2024
Information Technology ES (Vocational)

Total marks: 50   Time : 2 hours

General instructions:
i) *Approximately 10 minutes is allotted to read the question paper and revise the answers.*
ii) *All questions are compulsory.*
iii) *The question paper consists of 21 questions.*
iv) *Marks allocated to every question are indicated against it.*
v) *Write the correct question number in your answer sheet to indicate the option being attempted.*

N.B: Check that all pages of the question paper are complete as indicated on the top left side.

1. **Choose the correct answer from the given alternatives:**   **10x1=10**

i. Which of the following correctly explains olfactics?
   (a) Sense of seeing   (b) Sense of hearing
   (c) Sense of touch   (d) Sense of smell

ii. Emotional, mental, physical and social response to any perceived threats and demands is known as
   (a) Positive response   (b) Stress
   (c) Pressure   (d) Passion

iii. Which of the following functions of an entrepreneur involves employment, development and compensation of employees?
   (a) Personnel   (b) Production
   (c) Marketing   (d) Accounting

iv. SDG stands for
   (a) Safe development goals   (b) Social development goals
   (c) Sustainable development goals (d) Short term development goals

v. To undo the most recent change in a document, the short cut key is
   (a) Ctrl+A   (b) Ctrl+X
   (c) Ctrl+Y   (d) Ctrl+Z

vi. The libre office writer provides two ways to crop an image, the crop tool and the
   (a) Crop page   (b) Edit page
   (c) Tool bar   (d) Task bar

vii. The tools> protect document> sheet can be used for
   (a) Sharing sheet with others   (b) Hiding the sheet
   (c) Protecting the sheet   (d) Consolidating the sheet

viii. Which of the following bar provides information about the spreadsheet and ways to change its features?
   (a) Tool bar   (b) Title bar
   (c) Formula Bar   (d) Status bar

ix. Which of the following is a collection of related records?
   (a) Data   (b) Fields
   (c) Tables   (d) File

x. What type of hazards are caused due to repetitive movements, improper set up of work stations?

    (a)   Biological hazards   (b)   Chemical hazards

    (c)   Ergonomic hazards   (d)   Physical hazards

Answer the following questions in one word or one sentence:

2. What is non verbal communication? **1**
3. What is self awareness? **1**
4. Who is an entrepreneur? **1**
5. Define sustainable development. **1**
6. What are styles? **1**
7. What is the short cut key to open function wizard key in calc? **1**
8. What is database management system (DBMS)? **1**
9. Write one possible cause of fire. **1**

Answer the following questions in 20-50 words:

10. What is an operating system? State one function of an operating system. **1+1=2**
11. Write the steps to insert image in insert image dialog box. **2**
12. Write the steps of resizing an image. **2**
13. Differentiate between relative and absolute hyperlinks. **2**
14. Write two aspects of scenario that can be altered independently. **2**
15. Write any two uses of database management system. **2**
16. What is a foreign key? **2**
17. What is a hazard? Give an example. **1+1=2**

Answer the following questions in 60-100 words:

18. Explain briefly the four settings for positioning image within a text. **4**
19. What is spreadsheet? Briefly explain the three data types of spreadsheet. **1+3=4**
20. (a) Explain any four advantages of a database.

                Or   **4**

    (b) Write the steps for changing label of a form.

21. (a) What are safety hazards? Write three causes of common workplace hazards.

                Or   **1+3=4**

    (b) List any four fire safety evacuation plans. (4)

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