SET – 4

Series : TYM/C

Code No. **89**

Roll No.

- Please check that this question paper contains **7** printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **28** questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

INFORMATION TECHNOLOGY

Time allowed : 2 hours]   *[Maximum Marks : 50*

Note : This question paper includes questions on IT applications in domains such as Business, Education and Governance.

General Instructions :

(i) Read the question paper carefully.

(ii) Question Paper is divided into **four** Sections.

(iii) Section A Multiple Choice Questions (**1** mark each)

(iv) Section B : Very Short Answer (**2** marks each)

(v) Section C : Short Answer (**3** marks each)

(vi) Section D : Long Answer (**5** marks each)

Section – A   (1 × 6 = 6)

1. Could you get me _____ glass of milk ?

(a) a   (b) the

(c) an   (d) to

2. I would like to cancel _____ Mushroom Pizza I ordered.

    (a)   a

    (b)   an

    (c)   the

    (d)   no article needed

3. Neha gave me a pen set as a return gift on _____ birthday.

    (a)   herself   (b)   her

    (c)   she   (d)   none

4. Which one of the following is in Present Continuous Tense ?

    (a)   Everybody will have a great time at the party.

    (b)   Everybody is having a great time at the party.

    (c)   Everybody have a great time at the party.

    (d)   Everybody will be having a great time at the party.

5. _____ is not the type of wireless internet connectivity.

    (a)   Wifi   (b)   DSL

    (c)   3G   (d)   WiMax

6. When _____ is turned on, computer emits sound cues when the locking keys are pressed.

    (a)   Enter Key

    (b)   Toggle Keys

    (c)   Filter Keys

    (d)   Function Keys

7. Autosum is used for _____ the values given in cells automatically without writing the formula to perform the operation.

(a) Multiplying   (b) Adding

(c) Comparing   (d) Editing

8. Conditional Formatting option is available under _____ group in the Home tab.

(a) Editing   (b) Cell

(c) Styles   (d) Number

9. Audio Clips are used for playing _____ while making presentations.

(a) Slides   (b) Animation

(c) Sound   (d) Movie

10. You can categorize appointments in time management software by giving specific _____ to appointments.

(a) telephone calls

(b) color

(c) entry

(d) time

11. A _____ is an appointment to which you invite people or reserve resources.

(a) notes   (b) meeting

(c) journal   (d) email

12. A/An _____ statement is used to add records in a table.

(a) Alter   (b) Update

(c) Select   (d) Insert

Section – B   **(2 × 8 = 16)**

1. Identify the tense in the following sentences and convert them into present perfect tense :

    (i)   I worked here for 3 years.

    (ii) She will be doing her job well.

2. Explain any two terms and phrases for giving directions.

3. Give meaning of following terms :

    (i)   Broker

    (ii) Commission

4. Differentiate between header and footer. List any two items that may be included in header and footer.

OR

Explain templates and the benefits of using the templates.

5. Ramesh wants to give special effects while slide changes in a presentation. Suggest him an appropriate way to do so. Also, suggest an appropriate way to animate the slide objects in a slide.

OR

In how many ways, you can insert a movie in the presentation ? Mention them.

6. Explain journal entry and list any two activities that may be recorded using Journal Entry.

7. Explain RDBMS and Data Servers.

8. Explain forms and reports with respect to Databases.

Section – C (6 × 3 = 18)

1. Explain the following terms :

   (a) LAN

   (b) WWW

   (c) MODEM

2. Explain following three terms :

   (a) Font shrink

   (b) Superscript

   (c) Toggle Case

3. Mention any three benefits of section break with reference to word documents.

4. Explain following with respect to spreadsheets :

   (a) Page Break Preview

   (b) Conditional Formatting

   (c) Bar Chart

5. Kamakshi is preparing a Digital Presentation. Give her three tips for making an effective presentation.

6. Write the answers based on the following table :

Table : Employee

Empid	Name	Deptid	Qualification	Sex
1	Deepali Gupta	101	MCA	F
2	Rajat Tyagi	101	BCA	M
3	Hari Mohan	102	B.A	M
4	Harry	102	M.A	M
5	Sumit Mittal	103	B.Tech	M
6	Jyoti	101	M.Tech	F

a. Suggest a suitable data type for the field Empid and Name in the table Employee.

b. Write a query to display all the records of the table for deptid = 101.

c. Add a new record with the following details :

('7', 'Chandan Makhija', 102, 'MCA', 'M')

Section – D (5 × 2 = 10)

1. Explain the purpose of a blog. Mention any one free blog providing website. Also give any three guidelines for managing strong passwords.

2. Consider the following spreadsheet and answer the questions that follow :

	A	B	C	D	E	F
1	Region	Sales 2008	Sales 2009	Sales 2010	Sales 2011	
2	New Delhi	56	67	85	87	
3	Mumbai	66	77	54	91	
4	Chennai	74	85	67	77	
5	Calcutta	75	65	47	63	
6						

a. Calculate the Total sale for the year 2008 in cell B6.

b.   Write formula/expression to find difference in sales of Mumbai and Delhi for the year 2009 as sales of New Delhi-sales of Mumbai.

c.   Write formula/expression to find the average sale of year 2010.

d.   Write expression to find the total sale for the year 2010 and 2011 in Mumbai in cell G3.

e.   Name the chart that may be used to show the relationship of the changes in the data over a period of time.

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