (v) Domain name; (vi) Print Preview; (vii) Compiler; (viii) Website; (ix) New; (x) Graphical User Interface (GUI).

Q. 2. State True or False:

- (i) 'C' is a procedural language.
- (ii) Web server is an electronic document that links to another place in the same document or to an entirely different document.
- (iii) Control panel cannot be used to change system settings.
- (iv) Heading 1 is a default style.
- (v) Pivot table allows you to perform data analysis.
- (vi) While preparing slides, use long-phrases sentences to convey your message.
- (vii) Computer language FORTRAN is used to solve the scientific and mathematical problems.
- (viii) Windows cannot provide help.
- (ix) 192.100.8.56 is a valid IP address.
- (x) Pain shop Pro is not a graphics tool.

Ans. (i) True; (ii) False; (iii) False; (iv) False; (v) True; (vi) False; (vii) True; (viii) False; (ix) True; (x) False.

Q. 3. Define the following terms (any two):

(a) Output device

Ans. Output device: Output devices return processed data that is information, back to the user. Some of the commonly used output devices are:

1. Monitor (Visual Display Unit)
2. Printers
3. Plotter
4. Speakers

(b) Rulers

Ans. Ref.: See Chapter-3, Page No. 45, Q. No. 1 (Terminal Questions).

(c) Auto sum

Ans. The sum of cell values can also be done with the help of AutoSum feature also. The AutoSum feature makes it very easy to total rows and columns using the SUM worksheet function.

Q. 4. Write short note on the following:

(a) Machine language

Ans. Machine Language: In machine language program, the computation is based on binary numbers. All the instructions including operations, registers, data and memory locations are given in there binary equivalent. The machine directly understands this language by virtue of its circuitry design so these programs are directly executable on the computer without any translations. This makes the program execution very fast. Machine languages are also known as first generation languages.

(b) Format painter

Ans. Ref.: See Chapter-7, Page No. 98, Q. No. 1 (Terminal Questions).

(c) Title Slide

Ans. Title Slide: This option is useful for beginning a presentation; use this slide if you want to include subtitles or smaller text underneath a title. It is the first slide in the slide deck and appears in the PowerPoint workspace when that presentation is opened.

(d) Search in Windows (Steps)

Ans. Ref.: See Chapter-2, Page No. 29, Q. No. 1 (Terminal Questions).

Solved Sample Paper - 2

Based on NIOS (National Institute of Open Schooling)

Data Entry Operations - XII

Time : 2 Hours

Maximum Marks : 40

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

SECTION - A

Q. 1. Fill in the blanks of the following:

- (i) Program generated by the Compiler after translation is called _____.
 - (ii) Trackball is an _____ device.
 - (iii) We can arrange data in ascending or descending order by using the _____ option in MS-Excel.
 - (iv) All the calculations in a computer are performed by the _____ in CPU.
 - (v) Workbook is a collection of _____.
 - (vi) _____ is the extension of MS-Excel file.
 - (vii) OCR is used to convert scanned files into _____ document.
 - (viii) .gov is the domain name code used for _____ organizations.
 - (ix) To rearrange the slides _____ view can be used.
 - (x) _____ Option is used to raise the position of text in MS-Word.
- Ans. (i) Object program; (ii) input; (iii) Autofilter; (iv) ALU; (v) worksheets; (vi) XLSX; (vii) text; (viii) government; (ix) Slide Sorter view; (x) Advance.

Q. 2. State True or False:

- (i) Word processing software is an application software.
- (ii) To open a document, press Ctrl+N keys.
- (iii) All the calculations in a computer are stored in CPU.
- (iv) CRT is a storage medium.
- (v) Internet Explorer is a software used to view a Web page.
- (vi) Tab stops can be set by user.
- (vii) Bluetooth is a wireless technology used for connecting electronic devices.
- (viii) Bluetooth is a wireless technology used for connecting electronic devices.
- (ix) Assembly language and machine language are also called low-level language.
- (x) Keyboard shortcut for Format Painter in MS-Word is Ctrl+Shift+C.
- (xi) ISDN stands for integrated Services Digital Network.

- Ans. (i) False; (ii) False; (iii) True; (iv) False; (v) True; (vi) True; (vii) True; (viii) True; (ix) False; (x) True.

