

XBCE  
(INDIA)

## Xavier Board for Computer Education (India)

Roll No :

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NAME: \_\_\_\_\_

Time: 1hr 30 Minutes

FM: 60

### READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY

1. Write your roll Number and Name in the appropriate place.
2. All answers of Part A should be marked only in the question paper.
3. Write answers of Part-B in the answer sheet provided.
4. You are expected to complete the exam in the prescribed time and handover the question paper and answer sheet to the invigilator.
5. In case of malpractice, the exam will be cancelled and the person will be debarred from appearing for other exams.

### PART - A

A) Choose the appropriate one

[10]

- 1) Which of the following device can be used for data entry
  - a) mouse
  - b) keyboard
  - c) touch screen
  - d) All of these
- 2) Imaging is a/an \_\_\_\_\_ device
  - a) input
  - b) output
  - c) storage
  - d) None
- 3) KPH means
  - a) Kilo Per Hours
  - b) Key Per Hour
  - c) Key Perfect Hour
  - d) Kilo Perfect Hour

- 4) WPM means
- |                     |                          |
|---------------------|--------------------------|
| a) Word Per Miles   | c) Weightage Per Miles   |
| b) Word Per Minutes | d) Weightage Per Minutes |
- 5) Net Speed calculated as
- (Total Words Typed - Word Error) / Total Time Taken (in minutes)
  - (Total Words Typed - Word Error) / Total Time Taken (in Hours)
  - (Total Words Typed - Word Error) / Total Time Taken (in Seconds)
  - (Total Words Typed - Word Error) \* Total Time Taken (in minutes)

**B) State True or False**

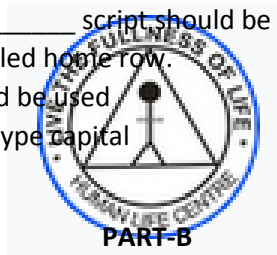
**[10]**

- A table in Microsoft word can be transferred to Microsoft Excel.
- Any device displaying text on a screen may act as an e-book reader
- In Excel cells can be merged.
- Typing and pressing enter key in a cell cursor goes to end
- Usually in data entry importance is given on speed not accuracy

**C) Fill in the Blanks**

**[10]**

- "AKRUTI" is a \_\_\_\_\_
- To write in ODIA language \_\_\_\_\_ script should be activated in AKRUTI
- In keyboard \_\_\_\_\_ is called home row.
- To type C \_\_\_\_\_ finger should be used
- \_\_\_\_\_ finger is used to type capital



**D) Answer the following Questions (any Three)**

**[15]**

- Write the full form of KPH, WPM
- What is the sitting procedure while typing?
- TYPEWRITER – to type this word which row in the keyboard is used
- How shift key is used in Typing?

**E) Define Following (Any Three)**

**[15]**

- E-Book
- Alphanumeric Entry
- QAT
- Captcha