Time : 1½ Hours   **IT/ITeS (NSQF)**

Subject Code

| S | 0 | 7 | 3 |

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

INSTRUCTIONS : *i) Answer **each** question on a fresh page.*
*ii) Write the question number and sub question no. **clearly**.*
*iii) **All** questions are **compulsory**.*
*iv) Figure to the **right** indicates **full** marks.*

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

1) One of the wireless internet connectivity is _____.

   a) DSL   b) Dialup

   c) WIFI   d) Cable internet access

2) Which one of the following is not a word processing software ?

   a) Open office writer   b) Notepad

   c) Google documents   d) My SQL

3) The _____ view helps you to view a selected area of a workbook.

   a) Normal   b) Custom view

   c) Page break view   d) Page layout view

4) Which of the following provides a printed copy of a presentation ?

   a) Outline   b) Speaker notes

   c) Audience Handouts   d) All of the above

5) I received _____ present from janet.

   a) a   b) the

   c) an   d) no article needed

6) Please put the vase _____ the table.

   a) for   b) in

   c) on   d) from

B) Answer the following questions in **one** sentence : **[3]**

    1) Write one point of difference between subscript and superscript in word processor.

    2) What is the use of slide animation in PowerPoint ?

    3) List any two chart elements in spreadsheet.

C) Answer the following questions in **two** sentences : **[4]**

    1) Name any four layout options available in presentation software.

    2) Do as directed :

       a) A movie is going to be watched by us tonight.

          (Change to active voice)

       b) Come quickly or we will miss the bus.

          (Identify adverb)

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

    1) A _____ is a device that converts digital computer signals into a form that can travel over phone lines.

       a) Repeater   b) Modem

       c) Bridge   d) Hub

    2) On selecting _____ option in word processor the first character in the first word will be converted to capital letter.

       a) Sentence case   b) Lower case

       c) Upper case   d) Toggle case

    3) Any formula in spreadsheet starts with _____.

       a) /   b) $*$

       c) $ d) =

    4) PowerPoint presentations are widely used for

       a) Creating slides to display information

       b) Project presentation by students

       c) Communication of planning

       d) All of the above

5) _____ children start school at the age of five.

    a) Little   b) Very

    c) Many   d) Much

6) He _____ finished the whole job.

    a) Themselves   b) Himself

    c) Herself   d) Ourselves

B) Answer the following questions in **one** sentence :   **[3]**

1) What is the use of styles in word processor ?

2) State any two show type options available while delivering the presentation.

3) Define headers in word processor.

C) Answer the following questions in **two** sentences :   **[4]**

1) Define data types and name any two data types in DBMS.

2) Frame the sentences using following terms.

    a) Rent   b) Apartment

3. A) Answer the following questions in **one** sentence :   **[3]**

1) Write any two options available in calendaring software to respond the meeting request.

2) Name any two websites that offers free templates for word processor.

3) Write the syntax of DELETE statement in My SQL.

B) Answer the following questions in **two** sentences :   **[4]**

1) Give an example to categorize the appointments in time management software using different colors.

2) Draw a neat diagram of Local Area Network and label it.

C) Answer the following question in **three** to **four** sentences :   **[3]**

Explain the use of conditional formatting and list any two options to control the formats in spreadsheet.

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