

## Data Entry Operator Sample Question Paper

SSC/Q2212

MAX MARKS - 100		TIME : 3 HRS
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### Instructions:

- This question paper consists of multiple-choice questions.
- Select the most appropriate answer for each question.
- There is only one correct answer for each question.
- Mark your answers on the provided answer sheet.
- Section A: **Data Entry Theory Exam**  
Section B: **Data Entry Practical Exam**

## Data Entry Theory Exam

50 Marks

### Question 1 Topic: MS Excel Questions

Weight refers to \_\_\_\_\_.

- a) The height of the printed character
- b) The design and appearance of characters
- c) Upright or slanted shape
- d) The print density of characters

### Question 2 Topic: MS Excel Questions

When you are typing an equation into a cell the first thing that must be entered is \_\_\_\_\_.

- a) Parenthesis
- b) The first cell referenced
- c) Quotation marks
- d) An equal sign

### Question 3 Topic: MS Excel Questions

You can copy data or formulas \_\_\_\_\_.

- a) With buttons on the standard toolbar
- b) All of these

- c) With the copy, paste and cut commands on the edit menu
- d) With commands on a shortcut menu

**Question 4 Topic: Data Entry MS Word**

**Test Which of the following options is not available in Insert >> Picture?**

- a) Chart
- b) Clip Art
- c) Graph
- d) Word Art

**Question 5 Topic: MS Excel Questions**

**When you see a cell with a red triangle in the top right corner, what does this signify?**

- a) The font color for text in the cell is red
- b) A formula cannot be entered into the cell
- c) There is a comment associated with the cell
- d) There is an error in the cell

**Question 6 Topic: MS DOS Practice Questions**

**Which command be used to ask you to confirm that you want to delete the directory?**

- a) Erase .
- b) Del ./p
- c) Deltree
- d) Deltree/f

**Question 7 Topic: MS DOS Practice Questions**

**Which command is used to delete all the files with extension .txt on the current drive and directory?**

- a) Erase .txt
- b) Del .txt
- c) Del ./p
- d) Del \*.txt

**Question 8 Topic: MS Excel Questions**

**When you use the fill effects in the format data series dialog box, you cannot \_\_\_\_\_.**

- a) Select a foreground color
- b) Select a background color
- c) Rotate text on the chart
- d) Select a pattern

**Question 9 Topic: MS Excel Questions**

**When you want to insert a blank embedded excel object in a Word document, you can \_\_\_\_\_.**

- a) Click the office links button on the standard toolbar
- b) Click the object command on the insert menu

- c) Click the create worksheet button on the formatting toolbar
- d) Click the import excel command on the file menu

**Question 10 Topic: MS Excel Questions**

**Which of the following is not an option in the spelling dialog box?**

- a) Edit
- b) Change
- c) Ignore all
- d) Ignore

**Question 11 Topic: MS Excel Questions**

**The accounting style shows negative numbers in \_\_\_\_\_.**

- a) Bold
- b) Quotes
- c) Parentheses
- d) Brackets

**Question 12 Topic: MS Excel Questions**

**To select a column, the easiest method is to \_\_\_\_\_.**

- a) Drag from the top cell in the column to the last cell in the column
- b) Double click any cell in the column
- c) Click the column label
- d) Click the column heading

**Question 13 Topic: MS Excel Questions**

**A \_\_\_\_\_ is a group of cells that form a rectangle on the screen.**

- a) Range address
- b) Calculation
- c) Formula
- d) Range

**Question 14 Topic: Internet Practice Test**

**What is the main advantage of networking?**

- a) Sharing of data
- b) Sharing of peripherals
- c) All of these
- d) Interactive data transfer

**Question 15 Topic: Data Entry MS Word Test**

**You cannot close MS Word application by \_\_\_\_\_.**

- a) Press Alt+F4
- b) Choosing File menu then Exit submenu
- c) Click X button on title bar
- d) From File menu choose Close submenu

**Question 16 Topic: Internet Practice Test**

**State whether true or false about both statements -i) A worm mails a copy of itself to other systems. ii) A worm executes a copy of itself on another system.**

