

NEERAJ®

DATA ENTRY OPERATIONS

N-229

**Chapter wise Reference Book
Including Many Solved Sample Papers**

Based on

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

By : Gaurav Sahni



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DATA ENTRY OPERATIONS

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

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**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 - X

Time : 2 Hours

Maximum Marks : 40

- Note : (i) Attempt all questions.
(ii) Marks are given against each question.

Q. 1. Match the following and write your answer in the answer book :

A	B
(a) Plotter	(i) Effects
(b) Compiler	(ii) File Menu
(c) Transition	(iii) File details
(d) Adding Picture	(iv) Language Translator
(e) Name, Type, Size	(v) Insert Tab
(f) Creating New Folder	(vi) Output device

Ans. (a)-(vi), (b)-(iv), (c)-(v), (d)-(i), (e)-(iii), (f)-(ii).

Q. 2. Write in your answer book True/False for the following statements :

- (a) Laser printers are slow and produce poor quality print.
(b) A file cannot be retrieved from Recycle Bin.
(c) Start → All Programs → Accessories → Windows Explorer
Above sequence of commands is to be followed if you want to open Windows Explorer Window.
(d) Tools menu helps to see file details.
(e) Spell check feature can be used in PowerPoint presentation.
(f) Excel's filtering and sorting techniques are used to arrange worksheet data more quickly and find desired result.

Ans. (a)-(F), (b)-(F), (c)-(T), (d)-(F), (e)-(T), (f)-(T).

Q. 3. Define the following :

(a) Object Program

Ans. **Object Program:** A computer program translated from the equivalent source program into machine language by the compiler or assembler, but not yet linked into an executable program; sometimes called an obj file, because its file name typically has the extension.

(b) Chart

Ans. **Chart:** A chart is a graphical representation of data, in which "the data is represented by symbols,

such as bars in a bar chart, lines in a line chart, or slices in a pie chart". A chart can represent tabular numeric data, functions or some kinds of qualitative structure and provides different info.

(c) File Management

Ans. Ref.: See Chapter-2, Page No. 30, Q. No. 2(d).

(d) Slide Layout

Ans. **Slide Layout:** In Microsoft PowerPoint, slide layout refers to design and placement of different elements on a slide. The default slide layout is a title at the top of the slide, and text underneath the title. However, this default can be modified to include alternate text, images and even video. The slide layout can be considered an overview of the information being presented by the user.

Q. 4. Write short notes on the following :

(a) Line Printer

Ans. Ref.: See Chapter-1, Page No. 5, 'Line Printer'.

(b) Mouse Pointer

Ans. Ref.: See Chapter-3, Page No. 45, Q. No. 2.

(c) Selecting Text

Ans. Ref.: See Chapter-4, Page No. 48, 'Selecting Text'.

(d) Format Painter

Ans. **Format Painter:** A number of Microsoft Office programs, including Excel, PowerPoint, Publisher and Word offer the pre-defined Format Painter tool. Format Painter is used when you want to copy formatting from one item to another. For example, if you have written text in Word, and have it formatted using a specific font type, colour, and font size you could copy that formatting to another section of text by using the Format Painter tool.

Q. 5. Differentiate between the following :

(a) Inserting Text and Deleting Text

Ans. **Inserting Text:** Inserting text in a document/text file/any other type of file means that the user is adding new text portion to the file. The information newly added to the file is displayed in it as soon as it is

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inserted. The user has to place the cursor where he/she needs to insert the text and type the required text.

Deleting Text: Deleting the text in a document/text file/any other type of file means that the user is removing some portion of text from a file (which may range from a single character to the entire text content of the file). The user needs to select the text which is need to be deleted and press delete or backspace key.

(b) Numbered List and Bulleted List

Ans. In a bulleted list each new entry is identified by a “bullet” – often a small circular symbol – to the left of the list entry.

For example:

- These
- are
- bullets

In a numbered list this is replaced by a number, in sequential order.

For example:

1. These
2. are
3. numbers.

Q. 6. Answer the following questions:

(a) Write the steps to delete a file or a folder.

Ans. Ref.: See Chapter-2, Page No. 31, Q. No. 3.

(b) Write the steps to move the selected text.

Ans. Ref.: See Chapter-4, Page No. 60, Q. No. 5.

(c) How is a merge document created?

Ans. To complete the basic mail merge process, you must do the following:

- Open or create a main document.
- Open or create a data source with individual recipient information.
- Add or customize merge fields in the main document.
- Merge data from the data source in the main document to create a new, merged document.

(d) What is the importance of formulas in any spread-sheet program?

Ans. Formulas can be copied and pasted to different cells and even to different worksheets. So users don't have to recreate the same formula if they want to perform the same operations over several sets of data. Formulas can be used for a set of two numbers or across a range of several cells of data.

(e) Write the steps to create a Bulleted list.

Ans. To create a bulleted list in Microsoft Word, follow the steps below:

1. Position the cursor where you want to insert the bullet list.
2. On the Home tab in the Ribbon, click the bullet list button, as shown at the top of the page.
3. If successful, you should have a bullet. Type any text and press Enter to start the next bullet. To end the bullet list, press Enter twice.

