



2018 IV 13

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) Figure to the **right** indicates **full** marks.

1. A) Choose the correct answer from the options given below the statement : [3]
- 1) One of the wireless internet connectivity is _____.
a) DSL
b) Dialup
c) WIFI
d) Cable internet access
 - 2) Which one of the following is not a word processing software ?
a) Open office writer
b) Notepad
c) Google documents
d) My SQL
 - 3) The _____ view helps you to view a selected area of a workbook.
a) Normal
b) Custom view
c) Page break view
d) Page layout view
 - 4) Which of the following provides a printed copy of a presentation ?
a) Outline
b) Speaker notes
c) Audience Handouts
d) All of the above
 - 5) I received _____ present from janet.
a) a
b) the
c) an
d) no article needed
 - 6) Please put the vase _____ the table.
a) for
b) in
c) on
d) from



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

- 1) Write one point of difference between subscript and superscript in word processor.
- 2) What is the use of slide animation in PowerPoint ?
- 3) List any two chart elements in spreadsheet.

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

- 1) Name any four layout options available in presentation software.
- 2) Do as directed :
 - a) A movie is going to be watched by us tonight.
(Change to active voice)
 - b) Come quickly or we will miss the bus.
(Identify adverb)

2. A) Choose the correct answer from the options given below the statement : [3]

- 1) A _____ is a device that converts digital computer signals into a form that can travel over phone lines.
 - a) Repeater
 - b) Modem
 - c) Bridge
 - d) Hub
- 2) On selecting _____ option in word processor the first character in the first word will be converted to capital letter.
 - a) Sentence case
 - b) Lower case
 - c) Upper case
 - d) Toggle case
- 3) Any formula in spreadsheet starts with _____.
 - a) /
 - b) *
 - c) \$
 - d) =
- 4) PowerPoint presentations are widely used for
 - a) Creating slides to display information
 - b) Project presentation by students
 - c) Communication of planning
 - d) All of the above



5) _____ children start school at the age of five.

- a) Little
- b) Very
- c) Many
- d) Much

6) He _____ finished the whole job.

- a) Themselves
- b) Himself
- c) Herself
- d) Ourselves

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

- 1) What is the use of styles in word processor ?
- 2) State any two show type options available while delivering the presentation.
- 3) Define headers in word processor.

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

- 1) Define data types and name any two data types in DBMS.
- 2) Frame the sentences using following terms.
 - a) Rent
 - b) Apartment

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

- 1) Write any two options available in calendaring software to respond the meeting request.
- 2) Name any two websites that offers free templates for word processor.
- 3) Write the syntax of DELETE statement in My SQL.

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

- 1) Give an example to categorize the appointments in time management software using different colors.
- 2) Draw a neat diagram of Local Area Network and label it.

C) Answer the following question in **three to four** sentences : [3]

Explain the use of conditional formatting and list any two options to control the formats in spreadsheet.