- a) False, True
- b) False, False
- c) True, False
- d) True, True

**Question 17 Topic: MS DOS Practice Questions**

**Which command is used to see the version?**

- a) None of above
- b) Version
- c) Ver
- d) Verson

**Question 18 Topic: MS DOS Practice Questions**

**Which switch should be used in the DIR command to view files in all directories?**

- a) /s
- b) /l
- c) /p
- d) /w

**Question 19 Topic: MS DOS Practice Questions While working with MS-DOS, which command is used to copy all files with extension .txt into one file named all.txt?**

- a) Copy \*.txt a:
- b) Copy \*.txt all.txt
- c) Copy a: \*.txt
- d) Copy \*.txt c:

**Question 20 Topic: MS Excel Questions**

**Excel uses the \_\_\_\_\_ Function when creating a data table.**

- a) Sum
- b) Table
- c) Average
- d) Count

**Question 21 Topic: Introduction**

**What is one of the factors that has contributed to the growth of the IT/ITeS industry in India?**

- a) Government opposition to IT industry
- b) Lack of skilled workforce
- c) Increasing globalization
- d) High cost compared to developed countries

**Question 22 Topic: Introduction**

**Which government initiative in India focuses on transforming the country into a digitally empowered society?**

- a) Make in India
- b) Digital India
- c) Startup India
- d) Skill India

**Question 23 Topic: Introduction**

**What is one key aspect of the Make in India initiative by the Indian government?**

- a) Reduce foreign investment
- b) Promote local manufacturing
- c) Increase import taxes
- d) Stifle employment opportunities

**Question 24 Topic: Undertake Data Entry Services**

**What is a key responsibility of data entry operators in terms of confidentiality and data security?**

- a) Troubleshooting errors
- b) Communicating effectively with team members
- c) Organizing and managing files
- d) Following privacy policies, access restrictions, and confidentiality agreements

**Question 25 Topic: Undertake Data Entry Services**

**What is a crucial aspect of troubleshooting errors for data entry operators?**

- a) Striving for continuous improvement
- b) Communicating effectively with team members
- c) Organizing and managing files
- d) Identifying the source of the error and correcting inaccuracies

## Data Entry Practical Exam

50 Marks

### Instructions for Task Completion:

- Perform each task sequentially.
- Ensure accuracy and correctness in data entry and formatting.
- Save your completed spreadsheet and submit it as instructed.
- Contact the supervisor if you encounter any issues or have questions.

### 1. Open Microsoft Excel and create a new spreadsheet.

- Enter the following data into the spreadsheet:

Name	Age	Gender	Occupation
John Smith	35	Male	Engineer
Emma Brown	28	Female	Accountant
Alex Lee	42	Male	Programmer
Sarah Reed	31	Female	Lawyer

### 2. Perform the following Data Entry Task:

- Insert a new column between "Age" and "Gender" columns.
- Label the new column as "City".
- Enter the following cities corresponding to each person:
  - John Smith: New York
  - Emma Brown: London
  - Alex Lee: San Francisco
  - Sarah Reed: Sydney

### 3. Calculate the average age of the individuals in the spreadsheet.

Open Microsoft Excel and create a new spreadsheet.

#### 1. Enter the following information into the spreadsheet:

ID	Name	Age	Gender	Occupation
101	John Smith	35	Male	Engineer
102	Emma Brown	28	Female	Accountant
103	Alex Lee	42	Male	Programmer
104	Sarah Reed	31	Female	Lawyer

#### 4.Data Entry and Formatting

1. Insert a new column between the "Age" and "Gender" columns.
2. Label the new column as "Location".
3. Enter the following locations corresponding to each person:
  - John Smith: New York
  - Emma Brown: London
  - Alex Lee: San Francisco
  - Sarah Reed: Sydney
4. Apply bold formatting to the column headers (ID, Name, Age, Gender, Occupation, Location).
5. Apply borders to the entire table.

#### 5.Data Analysis

1. Calculate the average age of the individuals in the spreadsheet.
2. Count the number of males and females in the dataset.

#### 6. Additional Data Entry

1. Add a new row at the bottom of the spreadsheet.
2. Enter the following information for a new individual:
  - ID: 105
  - Name: Michael Johnson
  - Age: 45
  - Gender: Male
  - Occupation: Doctor
  - Location: Chicago

### Save and Submit

Save your completed spreadsheet with an appropriate filename.

Submit your completed spreadsheet as instructed.

**Best of Luck with your tasks!**