Q. 3. Define the following terms (any two):

(a) System Software

Ans. A system software is any computer software which manages and controls computer hardware so that application software can perform a task. Operating systems, such as Microsoft Windows, Mac OS X or Linux, are prominent examples of system software.

(b) Hyperlink

Ans. Hyperlink: In computing, a hyperlink (or link) is a reference to a document that the reader can directly follow, or that is followed automatically. A hyperlink points to a whole document or to a specific element within a document. Hypertext is text with hyperlinks. A software system for viewing and creating hypertext is a hypertext system, and to create a hyperlink is to hyperlink (or simply to link). A user following hyperlinks is said to navigate or browse the hypertext.

A hyperlink has an anchor, which is the location within a document from which the hyperlink can be followed; the document containing a hyperlink is known as its source document. The target of a hyperlink is the document, or location within a document, to which the hyperlink leads. Users can activate and follow the link when its anchor is shown, usually by touching or clicking on the anchor with a pointing device. Following the link has the effect of displaying its target, often with its context.

(c) Scroll Bar

Ans. Scroll Bar: A vertical or horizontal bar commonly located on the far right or bottom of a window that allows you to move the window viewing area up, down, left, or right.

Q. 4. Write short note on the following:

(a) High-level language

Ans. Ref.: See Chapter-1, Page No. 11, Q. No. 6 (b) (Terminal Questions).

(b) Taskbar

Ans. Ref.: See Chapter-2, Page No. 30, Q. No. 2(b) (Terminal Questions).

(c) E-mail

Ans. Electronic mail, often abbreviated to e-mail,

Solved Sample Paper - 3

Based on NIOS (National Institute of Open Schooling)

Data Entry Operations - XII

Time : 2 Hours

Maximum Marks : 40

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

SECTION-A

Q. 1. Fill in the blanks of the following:

- (i) Shortcut Key _____ is used to select the entire document.
- (ii) 0's and 1's in Machine language are known as _____ number.
- (iii) _____ name is also called domain name in E-mail address.
- (iv) Keyboard is an _____ Device.
- (v) BASIC stands for _____.
- (vi) _____ and _____ Machine language are known as Binary number.
- (vii) Shortcut key _____ is used to Bold a word.
- (viii) Plotters usually come in 2 designs, _____ and Drum.
- (ix) SMTP stands for _____ Mail Transfer Protocol.
- (x) _____ connections are provided by the provided by the internet service providers of your locality.

Ans. (i) Ctrl + A; (ii) binary numbers; (iii) Host names; (iv) input; (v) "Beginner's All-purpose Symbolic Instruction Code"; (vi) 0 and 1; (vii) Ctrl + B; (viii) flatbed; (ix) simple; (x) fibre optic broadband.

Q. 2. State True or False:

- (i) Light Pen is an Output Device.
- (ii) The cell address B4 denotes column 4 and Row B.
- (iii) Under Page Layout Menu you can print the file.
- (iv) Windows 7 is Operating System.
- (v) AltaVista is a search engine.
- (vi) Payroll packages are customized packages.
- (vii) The use of scrollbars is to set margins in a document.
- (viii) Only Bar Charts can be drawn in Worksheet.
- (ix) To change the data format select the number tab from the format cells window.
- (x) Formula in a worksheet must begin with > (greater than) symbol sign.

Ans. (i) False; (ii) False; (iii) False; (iv) True; (v) True; (vi) True; (vii) False; (viii) False; (ix) False; (x) False.

Q. 3. Define the following terms: (any two)

(a) My Computer

Ans. My Computer gives a brief view of what one sees in the Windows Explorer. You can click any icon to view its contents. The pane on the left shows statistical information about use of the disk you have clicked. The Forward and Back buttons can be used to move between the My Computer elements.



If you wish to have information about your system or any system element, just right click My Computer and then select properties to open the system properties dialog box as shown here.

(b) Font Face

Ans. Ref.: See Chapter-4, Page No. 59, Q. No. 59 Q. No. 3 (Terminal Questions).

(c) Cell Range.

Ans. A cell range is a rectangular block of adjacent cells. It can be a single cell, a row or column or several rows or columns. In other words, a cell range is a group of contiguous cell on the worksheet cell address for a range of cells that may be given as 10..F20 i.e., the range is from C10 to F20.