Q. 7. (a) Write the key combinations which you will press to do the following actions in a word document.

(i) To make the text Bold

Ans. Ctrl + B.

(ii) To make the text all caps.

Ans. Shift + F3.

(iii) To replace a word

Ans. Ctrl + H.

(iv) To create a New file

Ans. Ctrl + N.

(b) “Screen saver is a program that starts a animation after a period of inactivity.”

In the above sentence two words are missing which are to be inserted before the underlined words. Write the steps to insert these words which are given below :

(i) utility before program

Ans. Utility Before Program

- First to select the word.
- Then using press ctrl + H.
- Fill the text find (program) and replace text (utility program).

● After that press replace.

(ii) predefined before animation

Ans. predefined before animation

- First to select the word.
- Then using press ctrl + H
- Fill the text find (animation) and replace text (predefined animation).
- After that press replace.

Q. 8. Answer the following :

(a) Write the steps to plot a column chart for the data given in the table below which shows the distance of five cities from Chandigarh :

Name of the City	Distance in km
Ambala	170
Delhi	280
Jalandhar	150
Jaipur	580
Lucknow	680

Ans. To create a column chart, execute the following steps.

1. Select the range A1:A6, hold down CTRL, and select the range B1:B6.
2. On the Insert tab, in the Charts group, click the Column symbol.
3. Click Clustered Column.

Sample Preview of The Chapter

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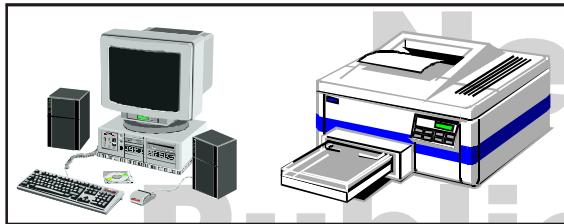
DATA ENTRY OPERATIONS

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

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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

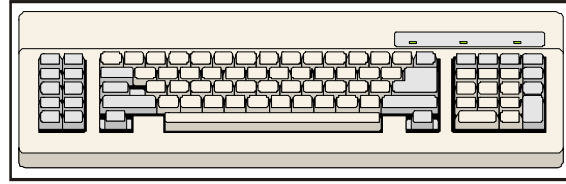
The computer has an in-built memory where it can store a large amount of data.

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—

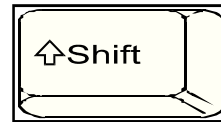
- Alphanumeric keys
- Special Keys
- Function Keys



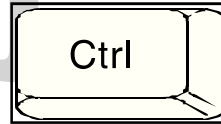
The Alphanumeric Keys comprise alphabets (A–Z or a–z). numbers (0–9) and other characters like space . . / > < ' ' ; : ~ ! @ # \$ % ^ & * () - + | \ { } [] .

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.

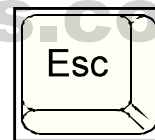
The Shift Key alters the meaning of a character key, which is depressed at the same time.



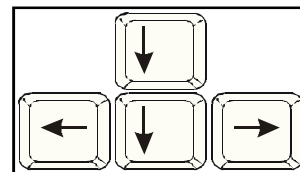
The Control Key generates control functions while the Alt Key often gives graphic characters.



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 tpestyles, 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.

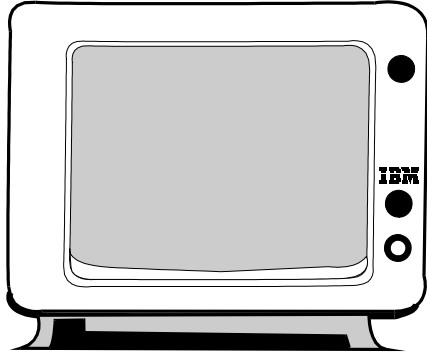
Display adaptors are of various types and are normally classified on the basis of resolution, colour and display mode.

MGA

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

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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

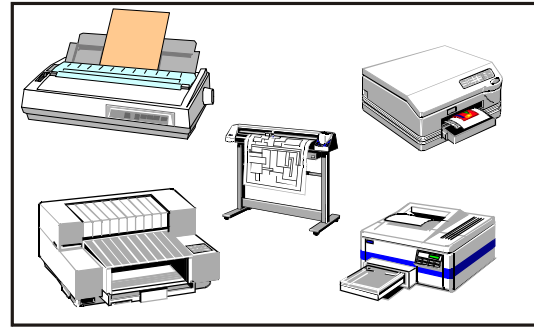
Enhanced Graphics Adaptor was developed in an effort to unify the variety of display adaptors. The EGA combines all the features of other adaptors and provides higher resolutions using higher quality colour monitors. The EGA supports 16 colours at a time.

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

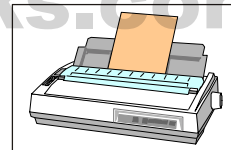
Character printers print one character at a time and are used for low-volume printing jobs.

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.