

2024 IV 18

0930

Marks	E	M	CM	3
Pg. 3				

Time : 2 Hours

DATA PROCESSING (CWSN)

Subject Code

S	2	1	5	0
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Total No. of Questions : 40 (Printed Pages : 12) Maximum Marks : 40

INSTRUCTIONS : (i) QUESTION PAPER WITH ANSWER SHEET.

- (ii) All questions are based on spreadsheet software.
- (iii) All the questions are compulsory.
- (iv) Figures to the right indicate full marks.
- (v) Write question number and sub-question number for every answer clearly.

Fill in the blanks with alternatives :

7

1. The Quick Access Toolbar is by default located at the of the Spreadsheet window.

- Bottom
- Top
- Centre
- Side

Ans. _____

2. A group of cells is known as a

- Cell address
- Formula
- Name box
- Cell range

Ans. _____

3. The changing of font, size and colour is

- Chart formatting
- Character formatting
- Grow/Shrink
- Volume knob

Ans. _____

4. The formula must begin with sign.

- =
- -
- +
- /

Ans. _____

Marks	E	M	CM
Pg. 4 & 5			

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5. The bar displays information about the currently active/open presentation.

- Title
- Status
- Scroll
- Menu

Ans. _____

6. Manual editing of slides can be done using formatting.

- Auto format
- Hand
- Customized
- Style

Ans. _____

7. Slide Show can be presented by pressing function key from the keyboard.

- F5 Key
- F7 Key
- F10 Key
- F1 Key

Ans. _____

State whether the following are True or False :

8. You can add/delete columns/rows in a worksheet.

Ans. _____

9. Ctrl + U is shortcut key from keyboard for Undo option.

Ans. _____

10. The size of the font cannot be increased or decreased.

Ans. _____

11. The formula cannot be copied within a worksheet.

Ans. _____

12. Ctrl + P is shortcut key to open print dialogue box.

Ans. _____

13. Artificial intelligence is an option where presentation analyses the selected text and applies the relevant formats.

Ans. _____

14. Columns help to read text more easily because the line of text is shorter.

Ans. _____

Marks	E	M	CM
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7

Match the pairs :

7

Group 'A'

Group 'B'

- | | | |
|--------------------------------------|---|--------------------|
| 15. Charts | • | Defined boundaries |
| 16. Ctrl + C | • | Smallest value |
| 17. Cell border | • | Design |
| 18. Min | • | Circular dots |
| 19. Themes | • | Center |
| 20. Bullets | • | Copy |
| 21. Default text alignment in slides | • | Insert |

Ans. **Group 'A'**

Group 'B'

- | | | |
|--------------------------------------|---|-------|
| 15. Charts | • | |
| 16. Ctrl + C | • | |
| 17. Cell border | • | |
| 18. Min | • | |
| 19. Themes | • | |
| 20. Bullets | • | |
| 21. Default text alignment in slides | • | |

Answer in one word only :

7

22. What is the shortcut key for opening an existing worksheet ?

Ans. _____

23. What is the shortcut key to cut text in worksheet ?

Ans. _____

24. Which tab has font size options ?

Ans. _____

25. Which is the most common function in worksheet ?

Ans. _____

26. What is the shortcut key to save a presentation ?

Ans. _____

27. Name the font effect with a horizontal line passing through the center of text ?

Ans. _____

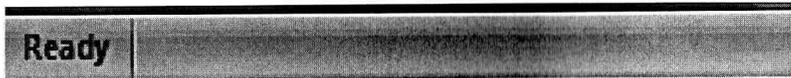
28. What is the shortcut key to paste in worksheet ?

Ans. _____

Name the following tools :

6

29.



Ans. _____

30.



Ans. _____

Marks	E	M	CM
Pg. 8 & 9			

9

31.



Ans. _____

32.



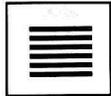
Ans. _____

33.



Ans. _____

34.



Ans. _____

Identify the following effects :

6

35.

Before	
Sunday	DP
Monday	DTP
Tuesday	D &P

After	
Sunday	DP
Monday	DTP
Tuesday	D &P

Ans. _____

36.

Before		After
Mouse is an input Device		<i>Mouse is an input Device</i>

Ans. _____

37.	Before		After
	Printer is an output device		Printer is an <u>output</u> device
	Keyboard is an input decivce		Keyboard is an <u>input</u> decivce

Ans. _____

38.	Before		After
	Mouse		Mouse
	Keyboard and Scanner		Keyboard and Scanner
	Monitor, Printer and Speakers		Monitor, Printer and Speakers

Ans. _____

39.	Before				After	
	Computer is an electronic device				Computer is an electronic device	

Ans. _____

40.	Before		After
	Laptops are expensive		Laptops are expensive
	Desktops are cheaper		Desktops are cheaper

Ans. _____

