

BASIC DATA ENTRY OPERATOR

Maximum Marks: 100

Time allowed: Two hours

1. *Answers to this Paper must be written on the paper provided separately.*
 2. *You will **not** be allowed to write during the first 15 minutes.*
 3. *This time is to be spent in reading the question paper.*
 4. *The time given at the head of this Paper is the time allowed for writing the answers.*
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5. *Attempt **all** questions from **Section A** and **any four** questions from **Section B**.*
 6. *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.

This Paper consists of 11 printed pages and 1 blank page.

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Turn Over

SECTION A (40 Marks)

(Attempt *all* questions from this *Section*.)

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) “*He will get his driving license next week.*”, is an example of a/an _____ sentence.
- (a) Declarative
 - (b) Imperative
 - (c) Interrogative
 - (d) Exclamatory
- (ii) Which of these is **NOT** a type of Sentence?
- (a) Assertive
 - (b) Conjunction
 - (c) Interrogative
 - (d) Affirmative
- (iii) Unwanted mail is called _____.
- (a) Spam
 - (b) Virus
 - (c) Cache
 - (d) Worm

- (iv) Physical activity can help stimulate the brain's production of feel-good neurotransmitters called _____.
- (a) Happy Hormones
 - (b) Eustress
 - (c) Bad Hormones
 - (d) Endorphins
- (v) The F3 Function key is used to rename files or items.
- (a) True
 - (b) False
- (vi) _____ is used to save multiple files together in an organised way.
- (a) Recycle Bin
 - (b) Taskbar
 - (c) Folder
 - (d) Icon
- (vii) Rahul creates a file in *Notepad* and saves the file by the name "project". The complete name of file will be:
- (a) project.doc
 - (b) project.docx
 - (c) project.txt
 - (d) project.jpg

- (viii) _____ are small files that are stored on a user's computer when they visit a website on the internet.
- (a) Caches
 - (b) Icons
 - (c) Folders
 - (d) Cookies
- (ix) A computer system consists of two main parts called:
- (a) Hardware and Software
 - (b) Input and Output device
 - (c) Monitor and Keyboard
 - (d) Operating System and Storage
- (x) A long period of time when there is no rain is known as:
- (a) drought
 - (b) flood
 - (c) ozone layer
 - (d) recycle
- (xi) Recycle bin is a special folder on a computer where deleted files are temporarily stored.
- (a) True
 - (b) False

(xii) What should be used to clean a computer monitor?

- (a) Wet cloth
- (b) Rough towel
- (c) Dry cloth
- (d) Soap solution

(xiii) The images given below are examples of _____.



- (a) Application Software
- (b) Antivirus Software
- (c) Operating Systems
- (d) Utility Software

(xiv) **Assertion (A):** Installing and regularly updating antivirus software helps protect your computer from viruses.

Reason (R): Antivirus software detects and removes malicious programs that can harm your computer.

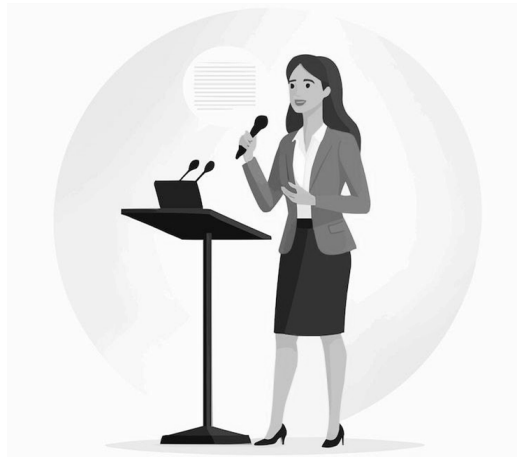
- (a) (A) is true and (R) is false.
- (b) (A) is false and (R) is true.
- (c) Both (A) and (R) are true and (R) is the correct explanation of (A).
- (d) Both (A) and (R) are true but (R) is not the correct explanation of (A).

- (xv) Which of the following is **NOT** a punctuation?
- (a) Full stop
 - (b) Abbreviation
 - (c) Comma
 - (d) Question mark
- (xvi) The CPU has an internal _____ to keep it cool.
- (a) fan
 - (b) pipe
 - (c) cooler
 - (d) heater
- (xvii) Which type of software is Calc?
- (a) Word processor
 - (b) Spreadsheet
 - (c) Database
 - (d) Presentation
- (xviii) Which of the following is an example of an operating system?
- (a) MS Word
 - (b) Windows 10
 - (c) Chrome
 - (d) Paint

(xix) _____ acts as an interface between the user and the computer.

