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

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|---|---|---|---|---|

Total No. of Questions : 42 (Printed Pages : 7)**Maximum Marks : 40**

Select and write the most appropriate alternative given below each statement : 3

1. OpenOffice Calc is also refer to as
 - Database
 - Presentation
 - Spreadsheet
 - Word Processor
2. Public Speaking is a type of communication.
 - oral
 - written
 - non-verbal
 - visual
3. It is often convenient to the shapes together so that they can be treated as a single object.
 - disperse
 - scattered
 - group
 - ungroup

4. To be a good entrepreneur one must possess quality like
- hardworking
 - impatient
 - negativity
 - laziness
5. The cell address of the cell formed by the intersection of the seventh column and the tenth row will be
- 7G
 - G7
 - G10
 - 10G
6. Benefits of stress management is
- causes psychological disorders
 - disturbs mood
 - decreases efficiency
 - boosts immune system

Answer the following in *two* sentences each :

4

7. Write the difference between rows and columns with respect to spreadsheet.
8. List and explain any *two* text wrapping options available in Open Office Writer.

Answer the following in *one* sentence each :

3

9. What is a computer virus ?
10. Mention *one* measure to overcome barriers of communication.
11. Define Database Form.

Compare the Co-ordination in first pair and complete the second pair : 1

12. $X_2 \rightarrow$ Subscript

$X^2 \rightarrow$

13. Ctrl + c \rightarrow Copy

Ctrl + v \rightarrow

Give single term for the following :

1

14. A feature used to arrange the data either in ascending or descending order.
15. In Spreadsheet name the cell indicated by dark wide border.
16. Match the following items in Column A with correct items in Column B and write the correct pair : 1

Column A

Column B

- | | |
|--------|---|
| (i) E# | (a) represents the start of a hyperlink |
| (ii) T | (b) represents the page number |
| | (c) represents the chapter number |
| | (d) represents a tab stop |

Answer the following in *two* sentences each : 4

17. How can you protect computer data from theft and viruses ? List and explain any *two* points.
18. Give any *two* solutions related to sustainable development.

Answer the following in *one* sentence each : 3

19. Define template with respect to OpenOffice Writer.
20. Which are the two page orientation options available in OpenOffice Writer ?
21. “Suppose your friend is going through some stress”. Suggest him/her *two* stress management techniques.

Select and write the most appropriate alternative given below each statement :

3

22. Spreadsheet formula should always starts with symbol.

- #
- !
- =
- &

23. Which of the following style is not offered by OpenOffice.org ?

- Page style
- Frame style
- Character style
- Video style

24. Which is not the 7C's of effective communication ?
- complete
 - concise
 - connect
 - clear
25. Ability to work independently can be enhanced by being
- self aware
 - self de-motivated
 - self unregulated
 - self uncontrolled
26. Binary data type can be used for storing
- integer values
 - photos, music files
 - only image files
 - only video files
27. The formula =MAX(B1:B5) stored in cell B6 when copied to cell D6 changes to
- =MAX(D1:D5)
 - =MAX(B1:B5)
 - =MIN(D1:D5)
 - =MIN(B1:B5)

Answer the following in *two* sentences each : 4

28. How author can identify the changes made by the reviewer in the document ?
(Write any *two* points)

29. State and explain *two* categories in which data can be organized in Database.

Answer the following in *one* sentence each : 3

30. Name any *two* Database Management System softwares.

31. Who is an Entrepreneur ?

32. “Sameer has used table to organize and present large amount of information in OpenOffice Writer”

Give *one* example to show how he makes use of table in Writer.

Compare the Co-ordination in first pair and complete the second pair : 1

33. Pincode → Numeric type

DOB →

34. DDL statement → Create

DML statement →

Answer whether the following statements are true or false : 1

35. It is a myth that entrepreneur live a glamorous lifestyle.

36. In database, a single data item is termed as field.

37. 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 |
| | (d) PAGE UP, PAGE DOWN |

Answer the following in *two* sentences each : 4

38. To accomplish an IT task, mention any *two* essential resources required.
39. List any *two* Class A and Class B materials according to fire classification.

Answer the following in *one* sentence each : 3

40. Write a use of hyperlink in spreadsheet.
41. In Database, which is the unique value that identifies row in a table ?
42. “Rahul wants to modify records in a Database” Identify and write the syntax for the above statement.