22/VC/(IT/ITeS)

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1

2022

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)

(Multiple Choice Questions)

Choose the correct option:

- **1.** Which from the following is an example of oral communication?
 - (a) Newspaper
 - (b) Letter
 - (c) Phone call
 - (d) E-mail
- **2.** Which of the following is a valid file extension for Notepad file?
 - (a) .jpg
 - (b) .doc
 - (c) .png
 - (*d*) .txt

/**19** [P.T.O.

3.	What should a strong password consist of?	1
	(a) Only letters	
	(b) Numbers and special characters	
	(c) Name of a person	
	(d) Letters, numbers and special characters	
4.	Which of the following sources of energy is from a renewable source?	a 1
	(a) Solar energy	
	(b) Wood	
	(c) Coal	
	(d) Petrol	
	(Short Answer-type Questions) (20–50 words each)	
5.	What is goal setting?	2
6.	Write two qualities of a successful entrepreneur.	2
7.	What are Sustainable Development Goals?	2
22/V	/C/(IT/ITeS) /19	Contd.

Part—B

(IT/ITeS)

(Multiple Choice Questions)

Choose the correct option :					
8.	Par	agraph begins and ends when you press the			
	(a)	Enter key			
	(b)	Delete key			
	(c)	Ctrl key			
	(d)	Shift key	1		
9.		acts as a reference point for image or drawing.	1		
	(a)	Arrangement			
	(b)	Anchoring			
	(c)	Alignment			
	(d)	Text-wrapping			
10.		ich of the following functions is used to combine ormation from multiple sheet of the spreadsheet?	1		
	(a)	Subtotal tool			
	(b)	What-if			
	(c)	Consolidate			
	(d)	Grouping			
11.		which of the following data models, data were anized into a tree-like structure?	1		
	(a)	Relational data model			
	(b)	Hierarchical data model			
	(c)	Network data model			
	(d)	Logical data model			

(Very Short Answer-type Questions) (1 word or 1 sentence each)

12.	How to delete image from a document?	1
13.	Why do you need to share a spreadsheet?	1
14.	What is a database?	1
15.	What is a form in a database?	1
	(Long Answer-type Questions) (60–100 words each) Answer any three questions	
16.	Explain some of the tools of the Image Toolbar.	4
17.	What is a macro? How to record a macro? Mention few actions that are not recorded in a macro.	4
18.	What are the responsibilities of employers for workplace safety?	4
19.	What is a style? How to format a document using a style feature?	4
20.	What is a DBMS? What are the advantages of DBMS?	4

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