

Total No. of Printed Pages—7

23/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)

(*Full Marks : 10*)

(Multiple-choice Questions)

Choose the correct option (any *four*) :

1×4=4

1. Which of the following is a positive (good) facial expression?
 - (a) Frowning while concentrating
 - (b) Maintaining eye contact
 - (c) Smiling continuously
 - (d) Rolling up your eyes

2. Which of the following sentences is in active voice?
 - (a) A movie is being watched by them
 - (b) The car was repaired by Raju
 - (c) He is reading a book
 - (d) The thief was being chased by a policeman

(2)

- 3.** In SMART goals, what does 'S' stand for?
- (a) Small
 - (b) Specific
 - (c) Success
 - (d) Standard
- 4.** Punctuation keys include keys for punctuation marks such as
- (a) colon (:)
 - (b) semicolon (;)
 - (c) question mark (?)
 - (d) All of the above
- 5.** Which of the following functions is not performed by a Mouse?
- (a) Turn on
 - (b) Hover
 - (c) Right click
 - (d) Drag and drop

(3)

6. Which one of the following shortcut keys is used to paste a file?
- (a) Ctrl+C
 - (b) Ctrl+P
 - (c) Ctrl+V
 - (d) Ctrl+X
7. 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 ideas
8. Which organization has made the Sustainable Development Goals?
- (a) United Nations
 - (b) League of Nations
 - (c) UNICEF
 - (d) World Health Organization

(4)

Write Short Answer-type Questions in 2 or 3 sentences each
(any *three*) : 2×3=6

9. What are the different types of verbal communication?
10. When do you use capital letters?
11. What is self-motivation?
12. What does computer consist of?
13. What is the function of Enter key?
14. Define the meaning of Misconception.

PART—B

(**IT/ITeS**)

(*Full Marks : 20*)

(Multiple-choice Questions)

Choose the correct option (any *four*) : 1×4=4

15. What are the types of format used when the same style is to be applied at many places scattered in the document?
 - (a) File format
 - (b) Fill format
 - (c) Picture format
 - (d) Document format

(5)

- 16.** ____ function is used to combine information from multiple sheets of the spreadsheet into one place to summarize the information.
- (a) What-if
 - (b) SubTotal
 - (c) Copy
 - (d) Consolidate
- 17.** Data on a webpage can be stored in the form of
- (a) hierarchy
 - (b) tables
 - (c) array
 - (d) list
- 18.** Primarily certain types of relationships can be set between two tables in a relational database. These are
- (a) one-to-one
 - (b) one-to-many
 - (c) many-to-many
 - (d) All of the above
- 19.** One should keep the mobile devices ____ during work time.
- (a) ON
 - (b) in flight mode
 - (c) OFF
 - (d) silent

(6)

20. _____ is the risk arising from the physical work environment.

- (a) Accident
- (b) Safety hazard
- (c) Physical hazard
- (d) Electrical hazard

Write Very Short Answer-type Questions in 1 word or 1 sentence each (any four) : 1×4=4

- 21.** Define fill format.
- 22.** How do you resize an image?
- 23.** What is a database?
- 24.** What is data model?
- 25.** Define styles in a document.
- 26.** What is workplace safety?
- 27.** What is fire extinguisher?

(7)

Write Long Answer-type Questions in 60–100 words each
(any three) : 4×3=12

28. What are the steps to be followed to create TOC?
29. How do you organize a simple Macro?
30. How do you format document using style feature?
31. Explain some of the objects in Database.
32. What are the responsibilities of employers for workplace safety?

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