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**24/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* )

Choose the correct option (Multiple-choice Questions) :

1. One needs to apply leave from work. Which method of communication will be used? 1
  - (a) e-mail
  - (b) Poster
  - (c) Newsletter
  - (d) Blog
  
2. What are the different types of words which should be used in verbal communication? 1
  - (a) Acronyms
  - (b) Simple
  - (c) Technical
  - (d) Jargons

( 2 )

- 3.** Susheela decides to sell her company tyres in Sri Lanka. The sale does not go as planned and suffer a loss. She apologises to her employees for the unsuccessful plan (the people who work for her). She says she will plan better next time. In this case, she 1
- (a) takes responsibility for your mistakes
- (b) thinks before making a decision
- (c) does not give up
- (d) is creative
- 4.** How many sustainable development goals are there given by the United Nations? 1
- (a) 18
- (b) 17
- (c) 15
- (d) 20

Write short answer-type questions in 2 or 3 sentences each :

- 5.** In SMART goals, what does 'S' stand for? Explain briefly. 2
- 6.** Define Data back-up in ICT. 2
- 7.** Explain the importance of education towards sustainable development. 2

( 3 )

**PART—B**

**( IT/ITeS )**

( Full Marks : 20 )

Choose the correct option (Multiple-choice Questions) :

- 8.** What is style template in Libra Office Writer? 1
- (a) Pre-determined form and mode of document file
  - (b) One kind of model style
  - (c) One type of document
  - (d) Cluster of documents in writer
- 9.** In drawing object properties toolbar, grouping options provided are
- (a) exit group
  - (b) ungroup
  - (c) enter group
  - (d) All of the above 1
- 10.** The default function while using consolidate is
- (a) average
  - (b) sum
  - (c) max
  - (d) count 1

( 4 )

- 11.** In calc, the comments are added 1
- (a) automatically
  - (b) by author
  - (c) by reviewer
  - (d) All of the above

Write very short answer-type questions (in 1 word or 1 sentence each) :

- 12.** Define a template. 1
- 13.** List the rules that should be kept in mind while naming a macro. 1
- 14.** Define the term 'report'. 1
- 15.** Name the menu items present on the base user interface. 1

Write long answer-type questions (any three) :

- 16.** Define what-if analysis. What are the steps used for what-if analysis tool? 4
- 17.** Differentiate between relative and absolute hyperlinks. 4
- 18.** Write the steps to sort the table in descending order of primary key. 4
- 19.** Explain many-to-many relationship with an example. 4

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