Time : 1½ Hours **IT/ITeS (NSQF)**

Subject Code

S	0	7	3

Total No. of Questions : 3   **(Printed Pages : 7)**   **Maximum Marks : 30**

INSTRUCTIONS : (*i*)   Answer each question on a fresh page.

(*ii*)   Write the question number and sub-question number clearly.

(*iii*)   *All* questions are compulsory.

(*iv*)   Figure to the right indicate full marks.

1. (A) Choose the *correct* answer from the options given below the statement :   3

(*i*)   One of .... will have to speak to the travel agent and make arrangements for the trip.

(*a*)   we

(*b*)   you

(*c*)   your

(*d*)   my

(*ii*)   When I first moved to Delhi, I found the city to be too .... and crowded.

(*a*)   noisy

(*b*)   noiseful

(*c*)   noise

(*d*)   noised

(*iii*) I do not have .... hope of getting back my lost bag.

Still, I am going to lodge an FIR at the police station.

(*a*) little

(*b*) few

(*c*) much

(*d*) many

(*iv*) As per the school rules, students will not be allowed to enter

the school gate .... 8.00 am.

(*a*) during

(*b*) after

(*c*) to

(*d*) in

(*v*) I went to see her .... she wasn't at home.

(*a*) and

(*b*) if

(*c*) as

(*d*) but

(vi) Walk straight .... this road and you will come to

a traffic point.

(a) beside

(b) across

(c) down

(d) around

(B) Answer the following questions in *one* sentence each : 3

(1) Define Slide Transition in a presentation.

(2) List any *two* advantages associated with networking of

computers.

(3) Why embedded objects in a word processing may create trouble

in emailing it as an attachment ?

(C) Answer the following questions in *two* sentences each : 4

(1) What do you mean by Instant Messaging (IM) ? Mention any

two key features of Instant Messaging.

(2) What is the function of Sort and Filter feature in spreadsheet ?

2. (A) Choose the *correct* answer from the options given below the statement : 3

(i) Character formatting feature of word processing used to convert small letters in the selected text into capital letters and capital letters to small letters is ....

(a) lowercase

(b) uppercase

(c) sentence case

(d) toggle case

(ii) The function of spreadsheet used for adding the values given in cells automatically without writing the formula is ....

(a) Sum

(b) Autosum

(c) Average

(d) Count

(iii) In an Open Office Impress, presentation file is saved in .... format.

(a) *.ods

(b) *.odt

(c) *.odp

(d) *.ott

(iv) The default tab stop position value set in the document ruler of word processing is ....

(a) 0.1"

(b) 0.5"

(c) 1.0"

(d) 1.5"

(v) The feature of spreadsheet that allows a entire row and column to lock in place, making it always visible when scrolling vertically or horizontally through an open worksheet is ....

(a) Freeze top row

(b) Freeze first column

(c) Freeze panes

(d) Unhide rows & column

(vi) To present statistical table data in pictorial representation in digital presentation, user can use .... in slides.

(a) table

(b) charts

(c) animation

(d) clip arts

(B) Answer the following questions in *one* sentence each : 3

    (1) State two advantages of Section Break in word processing.

    (2) Write the full form of the following Database terms :

        (*i*) DDL

        (*ii*) DML

    (3) Mention any *two* grouping objects that can be grouped as a single object in order to move, rotate or resize in a presentation.

(C) Answer the following questions in *two* sentences each : 4

    (1) List any *four* word wrapping options available in word processing software.

    (2) Write one advantage and disadvantage of sharing a workbook in spreadsheet.

3. (A) Answer the following questions in *one* sentence each : 3

    (1) What is the basic function of a form in a database ?

    (2) Write any *two* views that are supported by the calendaring software.

    (3) List any *two* data types that are used to identify the type of data to be stored in the database.

(B) Answer the following questions in *two* sentences each : 4

    (1) What do you mean by speaker notes in a digital presentation ? Mention any *one* key rule to be remembered while inserting speaker notes.

    (2) Mention any *four* activities that are recorded in a journal by the calendaring software.

(C) Answer the following question. 3

You are Mr. Salil / Ms. Rubina residing at H.No. 447/D, Margao-Goa. Write a covering letter addressing to the HR Manager in response to the advertisement for the post of "IT-Engineer" in the company "Smartlink Network Systems Ltd.", Plot No. 4, Verna-Goa, published in the news paper "The Navhind Times" dated 1st March, 2019.