2021
INFORMATION TECHNOLOGY ES (Vocational)

Total marks : 50   Time : 2 hours

General Instructions :
i)   *Approximately 15 minutes is allotted to read the question paper and revise the answers.*
ii) *The question paper consists of 30 questions. All questions are compulsory.*
iii) *Marks allocated to each question are indicated against it.*
N.B: Check that all pages of the question paper is complete as indicated on the top left side.

Choose the correct answer from the given alternatives:

1. Phonetics is _____.   **1**
    (a) study of how we write words in English
    (b) study of how people understand sentences
    (c) study of how many words the English language has
    (d) study of the sounds we make when we speak

2. The different types of sounds used in English pronunciation are ____.   **1**
    (a) vowel sounds   (b) dipthary sounds
    (c) consonant sounds   (d) all of the above

3. Dressing and grooming are important because they help us to look ____.   **1**
    (a) smart   (b) untidy
    (c) shabby   (d) all of the above

4. The best way to start our day positively is _____.   **1**
    (a) thinking about all that can go wrong
    (b) thinking about the difficult test you will face during the day
    (c) thinking about all your accomplishment and feel good about it
    (d) thinking about the stressed

5. To connect to the internet, the computer has to be connected to the ____.   **1**
    (a) internet society   (b) internet architecture
    (c) internet service provider (d) large area network

6. Which of the following is an email service?   **1**
    (a) whatsapp   (b) wechat
    (c) gmail   (d) facebook

7. Which of the following is a characteristic of entrepreneurship? **1**
   (a) Ability to take up risks   (b) Belief in hard work
   (c) Effective planning   (d) All of the above

8. A situation where the result is not known and could lead to a loss is called__.
   1
   (a) profit   (b) risk
   (c) business   (d) none of the above

9. The skills used for promoting green economy are known as _____. **1**
   (a) Green job   (b) Green skills
   (c) Green project   (d) all of the above

10. The development that satisfies the needs of the present without compromising the capacity of future generations is called _____. **1**
    (a) conservation   (b) sustainable development
    (c) goals   (d) planning

Answer the following questions in about 10-20 words:

11. What is a style? **1**

12. What is a scenario? **1**

13. What is a base file? **1**

14. Define emergencies. **1**

15. What is a goal seek? **1**

16. What are the shortest ways to create form in Libre Office? **1**

17. How can one apply table styles? **1**

18. Define hazard. **1**

Answer the following questions in about 20-60 words:

19. Write the steps to edit a template. **2**

20. Mention the steps to resize an image in a document. **2**

21. What are the two aspects of changing scenarios? **2**

22. Write a short note on macro. **2**

23. Write the importance of report in database. **2**

24. What are the steps required to create an index?   **2**

25. Write any two points to be carried out for oxygen safeguard.   **2**

26. Mention any four types of emergencies.   **2**

Answer the following questions in about 60-100 words:

27. Explain the four categories of style in Libre Office writer.   **4**

28. Write the various steps to merge a document.   **4**

29. Mention any four points on electrical safety.   **4**

30. Discuss the causes of fire and explosions when using oxygen.   **4**

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