



**ICSE 2025 EXAMINATION**  
**SPECIMEN QUESTION PAPER**  
**BASIC DATA ENTRY OPERATOR**

*Maximum Marks: 100*

*Time allowed: Two hours*

*Answers to this Paper must be written on the paper provided separately.*

*You will **not** be allowed to write during the first 15 minutes.*

*This time is to be spent in reading the question paper.*

*The time given at the head of this Paper is the time allowed for writing the answers.*

*Attempt **all** questions from **Section A** and **any four** questions from **Section B**.*

*The intended marks for questions or parts of questions are given in brackets[ ].*

***Instruction for the Supervising Examiner***

*Kindly read aloud the Instructions given above to all the candidates present in the Examination Hall.*

## SECTION A

*(Attempt all questions.)*

### Question 1

[20]

Choose the correct answers to the questions from the given options.

(Do not copy the question, write the correct answers only.)

- (i) Which of the following is not one of the 7C's of communication?
  - (a) Completeness
  - (b) Clarity
  - (c) Courtesy
  - (d) Clear
- (ii) Stress always has a negative effects.
  - (a) True
  - (b) False
- (iii) Which of the following is / are the causes of stress?
  - (a) Physical
  - (b) Mental
  - (c) Financial
  - (d) All of the above
- (iv) Which of the following is not a Web browser?
  - (a) Safari
  - (b) Internet Explorer
  - (c) Firefox
  - (d) Google
- (v) Which of the following is NOT a type of feedback?
  - (a) Summative
  - (b) Prescriptive
  - (c) Clear
  - (d) Formal

- (vi) Sustainable development requires the judicious use of
- (a) Natural resources
  - (b) Man made resources
  - (c) Human resources
  - (d) Divine resources
- (vii) Which of the following cannot be totally absent in a communication process?
- (a) Light
  - (b) Sound
  - (c) Water
  - (d) Rain
- (viii) Which of the following is not an advantage of database?
- (a) Reduce Data Redundancy
  - (b) Sharing of data
  - (c) Enhance Data Inconsistency
  - (d) Ensure Data Security
- (ix) Which of the following helps to manage stress?
- (a) Recreational activities like watching movies etc.
  - (b) Less physical activities
  - (c) Staying alone
  - (d) Overthinking
- (x) Simran created a file in notepad and saved the file by name “employability”. So, the complete name of file will be:
- (a) employability.doc
  - (b) employability.docx
  - (c) employability.jpg
  - (d) employability.txt

- (xi) Which of the following help us to gather data from different worksheets into a master worksheet?
- (a) Data consolidation
  - (b) Goal seek
  - (c) Solver
  - (d) Total data
- (xii) What makes you complete your work or studies without others reminding you?
- (a) Self confidence
  - (b) Self-motivation
  - (c) Communication
  - (d) Self esteem
- (xiii) Which software is used for creating presentations?
- (a) Spreadsheet software
  - (b) Database software
  - (c) Word processing software
  - (d) Presentation software
- (xiv) Which of the following is / are types of motivation?
- (a) Internal
  - (b) External
  - (c) Intermediate
  - (d) (a) and (b) both
- (xv) Over the years, with economic development, there has been an increase in:
- (a) Water pollution
  - (b) Air pollution
  - (c) Noise pollution
  - (d) All of the above

- (xvi) Which is an example of written communication?
- (a) A face-to-face meeting
  - (b) A telephone conversation
  - (c) An email
  - (d) A sign language conversation
- (xvii) Prithvi (earth), Agni (fire), Jal (water), Vaayu (air), Aakash (space) are:
- (a) Five objects
  - (b) Five elements of nature
  - (c) Five parts of nature
  - (d) Myths about nature
- (xviii) Pictures can be added to word document and they cannot be formatted in various ways.
- (a) True
  - (b) False
- (xix) **Assertion (A):** Spreadsheets are useful tools for organizing and analyzing data.
- Reason (R):** Spreadsheets allow users to input and manipulate data in rows and columns.
- (a) Both the assertion and reason are true, and the reason is a correct explanation of the assertion.
  - (b) Both the assertion and reason are true, but the reason is not a correct explanation of the assertion.
  - (c) The assertion is true, but the reason is false.
  - (d) The assertion is false, but the reason is true.

