

Data Entry Operations

(229)

Assignment

Max. Marks: 20

- Note:** (i) All questions are compulsory. The marks allowed for each question are given at same place.
(ii) Write your name, enrolment number, AI name and subject on the top of the first page of the answer sheet.

1. Attempt any 1 (2marks each)

1. Raj is a photographer and for his photography work he wants to assemble a computer system. On this computer he wants to store photographs, videos. He also has to do a lot of editing, scanning, and printing work. Suggest him a computer configuration for this purpose.
2. Alok compared his Operating system (Windows) with his friend's and found that it is not updated. He wants to add new features from Windows Update. Write the steps he should follow for the same.
3. Renu wrote one report on "e-world" and submitted it for the review. The reviewer suggested some changes and inserted comments without modifying the original document and asked her to incorporate those changes in the document. Write the name of the feature used by the reviewer and steps Renu should follow to update the document.
4. Write down the key strokes (Keyboard shortcuts) for the following actions

Action	Key Stroke
Open a file	
Save	
Find	
Select all- Entire Document	

2. Attempt any 1 (2marks each)

1. Alka has prepared a manual in MS Word for her school. She wants to update the date in the footer and also wants to insert the Page numbers. How can she achieve this, write the steps.
2. Soham made a list of steps for doing Mail Merge. But he has made many mistakes while performing it. Correct the mistakes in the sentences given below:
 - i) The data source contains the body of the letter.
 - ii) Main document containing the text and graphics is different for each version of the merged document.
3. Rajni is writing an article on 'Save Water'. Help her to do the following using short cut keys:
 - i) Align text to 'Justify'
 - ii) Make the heading BOLD and UNDERLINED
 - iii) Replace the word 'safety' with 'save' in the entire document
 - iv) Save the file

4. Dilip's mother creates grocery list every month. Dilip asked his mother to give him the list of grocery items she buys for a month. He used worksheets in Excel with items in one column and quantity in another column and their prices in the next column. Now he can very easily calculate amount spent on each item and the total monthly bill.

Ask your mother for grocery list of the month and help her by creating and printing the worksheet in Excel.

3. Attempt any 1

(2marks each)

1. Gauri is creating a worksheet with details of her 4 friends. She makes a separate column for each friend and writes about him or her in the cell and then she uses Autofit and Wrap Text features. Write the steps to Autofit Columns.
2. Make a time table of any class in Excel.
 - 1) Add the border for Periods and Name of the Days.
 - 2) Fill different colours for Saturday and Sunday.

	A	B	C	D	E	F	G	H	I	J
1	Time Table of Class XI									
2	Days	I	II	III	IV	Break	V	VI	VII	VIII
3	Monday									
4	Tuesday									
5	Wednesday									
6	Thursday									
7	Friday									
8	Saturday									
9	Sunday									
10										

- 3) Consider the following worksheet that shows the number of students in different courses in different years.

	A	B	C	D
1			Number of Students	
2				
3		B. Tech.	MBA	MCA
4	2005	135	45	50
5	2006	143	49	54
6	2007	123	50	29
7	2008	211	54	46
8	2009	209	57	52
9				
10				

What will be the result of the following formulas?

=SUM(B4:B8)

=MIN(C3:D7)

=AVERAGE(C6:C8)

=MAX(B7:B8)

4. Rahul prepared a presentation on 'Sports Day'. He does not want 3 slides to appear during the slide show. But at the same time he does not want to delete the slides as it may be used later. What feature he should use to do so and also write the steps for the same.

4. Attempt any 1

(4 marks each)

1. Mukti is a computer teacher in the school. She asks her student to write down the steps for the following tasks in the computer lab:
 - i) Create a folder and name it as “ My_Folder”.
 - ii) Create MS Word file named “test.docx” and save it in ”My_Folder”
 - iii) Make a copy of “test.docx” in “My_Folder”.
 - iv) Change the name of folder “My_Folder” to a different name of your choice.
2. Raj is working with a bank. He wants transfer from Delhi branch to his hometown in Patna. Delhi branch head asked him to write a formal application and send copies to Headquarters, Delhi branch, Patna branch and Administrative office. Which feature should Raj use in writing the application? Also write steps to create and print envelopes that include Raj’s return address.
3. Abhi is designing a magazine cover for the school. He wants to include the following features in it:
 - i) Page Border
 - ii) A Background effect for the page.
 - iii) A picture or a clipart.
 - iv) WordArt

Write steps to include these features.

4. Mr. P. Singh is a trainee editor in ABC publication. He is currently working on a book related to Computer hardware. Read the following paragraph carefully and help Mr. P. Singh in his job:

INTRODUCTION

BIOS (basic input/output system) are the program a personal computer’s microprocessor uses to get the computer system started after you turn it on. It also manages data flow between the computer’s operating system and attached devices such as the hard disk, video adapter, keyboard, mouse and printer.

