

Total No. of Printed Pages—4

22/VC/(IT/ITeS)

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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 from the following is an example of oral communication? 1
 - (a) Newspaper
 - (b) Letter
 - (c) Phone call
 - (d) E-mail

2. Which of the following is a valid file extension for Notepad file? 1
 - (a) .jpg
 - (b) .doc
 - (c) .png
 - (d) .txt

(2)

3. What should a strong password consist of? 1
- (a) Only letters
 - (b) Numbers and special characters
 - (c) Name of a person
 - (d) Letters, numbers and special characters
4. Which of the following sources of energy is from a renewable source? 1
- (a) Solar energy
 - (b) Wood
 - (c) Coal
 - (d) Petrol

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

5. What is goal setting? 2
6. Write two qualities of a successful entrepreneur. 2
7. What are Sustainable Development Goals? 2

(3)

PART—B

(IT/ITeS)

(Multiple Choice Questions)

Choose the correct option :

- 8.** Paragraph begins and ends when you press the
(a) Enter key
(b) Delete key
(c) Ctrl key
(d) Shift key 1
- 9.** ____ acts as a reference point for image or drawing. 1
(a) Arrangement
(b) Anchoring
(c) Alignment
(d) Text-wrapping
- 10.** Which of the following functions is used to combine information from multiple sheet of the spreadsheet? 1
(a) Subtotal tool
(b) What-if
(c) Consolidate
(d) Grouping
- 11.** In which of the following data models, data were organized into a tree-like structure? 1
(a) Relational data model
(b) Hierarchical data model
(c) Network data model
(d) Logical data model

(4)

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

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|-----|---|---|
| 12. | How to delete image from a document? | 1 |
| 13. | Why do you need to share a spreadsheet? | 1 |
| 14. | What is a database? | 1 |
| 15. | What is a form in a database? | 1 |

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

Answer *any* **three** questions

- | | | |
|-----|---|---|
| 16. | Explain some of the tools of the Image Toolbar. | 4 |
| 17. | What is a macro? How to record a macro? Mention few actions that are not recorded in a macro. | 4 |
| 18. | What are the responsibilities of employers for workplace safety? | 4 |
| 19. | What is a style? How to format a document using a style feature? | 4 |
| 20. | What is a DBMS? What are the advantages of DBMS? | 4 |

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