(xx) Which of the following activities is an example of a Green Skills?



(A)



(B)



(C)



(D)

- (a) Planting Trees
- (b) Driving a car
- (c) Manufacturing waste
- (d) Using Plastic bags

## Question 2

(i) Fill in the blanks:

[5]

- (a) BIOS stands for \_\_\_\_\_.
- (b) VIRUS is an acronym for \_\_\_\_\_.
- (c) With proper \_\_\_\_\_ and use of right \_\_\_\_\_ stress can be reduced.
- (d) ICT stands for \_\_\_\_\_.
- (e) Linux is an example of \_\_\_\_\_.

(ii) Write True and False:

[5]

- (a) Good communication skills are essential for working an organization.
- (b) Leadership and goal oriented are the qualities of good entrepreneur.
- (c) Sustainable development is not necessary for the maintenance of the environment.
- (d) Rainwater harvesting techniques are not useful at all.
- (e) Stress can affect both our mind and body.

### Question 3

- (i) Write two ways of renaming worksheet. [2]
- (ii) What is mail merge? [2]
- (iii) Explain the concept of Word Processing. [2]
- (iv) Differentiate between *Save* and *Save As* option. [2]
- (v) What is Macro? [2]

### SECTION B

(Answer **any four** questions from this Section.)

### Question 4

Answer the following questions with respect to **Calc (spreadsheet)**:

- (i) Define any two types of Charts available in Calc (spreadsheet). [5]
- (ii) Write the differences between a text editor and a word processor software. [5]  
Write the name of any three text editor or word processor available in market.
- (iii) Define the term Formula. [5]  
How it can be implemented in a spreadsheet with example.

### Question 5

Answer the following questions regarding the computer handling:

- (i) How to handle accidents? [5]
- (ii) What do you understand by accidents & emergencies? [5]  
Define types of accidents.
- (iii) In relation to the excessive use of computers, what is 'eye strain'? [5]  
Mention any two ways to reduce the risks of visual problems?

### Question 6

- (i) What is DBMS? [5]  
Mention any four advantages of it.
- (ii) With reference of Relational database model define the following: [5]  
(a) entities  
(b) table
- (iii) Define the following terms with reference to DBMS: [5]  
(a) form  
(b) report

### Question 7

- (i) How to merge worksheets? [5]  
Briefly explain the steps to merge worksheets.
- (ii) Differentiate between Relative and Absolute cell address in the [5]  
worksheet.
- (iii) Rama keeps stock of various equipment in his shop. The owner wants to [5]  
maintain a stock value and reorder level for following items as given in  
a spreadsheet.  
Write formulas for the operations (1) to (3) and answer the questions (4)  
and (5) based on the spreadsheet given below.

	A	B	C	D	E	F	G	H
1	Item Code	Item Name	Min Stock Quantity	Quantity in Stock	Rate	Stock Value	Quant ity to Order	Order Value
2	1001	Scissors	300	600	45			
3	1002	Forceps	550	250	35			
4	1003	Clamps	350	550	15			
5	1004	Surgical Tape	400	700	20			



Calculate:

- (a) To calculate the Stock Value as product of Quantity in Stock and Rate for each item present in the spreadsheet.
- (b) To calculate the Order Value as product of Quantity to Order and Rate for the items if Quantity to Order  $\geq 0$ , else assign the value 0.
- (c) To calculate the Quantity to Order as Minimum Stock Quantity – Quantity in Stock for each item.
- (d) Owner wants to graphically represent his stationery stock. Suggest to him the most appropriate feature of MS- Excel.
- (e) If the Quantity in Stock's value changes, will have to redo all the calculations for that particular column. Explain.

#### Question 8

- (i) What do you understand by the terms: [5]
  - (a) Text Wrapping
  - (b) Anchoring
- (ii) Explain Image Cropping. [5]  
List any two methods of inserting images a text document.
- (iii) Give the syntax and example of any three functions in Calc. [5]  
(spreadsheet).

#### Question 9

- (i) Distinguish between data and information regarding database management with examples. [5]
- (ii) Define the following terms: [5]
  - (a) Insert Command
  - (b) Delete Command
- (iii) State the relationship and differentiate between a *Primary Key* and *Foreign Key* in a DBMS. [5]