

--	--	--	--	--

Time : 1½ Hours**IT/ITeS (NSQF)****Subject Code**

S	0	7	3
---	---	---	---

Total No. of Questions : 3**(Printed Pages : 7)****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

(i) A post bearing a sign that gives information is called

(a) Intersection

(b) Fork

(c) Signpost

(d) Landmark

(ii) Calendaring Software provides the user an version of a calendar.

(a) Printed

(b) Audio

(c) Electronic

(d) Electrical

- (iii) The predefined or customized option used for creating good looking professional documents with least efforts is called as
- (a) Document Templates
 - (b) Styles
 - (c) Headers
 - (d) Footers
- (iv) In spreadsheet software, when we freeze a row, remains constant.
- (a) Columns
 - (b) Rows
 - (c) Headers
 - (d) Footers
- (v) A is a visual motion when one slide changes to the next during a presentation.
- (a) Effects
 - (b) Custom Animation
 - (c) Transition
 - (d) Present Animation

(vi) In DBMS, key is a unique value that identifies a row in a table.

(a) Primary

(b) Secondary

(c) Foreign

(d) Binary

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

(1) Write the full form of the following :

(a) DSL

(b) WiFi

(2) Write the *two* orientations of a page setup in spreadsheet software.

(3) Write the file extension with which Digital presentation files are saved in an Open Office.

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

(1) Frame the sentences using the following words :

(a) An

(b) Over

(2) Give any *two* uses of Spreadsheet Software.

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

(i) Walk me in a straight line.

(a) On

(b) At

(c) In

(d) With

(ii) are the short text messages that can be used for taking quick notes.

(a) Task

(b) Notes

(c) Meeting

(d) Appointment

(iii) is used to separate a document into sections.

(a) Page Break

(b) Text Wrapping

(c) Headers

(d) Footers

- (iv) is used as a graphical representation of data in a spreadsheet.
- (a) Charts
 - (b) Graphs
 - (c) Tables
 - (d) Formulae
- (v) Which of the following can you use to add time to the slides in a digital presentation ?
- (a) Slide show menu
 - (b) Rehearse timing button
 - (c) Slide transition button
 - (d) Slide animation button
- (vi) DML in Database Management System stands for
- (a) Data Maintenance Language
 - (b) Data Manipulation Language
 - (c) Digital Manipulation Language
 - (d) Defined Manipulation Language

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

- (1) Define a Modem.
- (2) What information does the Header and Footer holds in a word processing software ?
- (3) How is Grouping an Object feature useful in a word processing software ?

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

- (1) Write the keyboard shortcuts for the following :
 - (a) Cut
 - (b) Print
 - (c) Paste
 - (d) Select All
- (2) Write any *two* points to justify that Digital Presentations are better over plain text documents.

3. (A) Answer the following questions in *one* line each : 3

- (1) What is the benefit of offline Blog over online Blog ?
- (2) Name any *two* websites that offer free Templates for a word processing software.
- (3) What is the use of Conditional Formatting feature in Spreadsheet software ?

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

(1) Write any *four* entries that can be recorded in a Journal entry in an email messaging software.

(2) List any *four* data types classified in an Open Office base.

(C) Answer the following question. 3

You are Nikhil/Neela Mangeshkar residing at H.No-230/c, Shanti Nagar, Ponda Goa. Write an application applying for the post of Junior Technician in “IFB Industries Pvt. Ltd.” Verna Goa in response to the advertisement which was published in daily newspaper “The Times of India”, dated 18th February 2019.