

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!