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

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Total No. of Questions : 4**(Printed Pages : 7)****Maximum Marks : 40**

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

1. (A) Select and write the most appropriate alternative given below in each statement. 3

(i) In Spreadsheet the column immediately next to column Z is _____.

- AZ
- ZA
- AA
- AB

(ii) In OpenOffice Writer the option used to change the color of the selected text is _____.

- Font
- Font Color
- Background
- Highlighting

- (iii) The icon that represents a tab stop is _____.
- LS
 - LE
 - T
 - #
- (iv) _____ is a request for data or information from a database table or combination of tables.
- Query
 - Report
 - Static
 - Form
- (v) The option used for arranging the selected data either in an ascending order or descending order is _____.
- Extraction
 - Filter
 - Arrange
 - Sort
- (vi) Which quality is associated with successful entrepreneur ?
- Negative thinking
 - Hardworking
 - Laziness
 - Overconfidence

(B) Answer the following in *two* sentences each. 4

- (i) Draw a neat labeled diagram of communication cycle and label it.
- (ii) List and explain any *two* viruses that can damage data on a computer.

(C) Answer the following in *one* sentence each. 3

- (i) Aditi is under stress due to more workload. Suggest any *two* stress management tips or techniques for reducing the stress.
- (ii) Define Row Header in OpenOffice Calc.
- (iii) What do you mean by Self awareness ?

2. (A) (I) Compare the Co-ordination in first pair and complete the second pair. 1

(i) Copy → Ctrl + C ; Paste → _____

(ii)  → Left Align;  → _____

(II) Give single term for the following. 1

- (i) The option used to cut the unwanted portion of a picture.
- (ii) The option used to combine the drawing objects and make them appear as a single object which makes it easier to move, resize, rotate etc.

- (III) Match the following items in Column A with correct items in Column B and write the correct pair. 1

Column A

Column B

- (i) Function keys (a) INSERT, DELETE
- (ii) Navigation keys (b) F1, F5
- (c) Ctrl, Shift, Spacebar
- (d) PAGE UP, PAGE DOWN, Arrow keys

- (B) Answer the following in *two* sentences each. 4

- (i) What are the *two* solutions, when you have neck and shoulder problems while using a computer ?
- (ii) Write any *two* fire safety rules that must be followed in an organization.

- (C) Observe the below figure and answer the following questions. 3

	A	B	C	D
1	Name of the student	Marathi	Hindi	Science
2	Suhani	76	86	72
3	Shweta	82	89	83
4	Raghav	73	92	89
5	Dheeraj	91	68	81

- (i) Write a cell address of third column and fourth row.
- (ii) State the formula to find the total marks scored by Shweta.
- (iii) What is the formula to find the highest marks scored in Hindi ?

3. (A) Select and write the most appropriate alternative given below each statement. 3

(i) The file extension of a worksheet created in OpenOffice Calc is _____.

- .odp
- .odt
- .ods
- .odb

(ii) Keyboard is an _____ device.

- inpute
- output
- storage
- memory

(iii) The _____ option used to solve and to get desired output by changing an assumption that drives it.

- Subtotals
- Consolidating
- Solver
- Goal Seek

(iv) Which one of the following is a DDL statement ?

- Insert
- Create
- Retrieve
- Update

- (v) Which one of the following is not database software ?
- MySQL
 - Oracle
 - Internet Explorer
 - SQLite
- (vi) A _____ is an attribute or characteristics that divides the data of a table into columns, one column for each attribute.
- Record
 - Table
 - Tuple
 - Field

(B) Answer the following in *two* sentences each. 4

- (i) Mohini wants to put strong passwords to protect her documents in laptop from unauthorized users.

Which are the *two* levels of documents protection ?

- (ii) List and explain any *two* problems related to sustainable development.

(C) Answer the following in *one* sentence each. 3

- (i) What is an Entrepreneurship ?
- (ii) Define DBMS.
- (iii) Name the *two* categories into which data can be organized.

4. (A) (I) Compare the Co-ordination in first pair and complete the second pair. 1

- (i) Top portions of document → Header;
 Bottom portions of document → _____
- (ii) Combine two or more cells → Merge cells;
 Divide into two cells → _____

- (II) Answer whether the following statements are true or false. 1
- (i) ICT means Information and Communication Technology.
 - (ii) Entrepreneur cannot introduce new technologies which significantly move on an industry.
- (III) Match the following data types in column A with correct examples in Column B and write the correct pair. 1

Column A

Column B

- | | |
|--|--|
| <ul style="list-style-type: none"> (i) Numeric data types (ii) Alphanumeric data types | <ul style="list-style-type: none"> (a) Address, Employee ID (b) Date of Birth, Time of arrival types (c) Pin code, Mobile number (d) Photo, Music file |
|--|--|

- (B) Answer the following in *two* sentences each. 4
- (i) In OpenOffice Writer, Tables helps to organize and present large amount of information.

With reference to this, state any *two* uses of tables in writer.
 - (ii) List any *two* uses of Macros used in spreadsheet software.
- (C) Answer the following in one sentence each. 3
- (i) What is the use of reports in database ?
 - (ii) Rohan wants to remove or delete one or more records in a database. Give syntax for Delete statement in a database.
 - (iii) Name the unique key that identifies a row in database table.