

2019

INFORMATION TECHNOLOGY (Vocational)

Total marks : 50

Time : 2 hours

General Instructions :

i) *Approximately 15 minutes is allotted to read the question paper and revise the answers.*

ii) *The question paper consists of 30 questions. All questions are compulsory.*

iii) *Marks allocated to each question are indicated against it.*

N.B: *Check that all pages of the question paper is complete as indicated on the top left side.*

Choose the correct answer from the given alternatives:

1. ____ can be used to break continuous text to one or more sentences. **1**
(a) Paragraph (b) Headers
(c) Template (d) All of the above

2. On selecting ____, the first character in the first word of the selected sentence will be converted to capital letter. **1**
(a) Lower case (b) Sentence Case
(c) Strikethrough (d) tOGGLE cASE

3. The list of transition effect is available under ____ tab. **1**
(a) Animations (b) Slide Show
(c) Format (d) Review

4. Auto-Sum option is available in _____ group under the Home tab. **1**
(a) Styles (b) Number
(c) Alignment (d) Editing

5. Share workbook option is available under changes group in the ____ tab. **1**
(a) View (b) Insert
(c) Review (d) Data

6. A ____ enables users to view, enter and change data directly in database objects such as tables. **1**
(a) Form (b) Tables
(c) Column (d) Rows

7. Which of the following type of connectivity is wireless? **1**
(a) Dial-up (b) DSL
(c) Cable Internet Access (d) WiMAX
8. _____ is an accessibility feature to help computer users with physical disabilities, but also used by others as a means to reduce repetitive strain. **1**
(a) Sticky keys (b) Filter keys
(c) Sound Sentry (d) Toggle keys
9. _____ creates a timeline of transactions that can be linked to a contact. **1**
(a) Meeting (b) Journal Entry
(c) Schedule (d) Tasks
10. In HTML ordered list, each item is preceded by _____. **1**
(a) Bullet (b) Graph
(c) Number (d) None of the above

Answer the following questions in about 10-20 words:

11. Define Anchor. **1**
12. Define template. **1**
13. What is the use of conditional formatting in a spreadsheet? **1**
14. Write the full form of RDBMS. **1**
15. How is data organized in RDBMS? **1**
16. Define Instant Messaging. **1**
17. What are notes in e-mail messaging? **1**
18. What type of appointments can be used for scheduling repetitive tasks? **1**

Answer the following questions in about 20-60 words:

19. How can one insert header to a document in ms-word? **2**
20. What is pagebreak? Where can one insert page break in a document? **2**
21. What are the common mistakes made in using transition effects? **2**
22. List any four chart elements in a spreadsheet. **2**
23. What are the three additional tabs available on the ribbon when one insert a chart? How are they useful? **2**

- 24. Define Serial keys and Filter keys. 2
- 25. What is time management? Name the views that a calendar application provides. 2
- 26. Differentiate between Colspan and Rowspan attributes. 2

Answer the following questions in about 60-100 words:

- 27. How can one insert a movie clip in a presentation by:- 4
 - i) Using Insert tab
 - ii) Using Title and Content layout option.
- 28. Define Internet Security. Explain the purpose of Internet Security. 4
- 29. Tabulate the name, datatype and description of numeric datatypes available in Open Office base. 4
- 30. Describe the following HTML Audio attribute specification. 4
 - i) Auto-play ii) Auto-buffer iii) Controls iv) Loop.
