

2022 XI 24

0230

Seat No.

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Time : 1 Hour

FIRST-TERM

IT/ITeS (NSQF)

Subject Code

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Total No. of Questions : 20 (Printed Pages : 8)

Maximum Marks : 20

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- INSTRUCTIONS :**
- (i) Every question has four choices (A), (B), (C) and (D) and only one of them is the correct answer.
  - (ii) On the OMR sheet darken completely with a ball point pen ONLY ONE bubble you consider as the most appropriate answer.
  - (iii) Multiple markings are invalid.
  - (iv) Use Blue or Black ball point pen ONLY.
  - (v) For each question, you will be awarded **ONE** mark, if you have darkened only bubble corresponding to the correct answer. In all other cases, you will get zero mark. There is no negative mark.
  - (vi) Only one OMR sheet will be provided. Hence sufficient care must be taken while darkening the bubble.

**Choose the *correct* alternative from the options given below :**

1. Ethnic, religious and social differences which often create misunderstandings when trying to communicate is ..... barrier of effective communication. 1  
(A) physical  
(B) cultural  
(C) language  
(D) environmental
  
2. .... is an example of verbal communication. 1  
(A) Body language  
(B) Giving a lecture  
(C) Hand gesture  
(D) Facial expressions
  
3. The body reaction to any event that disturbs our normal state of well being is ..... . 1  
(A) meditation  
(B) yoga  
(C) stress  
(D) exercise
  
4. .... is a collection of individual slides that contain information on a particular topic. 1  
(A) Text document  
(B) Spreadsheet  
(C) Presentation  
(D) Database

5. .... are guided text used by the presenter during presentation. 1
- (A) Speaker notes
  - (B) Animations
  - (C) Text box
  - (D) Special characters
6. The feature which makes drawing objects appear as a single object which makes it easier to move, resize, rotate, etc is ..... . 1
- (A) Flowchart
  - (B) Callouts
  - (C) Grouping
  - (D) Gallery
7. In Open Office, ..... is an extension of PowerPoint Presentation. 1
- (A) .odt
  - (B) .ods
  - (C) .odp
  - (D) .ott
8. Selecting ..... option, a line appears in the middle of the selected text. 1
- (A) Bold
  - (B) Underline
  - (C) Overline
  - (D) Strikethrough

9. .... option is used by teacher Seema to organize and present large amount of students information in tabular form which includes Rollno, Name, Std, Div, Address, etc. 1
- (A) Sort
  - (B) Merge
  - (C) Tables
  - (D) Bullets
10. Identify the icon given below used in Open Office Writer. 1
- A small square icon with a grey background, containing a white circular arrow pointing counter-clockwise, which is the standard symbol for the 'Undo' function in software applications.
- (A) Bold
  - (B) Italics
  - (C) Undo
  - (D) Redo
11. .... is not an element of communication cycle. 1
- (A) Sender
  - (B) Object
  - (C) Idea
  - (D) Receiver
12. .... is not a characteristic of a good quality presentation. 1
- (A) using limited number of points on each slide
  - (B) making correct use of grammar and language
  - (C) trying to use dark colors, bold letters with different fonts to highlight certain points
  - (D) using many pictures on a single slide

13. Portion of a document that always appears at the top of the page is called as ..... . 1
- (A) Header
  - (B) Title
  - (C) Footer
  - (D) Logo
14. .... function includes a long list of common spelling and typing errors, which it corrects automatically. 1
- (A) Numbered list
  - (B) Entries page
  - (C) Auto correct
  - (D) Table of content
15. Ctrl+V command is used to perform ..... operation. 1
- (A) Select all
  - (B) Cut
  - (C) Copy
  - (D) Paste
16. Out of 7C's ..... refers to using simple words and saying only what is needed. 1
- (A) clear
  - (B) concise
  - (C) concrete
  - (D) courteous

17. Having an inner urge to do something, achieve their goals without any external pressure is ..... . 1
- (A) Self awareness
  - (B) Self motivation
  - (C) Self regulation
  - (D) Self development
18. .... is not one of the styles available under Styles and formatting in Word Processing. 1
- (A) Page style
  - (B) Character style
  - (C) Word style
  - (D) Paragraph style
19.  $(a + b)^2 = a^2 + 2ab + b^2$  1
- In the above given Maths formula, to place the text higher than the normal text position.
- (A) Subscript
  - (B) Superscript
  - (C) Underline
  - (D) Overline
20. Rahul wants to open a new document using keyboard. Which shortcut key should he use ? 1
- (A) Ctrl+B
  - (B) Ctrl+C
  - (C) Ctrl+N
  - (D) Ctrl+Y



