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SUBJECT CODE NO: - BNP-2732
FACULTY OF SCIENCE AND TECHNOLOGY
B.Sc. (NEP) (P-2024) S.Y Sem III
Examination November / December 2025
Computer Science (Data Entry Tools and Software)

[Time: 1 Hour]

[Max. Marks:30]

N. B

Please check whether you have got the right question paper.

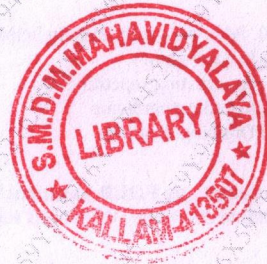
- 1) Question No. 1 is compulsory.
- 2) Answer any FOUR questions from Q2 to Q7.

Part - A

Q1 Attempt all MCQs

10

1. Data Entry refers to:
 - a) Writing computer programs
 - b) Inputting data into computer systems
 - c) Designing web pages
 - d) Installing hardware
2. Which of the following is not a type of data?
 - a) Text
 - b) Numeric
 - c) Graphical
 - d) Categorical
3. What is the main purpose of data entry in business?
 - a) To store and manage information efficiently
 - b) To play games
 - c) To design advertisements
 - d) To edit images
4. Which of the following is a data entry software?
 - a) Photoshop
 - b) Microsoft Excel
 - c) AutoCAD
 - d) CorelDraw
5. Google Sheets is a part of:
 - a) Microsoft Office
 - b) OpenOffice Suite
 - c) Google Workspace
 - d) LibreOffice
6. Which of the following improves typing efficiency?
 - a) Using keyboard shortcuts
 - b) Using mouse only
 - c) Ignoring practice
 - d) Turning off auto-correct



7. Data validation helps in:

- a) Correcting grammar
- b) Ensuring data accuracy
- c) Designing templates
- d) Formatting images

8. MS Access is used for:

- a) Word processing
- b) Image editing
- c) Database management
- d) Email communication

9. Cloud-based data entry tools include:

- a) OneDrive and Google Drive
- b) Excel 2003 only
- c) Paint and Notepad
- d) PowerPoint and Access

10. AI in data entry mainly helps with:

- a) Playing games
- b) Automating repetitive tasks
- c) Installing hardware
- d) Drawing diagrams



Part - B

Attempt any FOUR questions from Q2 to Q7.

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|-----------|---|-----------|
| Q2 | Define data entry. Explain its importance in business and research. | 05 |
| Q3 | Describe different types of data with suitable examples. | 05 |
| Q4 | Discuss the features and advantages of Microsoft Excel and Google Sheets. | 05 |
| Q5 | What is data validation? Explain how it helps in maintaining data accuracy. | 05 |
| Q6 | Explain the role of AI and automation in improving data entry efficiency. | 05 |
| Q7 | What are cloud-based data entry tools? Describe their uses and benefits. | 05 |