

Subject Code : S-2150
--

Subject : Data Processing (CWSN)

HOLLOW CRAFT STICKER

SEAT NO.	BAR CODE
----------	----------

Centre :

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

(in words).....

.....

Candidate's Signature :.....

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

Subject Code	S-2150
Subject	Data Processing (CWSN)
Date	2024-04-18

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.

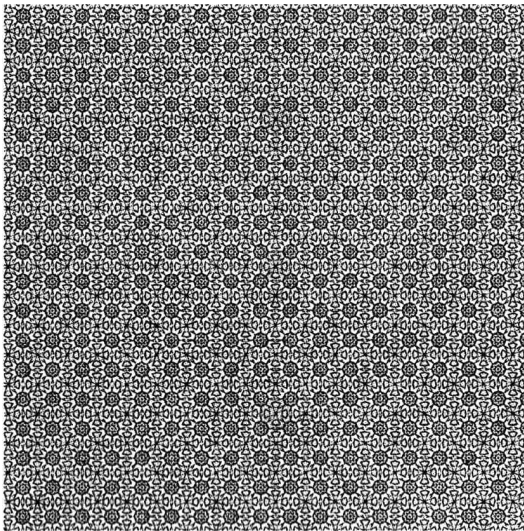
INSTRUCTIONS TO CANDIDATES

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			

2024 IV 18

0930

Marks	E	M	CM	3
Pg. 3				

Time : 2 Hours

DATA PROCESSING (CWSN)

Subject Code

S	2	1	5	0
---	---	---	---	---

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			

5

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
Pg. 6 & 7			

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 ?

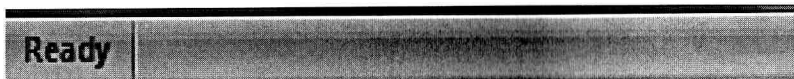
Ans. _____

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

Ans. _____

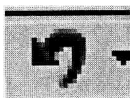
Name the following tools :**6**

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. _____

Marks	E	M	CM	11
Pg. 10 & 11				

This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.