

2025

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.*

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. Communicating our emotions through touch such as formal handshake is known as
 - (a) Haptics
 - (b) Paralinguistics
 - (c) Chronemics
 - (d) Chromatics
 - ii. The act of performing something without expecting any external rewards is known as
 - (a) Self-awareness
 - (b) Self-regulation
 - (c) Intrinsic motivation
 - (d) Extrinsic motivation
 - iii. Which of the following is an artificial intelligence (AI) based computer tool?
 - (a) Task view
 - (b) Cortana
 - (c) Power Mode
 - (d) Launch Bar
 - iv. Managerial functions of an entrepreneur includes
 - (a) Production
 - (b) Marketing
 - (c) Accounting
 - (d) Staffing
 - v. Which of the following is not an objective of sustainable development goals?
 - (a) Poverty
 - (b) Policies
 - (c) Prosperity
 - (d) Peace
 - vi. The feature in writer, which enables one to move quickly through a document and find specific items is called
 - (a) Side bar
 - (b) Tool bar
 - (c) Navigator
 - (d) Status bar
 - vii. In spreadsheet, by default, number and data date is aligned to
 - (a) Center in calc
 - (b) Justified
 - (c) Left in calc
 - (d) Right in calc
 - viii. The singular form of data is called
 - (a) Bytes
 - (b) Bits
 - (c) Integer
 - (d) Datum
 - ix. A search within the database is called
 - (a) Table
 - (b) Form
 - (c) Queries
 - (d) Report

- x. Carbon dioxide fire extinguishers are usually ineffective on
 - (a) Class A fires
 - (b) Class B fires
 - (c) Class C fires
 - (d) Class D fires

Answer the following questions in one word or one sentence:

- 2. What is survival stress? 1
- 3. What is the short cut key for 'Find and Replace'? 1
- 4. What is title bar? 1
- 5. What is active cell? 1
- 6. What are functions? 1
- 7. What is data redundancy? 1
- 8. What are fields in database? 1
- 9. Define an accident at workplace. 1

Answer the following questions in 20-50 words:

- 10. What is visual communication? Give any two examples. 1+1=2
- 11. What is antivirus software? Name one antivirus software. 1+1=2
- 12. Write the two steps to add an image to a document using drag and drop method. 2
- 13. Differentiate between absolute and mixed cell reference. 2
- 14. Write two uses of hyperlinks in calc. 2
- 15. State one use of relational database management system? Name one popular RDBMS. 2
- 16. What is workplace emergency? Give an example. 1+1=2
- 17. State two reasons for muscle strains in a workplace. 2

Answer the following questions in 60-100 words:

- 18. Define a template. Write the three steps to create a template category. 1+3=4
- 19. a. Explain briefly the four selection mode available in calc. 4

Or

- b. Write two steps each for changing the default name and color of a sheet tab in calc. (2+2=4)
- 20. a. What are forms? Write three steps for modifying forms in calc. 1+3=4

Or

- b. What is a database? Write the steps for sorting of data.
- 21. List any four steps to be followed on hearing the fire alarm. 4
