

Subject Code : S-2150
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Subject : Data Processing (CWSN)

HOLLOW CRAFT STICKER

SEAT NO.	BAR CODE
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Centre :

Seat No. (in fig.).....

(in words).....

.....

Candidate's Signature :.....

Supervisor's Signature with date :.....

Subject Code	S-2150
Subject	Data Processing (CWSN)
Date	2025-03-18

FOR OFFICE USE

Subject Code	
Subject	
Date	
Main Answer Book = 1	
Specific remarks of centre conductor regarding malpractices (in Red Ink)	

Examiner	Moderator	Chief Moderator
Total in Figures =	=	=
Total in Words		
Signature		
Apptt.No. :		

- Mobile Phones and other electronic gadgets are stricity prohibited inside the examination hall.
- Use of non-programmable calculator is allowed ONLY in some subjects.
- Writing in any form on the Hollow craft sticker and Bar code sticker is strictly prohibited.
- Only blue ink/ball pen is to be used for writing the answers. Black lead pencil may be used for drawing figures, diagrams and graphs. Use of any other colour pencil/pen is strictly prohibited.
- Disclosing of identify on the answer book (except in the space provided) in any form is strictly prohibited.
- Candidate should check that the printed seat number is correct and verify that the answer book has all pages serially numbered before filling all other details.

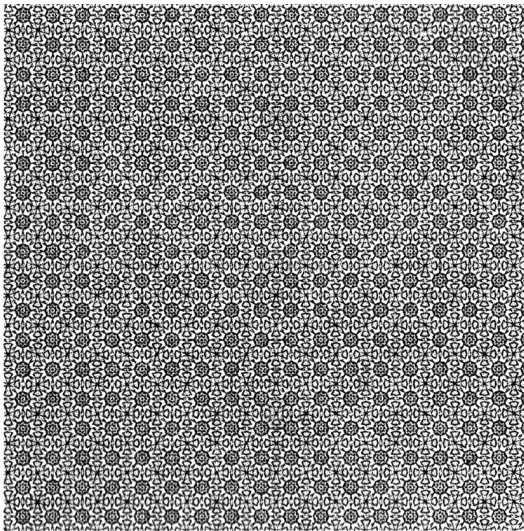
INSTRUCTIONS TO CANDIDATES

The Candidate shall

1. Produce the admission card on demand to competent authorities during the examination.
2. Enter the seat number and other particulars in the space provided on every main answer book and supplement.
3. Verify that the Block Supervisor has signed in the appropriate space on the main answer book and also the supplements.
4. Not be allowed to leave the examination hall during the first ONE HOUR and also the last TEN minutes of the examination.
5. Not damage/scribble the seat no./barcode sticker.
6. Not indulge in any malpractice like.
 - Carrying written material into the examination hall.
 - Communicating in any manner with other candidates in the examination hall.
 - Passing slips of paper, answer book or supplements to other candidates.
 - Impersonating another candidates.
 - Attaching currency notes to the answer books.
 - Copying from another candidate or vice versa.
 - Leaving the examination hall without submitting answer book to the supervisor.
 - Using of coloured thread to tie answer books.
7. Abide by the rules of discipline.
8. Stop writing on the answer book after the ringing of the final bell.
9. Stick the hollow craft sticker on the main answer book as well as on the supplement after the final bell.
10. Not leave the seat till all answer books are collected and counted by the supervisor.

NOTE :

Candidate shall be liable for penalty imposed by the board for the violation of any or all of the above clauses.



Pg No.	Examiner	Moderator	Chief Moderator
03			
04 & 05			
06 & 07			
08 & 09			
10 & 11			
12			
TOTAL			
Total in words			
Apptt. No.			
Sign			
Verification			

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 and presentation software.
- (iii) All questions are compulsory.
- (iv) Figures to the right indicate full marks.