- (a) Operating System
- (b) MS Excel
- (c) Impress
- (d) Monitor

(xx) What type of Communication is primarily illustrated in the given image?



- (a) Intrapersonal Communication
- (b) Public Communication
- (c) Interpersonal Communication
- (d) Mass Communication

Question 2

- (i) Fill in the blanks: [5]
- (a) CPU stands for _____. [*Central Processing Unit / Computer Processing Unit*]
 - (b) Android is an example of _____. [*Operating System / Application Software*]
 - (c) _____ is the shortcut for making the selected text Bold. [*Ctrl+A / Ctrl+B*]
 - (d) 1TB (Tera Byte) is equivalent to _____. [*1024 GB / 1 KB*]
 - (e) Pen drive and hard disk are examples of _____. [*Input devices / Storage devices*]
- (ii) Write True or False: [5]
- (a) A cell is a combination of a row and a column.
 - (b) A healthy diet plays an important role in managing stress.
 - (c) Online harassment and threat are known as Phishing.
 - (d) ISP stands for Information Security Protocol.
 - (e) Online shopping is a feature of e-commerce.

Question 3

- (i) Write *any two* qualities of an entrepreneur. [2]
- (ii) State *any two* common signs of a computer virus attack. [2]
- (iii) List *any two* uses of ICT in everyday life. [2]
- (iv) What is Stress? [2]
- (v) Name *any two* factors that affect communication at the workplace. [2]

SECTION B (60 Marks)

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

Question 4

- (i) Describe *any five* ways by which entrepreneurs help in the growth of society. [5]
- (ii) Explain the use of *Goal Seek* feature. How does it work? [5]
- (iii) How can you create a *bulleted or numbered* list in MS Word / LibreOffice Writer? [5]

Question 5

Answer the following questions with respect to *secure working environment*:

- (i) What is First Aid? Why is it useful at the workplace? [5]
- (ii) Write *any five* ways to prevent accidents in the workplace. [5]
- (iii) Explain *any five* ways to remove *workplace hazards*. [5]

Question 6

Answer the following questions with reference to *LibreOffice Base (DBMS)*:

- (i) Explain all types of DBMS Models. [5]
- (ii) What is a Database? List *any two* advantages of DBMS. [5]
- (iii) State the role of a *Foreign key* in a DBMS. [5]

Question 7

- (i) What is Data Consolidation in worksheet? [5]

Write *any three* advantages of using data consolidation.

- (ii) Mention *any two* operations that can be performed using Macros in a spreadsheet. [5]

- (iii) ABC Corporation company uses the following formulas to calculate the salary components for its employees. Given below is the data of the employees. The company pays allowances and makes deductions as follows: [5]

DA (Dearness Allowance)	=	40% of Basic Salary
HRA (House Rent Allowance)	=	8% of Basic Salary
PF (Provident Fund)	=	4% of Basic Salary
GS (Gross Salary)	=	Basic Salary + DA + HRA – PF

Based on the worksheet provided below, answer the questions that follow.

Write formulas / functions for the operations (1) to (5):

	A	B	C	D	E	F	G
1	E. No	E. Name	B. Sal	DA	HRA	PF	G. Sal
2	1001	Ashok	6500	2600	520	260	--
3	1002	Anil	8000	--			
4	1003	Sahil	7000		--		
5	1004	Karan	6500				
6	1005	Sanjay	7200				
7	1006	Shubh	9000				
8	Highest Salary	--					

1. Calculate the DA of Anil as 40% of Basic Salary.
2. Calculate the HRA of Sahil as 8% of Basic Salary.
3. Calculate the highest Basic Salary among all the employees.
4. Calculate the difference between Basic Salary of Sanjay and Karan.
5. Calculate the Gross Salary of Ashok.

Question 8

- (i) List *any five* reasons why *Image Cropping* is useful in MS Word / LibreOffice Writer. [5]
- (ii) What is a *watermark* feature? [5]
How can you insert a watermark in your document?
- (iii) Write the steps to create a Template in MS Word / LibreOffice Writer. [5]

Question 9

- (i) Explain the concept of *Forms*. [5]
How many ways are there to create a form in a DBMS?
- (ii) (a) Why do we need *relationship* between tables? [5]
(b) Explain in brief each of the following:
 - 1. One to One Relationship
 - 2. One to Many Relationship
- (iii) Give *two* reasons to explain why a Primary key is important. [5]
Why does it play a vital role in a DBMS?