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Time : 1½ Hours**IT/ITES****Subject Code**

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Total No. of Questions : 3**(Printed Pages : 5)****Maximum Marks : 30**

INSTRUCTIONS : (i) Answer each question on a fresh page.

(ii) Write the question number and sub-question number clearly.

(iii) All questions are compulsory.

(iv) Figures to the right indicate full marks.

1. (A) Choose the *correct* answer from the options given below the statement : 3

(1) Goa is one of most popular state in India.

(a) the

(b) an

(c) a

(d) No Article

(2) File extension for open Office spreadsheet is

(a) .ods

(b) .odt

(c) .odp

(d) .ott

- (3) Peter Fernandes a very illustrious political life.
- (a) have
 - (b) has
 - (c) had
 - (d) were
- (4) To automatically repeat slide show in digital presentation option is used.
- (a) Record narration
 - (b) Rehearse timing
 - (c) Transition
 - (d) Custom Animation
- (5) Full form of CSR is :
- (a) Customer Source Representative
 - (b) Custom Service Representative
 - (c) Customer Service Representative
 - (d) Customer Service Research
- (6) Choose the *correct* Tense for the following sentence :
- We had replaced your mobile phone's battery.
- (a) Present Continuous Tense
 - (b) Past Continuous Tense
 - (c) Present Perfect Tense
 - (d) Past Perfect Tense

(B) Answer the following questions in *one* sentence each : 3

(1) Why does spreadsheet need to be protected ?

(2) Change the following sentence from Active Voice to Passive Voice :

The teacher always answers the student's question.

(3) Define Hyperlink.

(C) Answer the following questions in *two* sentences each : 4

(1) How is pivot chart more useful than normal chart ?

(2) Write *two* points of distinguish between KPO and BPO.

2. (A) Choose the *correct* answer from the options given below the statement : 3

(1) Acronyms for CSS :

(a) Created Style Sheets

(b) Cascading Smart Sheets

(c) Cascading Style Sheets

(d) Cascading Sheet Style

(2) Shortcut key to launch Paste Special Dialogue box is

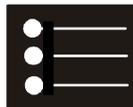
(a) Ctl+Alt+V

(b) Ctl+Alt+S

(c) Ctl+V

(d) Ctl+Alt+Paste

- (3) By using Graphics you can create flow chart in presentation software.
- (a) Smartdraw
 - (b) SmartArt
 - (c) Animation
 - (d) ClipArt
- (4) In a word processor may be used to create visiting card or identification card.
- (a) Mail merge
 - (b) Card printer
 - (c) Chart
 - (d) Labels
- (5) Identify the name of the following icon in Microsoft Expression Web.



- (a) Numbering
 - (b) Alignment
 - (c) Bullets
 - (d) Bold
- (6) In a Spreadsheet a Workbook contains sheets by default.
- (a) 4
 - (b) 5
 - (c) 1
 - (d) 3

- (B) Answer the following questions in *one* sentence each : 3
- (1) What is document outline in Word processor ?
 - (2) What does 11 Point Call Flow Plan focus on ?
 - (3) Give an example of saved search folder used in e-mail messaging.
- (C) Answer the following questions in *two* sentences each : 4
- (1) Name any *two* components of mail merge in word processor.
 - (2) What is communication ? Write any *two* types.
3. (A) Answer the following questions in *one* sentence each : 3
- (1) Write Syntax for Hyperlink function.
 - (2) What is Behaviour Function in web designing ?
 - (3) Define Stationery designs in email messaging.
- (B) Answer the following questions in *two* sentences each : 4
- (1) What is the use of custom animation in presentation software ?
 - (2) Write down any *one* situation where linking word document to data in worksheet.
- (C) Explain with a neat labelled diagram of PHP based Client-Server Model. 3