BIOS attack

A BIOS attack is an exploit that infects the BIOS with malicious code and is persistent through reboots and attempts to reflash the firmware.

BOOTING

In computing, booting (also known as booting up) is the initial set of operations that a computer system performs when electrical power to the CPU is switched on.

- i) Change all the text to Times New Roman 12 pt.
- ii) Center the title and make the title and all the headings bold.
- iii) Insert space before and after the paragraphs.
- iv) Use print preview to make sure everything looks correct.

5. Attempt any 1

(4 marks each)

1. In All India School Education Survey 2013 it was found that the state of Nagaland has 1367 Government Schools, 16 Local Body Schools, 9 Private Aided Schools, and 96 Private Un-Aided Schools.

Enter this information in an Excel sheet and insert a Pie Chart to represent this data.

2. Utkarsh created a PowerPoint presentation to conduct a quiz on States of India and their Capitals. All his slides contain multiple choice questions in text form. Now he wants to make some improvements in the presentation. You have to help him by writing the steps to do the following:
 - (i) Insert maps of states in some slides.
 - (ii) Set timings for certain slides so that a question appears only for a limited time.
 - (iii) During the slide show slides appear with some animation.
 - (iv) Current date appears at the bottom of each slide.
3. Suppose you are working as a Data Entry Operator in an office. Very frequently you are asked to write personalized letters to various clients. Most of the times contents of the letters are the same but personal details of clients are different to make the letters personalized. You want to use Mail Merge feature of MS Word to make your job convenient. Design a sample Data Source (in Excel) for this purpose. The data source should have at least 5 fields.
4. Suppose you are given an assignment to create a word document with following specifications:
 - (i) Title of the document should be Bold and Centre aligned.
 - (ii) For the remaining text the alignment should be “Justified”.
 - (iii) There should be a dashed line (_ _ _) at the end of the document.
 - (iv) Page orientation should be Landscape.

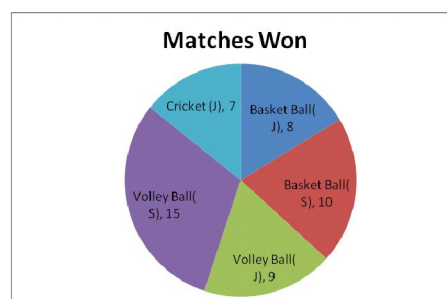
Write steps to perform each of the above mentioned functions.

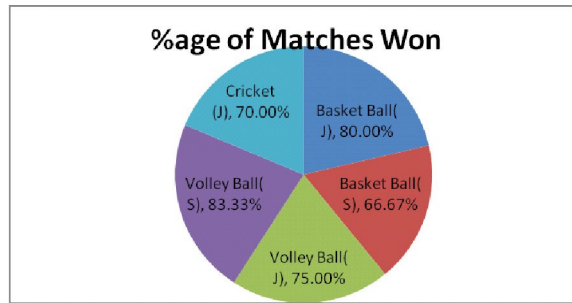
6. Project - Attempt any 1

(6 marks each)

1. The sports department of a school has created a worksheet to store and analyse sports related data. The worksheet and the corresponding graphs are given below:

Sports Department (Progressive Minds School)							
<i>S.No.</i>	<i>Team</i>	<i>Coach Neela</i>	<i>Matches Played</i>	<i>Matches Won</i>	<i>Highest Level</i>	<i>%age of Matches Won</i>	<i>Remarks</i>
1	Basket Ball(J)	Neelam	10	8	State	80.00%	
2	Basket Ball(S)	Indrash	15	10	State	66.67%	
3	Volley Ball(J)	Archita	12	9	State	75.00%	
4	Volley Ball(S)	M. Pal	18	15	National	83.33%	
5	Cricket (J)	Narendra	10	7	Zonal	70.00%	





You are required to create similar worksheet with charts for some other school.

2. Gather information about your locality (like Area, Number of houses, Police Station, Post Office, RWA etc.) and prepare a document of at least 2 pages about it. The document must contain at least 4 relevant images.
3. Create a PowerPoint presentation on “Importance of Health”. It must include the following (one slide each):
 - (i) What is Health
 - (ii) Mental Health and Physical Health
 - (iii) Healthy Food Habits
 - (iv) Role of Physical activity in maintaining Health
4. Create a report on Computer Lab(s) in your study centre. The report must at least include the following information:
 - (i) Number of computers in the study centre.
 - (ii) Number of computer labs in the study centre and number of computers in each lab.
 - (iii) Configuration of at least 2 computers in the study centre
 - (iv) Names of various Operating Systems being used
 - (v) Names of various software installed
 - (vi) What improvements do you expect in the lab(s)