Fill in the blanks with the correct alternative :**7**

1. An active cell can be identified by thick border.

- brown
- blue
- black
- blank

Ans. _____

2. When you select a cell, the cell address appears in the

- formula bar
- name box
- title bar
- status bar

Ans. _____

3. An effect where the text has a line running beneath is

- undermine
- understanding
- underline
- undertaker

Ans. _____

4. The most common function in worksheet is function.

- count
- count blank
- sum
- sun

Ans. _____

5. The view which helps to rearrange the slides easily and quickly is

- normal view
- slide show
- slide sorter
- review

Ans. _____

Marks	E	M	CM	5
Pg. 4 & 5				

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

- autoformat
- hand
- customized
- style

Ans. _____

7. An alignment that aligns both the sides of a sentence/paragraph in relation to both margins is

- left
- center
- right
- justify

Ans. _____

State whether the following statements are True or False : **7**

8. A worksheet cannot be renamed.

Ans. _____

9. The Delete key is used to delete the entire contents of a cell.

Ans. _____

10. Number format has effect on how a number looks and also on the actual value.

Ans. _____

11. Charts are more attractive and appealing when compared to the text.

Ans. _____

12. Outline and slides are available on left panel when you open a presentation.

Ans. _____

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

Ans. _____

14. In presentation, by default text is left aligned.

Ans. _____

Match the pairs :

7

Group 'A'	Group 'B'
15. Page setup	• Largest Value
16. Paste	• View
17. Orientation	• Circular dots
18. Max	• Vertical sections
19. Zoom	• Page layout
20. Bullets	• Ctrl+V
21. Columns	• Text Rotation

Marks	E	M	CM
Pg. 6 & 7			

7

Ans.	Group 'A'	Group 'B'
15.	Page setup	•
16.	Paste	•
17.	Orientation	•
18.	Max	•
19.	Zoom	•
20.	Bullets	•
21.	Columns	•

Answer the following questions in one word only :

7

22. What is the shortcut key for creating a new Spreadsheet ?

Ans. _____

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

Ans. _____

24. Which tab has the font options ?

Ans. _____

25. Which function is used for counting blank cells in worksheet ?

Ans. _____

26. What is the shortcut key for creating new slide in presentation ?

Ans. _____

8

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

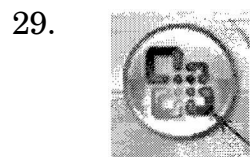
Ans. _____

28. What is the shortcut key for Redo in Spreadsheet ?

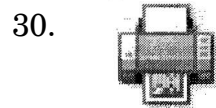
Ans. _____

Name the following tools :

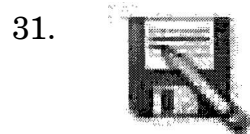
6



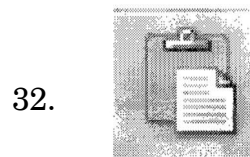
Ans. _____



Ans. _____



Ans. _____



Ans. _____

33.



Ans. _____

34.



Ans. _____

Identify the following effects :

6

35.

Before

After

Sr. No.	Name	Amount
1.	John	200
2.	Deepak	300
3.	Joel	500

Sr. No.	Name	Amount
1.	John	200
2.	Deepak	300
3	Joel	500

Ans. _____

36.

Before

After

Computer allows us to make changes in the already stored data.

Computer allows us to make changes in the already stored data.

Ans. _____

10

37.

Before

After

Life	is	short
------	----	-------

Life is short

Ans. _____

38.

Before

After

Mouse is an input Device

Mouse is an input Device

Ans. _____

39.

Before

After

Corel Draw 21

Corel Draw 21

Ans. _____

40.

Before

After

Computer in Education are used to provide audio-Visual learning , online learning, maintain records and make documents

Computer in Education are used to provide audio-Visual learning ,
online learning,
maintain records and make documents

Ans. _____

S-2150

Marks	E	M	CM	11
Pg. 10 & 11				

Marks	E	M	CM
Pg. 12			