



2018 VI 23

0930

Seat No. :

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Time : 1½ Hours

IT/ITeS
(NSQF)

Subject Code

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Total No. of Questions : 3

(Printed Pages : 3)

Maximum Marks : 30

- INSTRUCTIONS :** i) Answer **each** question on a **fresh** page.
ii) Write the question number and sub-question no. **clearly**.
iii) **All** questions are **compulsory**.
iv) Figures to the **right** indicate **full** marks.

1. A) Choose and write the correct alternative from the options given below : [3]

- 1) That is a beautiful painting _____ the wall !
a) in b) at c) on d) to
- 2) Let's go to the restaurant and have _____ cup of tea.
a) a b) an c) the d) are
- 3) There were _____ fish in the pond.
a) much b) many c) each d) most
- 4) They did their work by _____
a) themselves b) themselves c) himself d) herself
- 5) Hello ! _____ I speak to Mr. Smith ?
a) Am b) Are c) May d) You
- 6) The school was left early _____ to the strike.
a) or b) as c) but d) due

B) Answer the following questions as directed in the brackets : [3]

- 1) The fireman put off the fire. (Change to passive voice)
- 2) Larry walks to the school. (Change to future continuous tense)
- 3) The people rushed into the bus. (Find the adjective)



C) Answer the following questions in **two** sentences : [4]

- 1) State the function of the primary key and the foreign key.
- 2) Write the use of sort and filter option in spreadsheet.

2. A) Choose and write the correct alternative from the options given below : [3]

- 1) The default tab stop position is
a) 0.1" b) 0.3" c) 0.5" d) 0.7"
- 2) One of the text wrap option available in word processor is
a) triangle b) square c) cone d) circle
- 3) Full form of SQL is
a) Store Query Language b) Structured Query Language
c) Select Query Language d) Similar Query Language
- 4) Modification of information in the database is done using _____ statement.
a) SELECT b) INSERT c) DELETE d) UPDATE
- 5) The guided text used by the presenter during a presentation are _____ notes.
a) slide b) animation c) speaker d) transition
- 6) Once grouped, the pictures, shapes etc. appear as a _____ object.
a) single b) double c) many d) multiple

B) Answer the following questions in **one** sentence : [3]

- 1) Write one point of difference between header and footer.
- 2) Write the two types of page orientation options available in spreadsheet.
- 3) What is slide transition in digital presentation ?

C) Answer the following questions in **two** sentences : [4]

- 1) Explain any two change case options available in word processor.
- 2) Explain the following workbook views available in spreadsheet.
a) Full Screen View
b) Custom View.



3. A) Answer the following questions in **one** sentence : **[3]**

- 1) List any two views supported by a calendaring software.
- 2) Which function key of a keyboard is used to view a slide show in digital presentation ?
- 3) What type of page break is used in word processor to divide the text into two columns ?

B) Answer the following questions in **two** sentences : **[4]**

- 1) Give two ways to insert a movie clip in digital presentation.
- 2) Write two ways to schedule an appointment in Outlook.

C) Answer the following question : **[3]**

How data is transferred over the internet ?
