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**21/VC/(IT/ITeS)**

**2 0 2 1**

**INFORMATION TECHNOLOGY (IT/ITeS)**

( Vocational Course )

*Full Marks : 30*

*Time : 1 hour*

*The figures in the margin indicate full marks for the questions*

PART—A

**( Employability Skills )**

( Multiple Choice Questions )

Choose the correct option :

1. Which of the followings is not an element of communication within the communication process cycle? 1
  - (a) Channel
  - (b) Receiver
  - (c) Sender
  - (d) Time
  
2. What makes you complete work or studies without others cheering you? 1
  - (a) Self-confidence
  - (b) Communication
  - (c) Self-motivation
  - (d) Self-esteem

( 2 )

3. Which of the following functions is not performed using a mouse? 1

- (a) Turn on
- (b) Hover
- (c) Right click
- (d) Drag and drop

4. Ravi's customer comes to his store and starts shouting at him. He does not get angry. He listens to what his customer is saying. He is

- (a) hardworking
- (b) confident
- (c) patient
- (d) prying new

1

( Short Answer-type Questions ) (20-50 words each)

5. Define sustainable development. 2

6. Define verbal communication. 2

7. How do ICT skills help us? 2

( 3 )

PART—B

( IT/ITeS )

( Multiple Choice Questions )

Choose the correct option :

- 8.** Which is not the style category from the followings? 1  
(a) Page  
(b) Paragraph  
(c) Frame  
(d) Bullets and numbering
- 9.** A \_\_\_\_ is a collection of logically related data item stored in an organized manner. 1  
(a) document  
(b) spreadsheet  
(c) database  
(d) notepad
- 10.** Which is not the type of relationships between two tables in a relational database? 1  
(a) One-to-one  
(b) One-to-many  
(c) Many-to-many  
(d) Many-to-one
- 11.** \_\_\_\_ safety refers to the working environment at a company and encompasses all factors that impact the safety, health and well-being of employees. 1  
(a) Office  
(b) Organization  
(c) Workplace  
(d) Area

( 4 )

( Very Short Answer-type Questions )  
( 1 word or 1 sentence each)

12. What is a style? 1
13. What is sharing a spreadsheet means? 1
14. What is editing a table means? 1
15. What is resizing an image means? 1

( Long Answer-type Questions ) (60–100 words each)

Answer *any three* questions

16. What is fill format? Write the steps of how to use fill format in writer. 4
17. What is consolidate data? Write the steps to consolidate data. 4
18. Define data model. Explain the different data models. 4
19. Explain the commonly used data types. 4
20. Explain the health related musculoskeletal problems with solution. 4
21. Explain the commonly occurring accidents in organizations. 4

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