Q. 4. Write short note on the following:

(a) SUMIF() in Worksheet

Ans. Adds the cells specified by a given criteria. Range is the range of cells you want evaluated. Criteria is the criteria in the form of a number, expression or text that defined which cells will be added. Example: = SUMIF (A1 : A4, "> 100", B1 : B4)

Sample Preview of The Chapter

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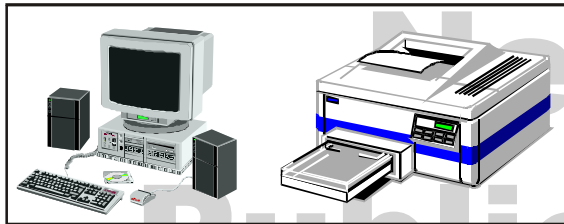
DATA ENTRY OPERATIONS

Basics of Computer



INTRODUCTION

WHAT IS A COMPUTER?



Computer is an electronic device. It can do arithmetic calculations very fast. But as you will see later, it does much more than that. It can be compared to a magic box, which serves different purposes to different people. For a common man, computer is simply a calculator, which works automatically and quite fast. For a person who knows much about it, computer is a machine capable of solving problems and manipulating data. It accepts data, processes the data by doing some mathematical and logical operations and gives the desired output.

Therefore, we may define computer as a device that transforms data. Data can be anything like marks obtained by you in various subjects. It can also be name, age, sex, weight, height, etc. of all the students in your class. Saving, investments, population of a country are also data. Computer can be defined in terms of its functions. It can (i) accept data, (ii) store data, (iii) process data as desired, and (iv) retrieve the stored data as and when required, and (v) print the result in desired format.

Characteristics of a Computer

The major characteristics of a computer are:

Speed

Computer can work very fast. It takes only few seconds for calculations that we take hours to complete. Suppose you are asked to calculate the average monthly income of one thousand persons in your neighborhood. For this you have to add income from all sources for all persons on a day-to-day basis and find out the average for each one of them. The weather forecasting that you see everyday on TV is the result of compilation and analysis of huge amount of data on temperature, humidity, pressure, etc of various places by computers. It takes few minutes for the computer to process this huge amount of data and give the result.

Computer can perform a million (1,000,000) of instructions and even more per second. Therefore, we determine the speed of computer in terms of microsecond (10^{-6} part of a second) or nano-second (10^{-9} part of a second).

Accuracy

Suppose someone calculates faster, but commits a lot of errors in computing. Such results are useless. There is another aspect. Suppose you want to divide 15 by 7. You may work out upto 2 decimal places and say the dividend is 2.14. You may calculate upto 4 decimal places and say that the result is 2.1428. Someone else may go upto 9 decimal places and say the result is 2.142857143. Hence, in addition to speed, the computer has accuracy or correctness in computing.

The degree of accuracy of computer is very high and every calculation is performed with the same

2 / NEERAJ : DATA ENTRY (N.I.O.S.)

accuracy. The accuracy level is determined on the basis of design of computer. The errors in computer are due to human and inaccurate data.

Diligence

A computer is free from tiredness, lack of concentration, fatigue, etc. It can work for hours without creating any error. If millions of calculations are to be performed, a computer will perform every calculation with the same accuracy. Due to this capability it overpowers human beings in routine type of work.

Versatility

It means the capacity to perform completely different types of work. One moment you may use your computer to prepare payroll slips, next moment you may use it for inventory management or to prepare electric bills.

Power of Remembering

Computer has the power of storing any amount of information or data. Any information can be stored and recalled as long as you require it, for any number of years. It depends entirely upon you how much data you want to store in a computer and when to lose or retrieve these data.

No IQ

Computer is a dumb machine and it cannot do any work without instruction from the user. It performs the instructions at tremendous speed and with accuracy. It is upto you to decide what you want to do and in what sequence. A computer cannot take its own decision as you can.

No Feelings

A computer does not have feelings or emotion, taste, knowledge and experience. Thus it does not get tired even after long hours of work. It does not distinguish between users.

