

Xavier Board for Computer Education (India)

Roll No:				
NAME				
Time: 1hr 30 Minutes		FM: 60		
READ THE FOLLOWING INSTRU	ICTION	S VERY CAREFUL	LY	
	-52	12		
 Write your roll Number and Name in the appropria All answers of Part A should be answered only in th 		<u> </u>		
4. Write answers of Part A should be answered only in the		or happen.		
5. You are expected to complete the exam in the pre	escribed	time and handover	the question naner	
and answer sheet to the invigilator.	Scriped		the question paper	
6. In case of malpractice, the exam will be cancelled a	and the	erson will be debar	red from appearing	
for other exams.		\ m		
\ ★\ PART →	[A]	/ */		
All Overstiens Are Commuleens	-	4.1		
All Questions Are Compulsory Multiple Choice Questions 1. Typing accuracy is defined as	1	83/	40*4 40	
Multiple Choice Questions	CEL		10*1=10 marks]	
and the second and the second and				
a) The percentage of correct entries	c)	The total of wrong	entries	
b) The percentage or wrong entries2. Which of the following key combination does belor	d)	None of these		
a) ASDFGKM b) LKJHGSDO	c)		d) ZXCFGBSW	
3. KPH stands for	C)	GHINLSDA	u) ZACI GBSVV	
a) Kilometer Per Hour	c)	Kilogram Practice F	lours	
b) Key Per Hour	d)	None of these		
4. Do not bend your while working on a r	•			
a) Hand b) Neck	c)	Thumb	d) None	
5. While typing, your matter should be placed				
a) Left side of the keyboard	c)	Any of these proce	dures	
b) Right side of the keyboard	d)	None of these		
6. Which of the following is called horizontal Approac	h?			
a) Home row typing	c)	Using numeric keys	;	
b) Using shift key	d)	None of these		
7. Which of the following is used to consider typing sp				
a) CPM b) WPM	c)	Both	d) None	
8. Net WPM is calculated as	1. 3	The MAIDNA 111		
 a) The WPM without words with errors 	b)	The WPM with wor	as with errors	

A.

	c) All error words9. Which of the following is called a point device?	d) None of these	
	a) Keyboard b) Mouse 10. Which of the following is not a key for punctuation mar	c) Printer	d) Plotter
			d) Equal Sign (=)
В.	Fill in the Blanks.		[10*1=10 marks]
1.	The typing speed is measured in		
2.	Key is always used with another key.		
3.	Caps lock key is a key.		
	,		
5.	Numeric keypad contains	·	
	Selecting text and moving object can be done with		n.
	CPM stands for	_·	
	Enter key is also known as key.		
9.	To create a new line, you need to press the	•	
10.	The mouse pointer is a titled on the monit	or.	
c.	TRUE OR FALSE	_	[10*1=10 marks]
1.	Data entry speed is calculated as Key per Hour.	50	
2.	A keyboard generally has more than 200 keys.	10.7	
3.	In a particular key you can three symbols.	151	
4.	Keyboard is the most common text-based input device.	11	
5.	Control keys generate control characters.		
	A mouse is used to move objects on the screen.		
	Always a new line in data entry is created by space par.	\ m	
	Typing speed generally improves with reading.		
9.	A touch typist knows the key location in keyboard using mu	uscle memory.	
10.	You can type your name by using the number keys. PART—[B]	Wille	
D.	Answer any four questions.		[4*5=20 marks]
1.	Why a numeric keypad is used?		
2.	What the use is of caps lock key and shift key in computer?	J	
3.	Write any four proper typing postures.		
4.	What is touch method of typing?		
5.	Show the difference between delete key and back space ke	èy.	
6.	Write the name of four special keys on the keyboard.		
Ε.	Answer any one question.		[10*1=10 marks]
1.	Explain the role of typing ergonomics.		
2.	What is a mouse? Explain the basic operations of a mouse.		