Storage

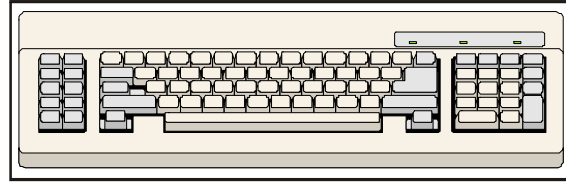
The computer has an in-built memory where it can store a large amount of data.

Input Devices

Keyboard

The keyboard resembles a typewriter. But there are additional keys that handle control functions. The computer keyboard has three categories of keys—

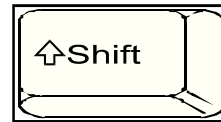
- Alphanumeric keys
- Special Keys
- Function Keys



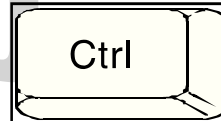
The Alphanumeric Keys comprise alphabets (A–Z or a–z), numbers (0–9) and other characters like space, . / > < ' ' ; : ~ ! @ # \$ % ^ & * () - + | \ { } [] .

The Special Keys perform specific tasks. Some of the special keys are Enter or the Return Key, Backspace Key, Del Key, the Ins Key, Shift Keys, Caps Lock Key, Num Lock Key, Ctrl Key and the Alt Key.

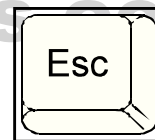
The Shift Key alters the meaning of a character key, which is depressed at the same time.



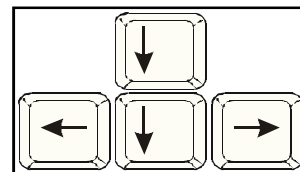
The Control Key generates control functions while the Alt Key often gives graphic characters.



The Esc Key is generally used to signify that the current program is no longer required. The program would return the control to an earlier, master program allowing the user to choose again.



Cursor keys are supplied to move the cursor about the screen. The cursor is a symbol displayed on the screen at the position where the next character is to be keyed in, edited, altered or deleted.



The Function Keys are used to perform a set of operations by a single keystroke. The function keys can be used for various functions. They can be used as shorthand for a sequence of keystrokes, configured accordingly.



Mouse

Another input device for terminals or microcomputers is mouse. Used as a pointing device, the mouse is a small box, about the size of a tape cassette with a round track ball on the bottom and one or more buttons on the top. The mouse is attached to a terminal or microcomputer by a cable. When the user rolls the mouse across a flat surface, the screen cursor moves in the direction of the mouse's movement (this movement is measured in hundredths of an inch). If the user rolls the mouse forward and to the right, the cursor moves up and to the right on the screen. Such movements enable the user to

- Point to icons or tiny pictures that identify processing choices.
- Point to items in lists.
- Draw lines and pictures on a screen.



With proper software mouse can be used to draw pictures and edit text.

Joystick

Joysticks are designed in the shape of handles that swivel in 360-degree arcs. This enables their users to control the screen figures. Joysticks are mostly used to play games and control presentation graphics.

Output Devices

The Visual Display Unit

The Visual Display Unit (VDU) is used for interactive processing i.e., data that is being keyed in is displayed on the screen or monitor. Messages and processed informations are also displayed on the screen. The combination of keyboard and the VDU is usually referred to as Video Display Terminal (VDT), which is an input/output (I / O) device.

Most VDU monitors use a Cathode Ray Tube (CRT) that looks like a television picture tube. The depression of a key on the keyboard causes binary code to be generated, which identifies the key. The information typed goes to the memory unit of the VDU, which is used to refresh the display. The display is refreshed at a minimum of 50 cycles per second to avoid a flicker.

The characters are keyed into the memory of the VDU and then, on depression of the RETURN key, the entire contents of memory, or selected parts, are transmitted to the computer.

The video controller controls the formation of images. The video controller along with the memory is termed as the display adaptor.

Most existing display adaptors are designed to display alphanumeric data and are used to enter and retrieve letters, numbers and special characters in the text mode.

However, in the graphics mode the display screen can be divided into thousands of picture elements or pixels on or off. The processor draws a graphic image (may be a part of text) displayed in multiple typefaces and typestyles, or it may be a drawing.

The number of dots (pixels) on the screen is the measure of resolution of the monitor.

For display of characters, the screen is divided into a matrix of rows and columns with each cell in the matrix being used for one character. Typically, 80 character positions are provided on one line with 20 to 25 lines on the screen.

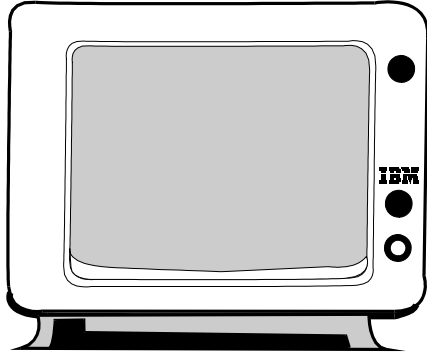
Display adaptors are of various types and are normally classified on the basis of resolution, colour and display mode.

MGA

Monochrome Graphics Adaptor (MGA). The term graphics is a misnomer since the device supports text

4 / NEERAJ : DATA ENTRY (N.I.O.S.)

only. Although the option is monochrome or single colour, it offers various attributes e.g. the brightness and intensity of characters which can be changed.



CGA

Colour Graphics Adaptor supports both text and graphics mode. It functions in colour and monochrome modes in various resolutions. The CGA works with different types of monitors. However, it gives poor display quality in the text mode. The typical resolution is 640 * 200 (i.e., 640 rows * 200 columns) in the graphic mode.

HGA

Hercules Graphics Adaptor is a monochrome adaptor with an additional graphics display mode which provides high resolution monochrome graphics. In text mode it functions like MGA, but in the graphics mode it offers a resolution of 750 * 350 dots, even better than the CGA. In the graphics mode the HGA has no colour although it offers brightness and intensity variations.

EGA

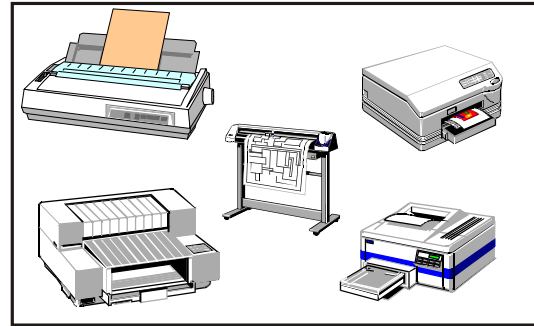
Enhanced Graphics Adaptor was developed in an effort to unify the variety of display adaptors. The EGA combines all the features of other adaptors and provides higher resolutions using higher quality colour monitors. The EGA supports 16 colours at a time.

VGA

Video Graphics Array supports 256 colours at a time with a high resolution.

Printers

The result of processing could be written by the computer onto a tape or a disk, to be used later or to be given to another computer as input. However, the most common form of computer output is printed output also called hard copy output. Printers are classified by how they print and how fast they operate.



Character Printers

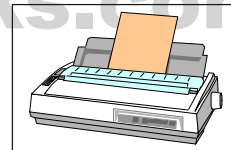
Character printers print one character at a time and are used for low-volume printing jobs.

The technique used to print characters varies widely. Impact printers operate like a typewriter, pressing a typeface against paper and inked ribbon. Impact printers often use a daisy wheel or a dot matrix printing mechanism.

Dot Matrix Printer

The dot matrix printer is a versatile low cost device capable of printing in various languages, printing letters of various types, in bold, italics or underlined. It can also be used to print graphics.

In the dot matrix printer an arrangement of tiny hammers strikes to produce the desired characters. Each hammer prints a small dot on the paper to form the characters. Upto 180 characters per second can be printed. However print quality is not so good. Also, the printer is not suited to heavy duty continuous printing.



The printer quality can be improved by setting the printer in 'double strike mode' where each character is printed twice with the second printing displaced slightly with respect to the first. This improves the print quality to 'near letter quality' (NLQ). Printing in NLQ mode reduces the speed of printing.

Ink-Jet Printers

Droplets of ink are electrically charged after leaving a nozzle. The droplets are guided to the proper positions on the paper by electrically charged deflection plates. Print quality is good because each character is formed by dozens of ink dots. Text and graphics produced are of better quality and the printer is comparatively fast. They also have the ability to use multiple nozzle print heads, thus enabling it to print in several colours.