Sample Question Paper Class: X (2017-18)

e-Publishing and e-Office

Subject Code no: 354/454
Time allowed: 2 hours

Maximum Marks: 30

General Instructions:

- (i) All questions are compulsory.
- (ii) The question paper consists of 5 questions.
- (iii) Question 1 contains 3 parts, question 2 contains 5 parts and questions 3, 4 & 5 contain 2 parts each.
- (iv) There is no overall choice. However, internal choices have been provided in one question of 2 marks, one question of 3 marks and one question of 4 marks. You have to attempt only one of the alternatives in all such questions.

Q	No.		Marks								
1	(a)	Which of the following activities will be handled under cyber law:	1								
		i. Stealing mouse from an office.									
		ii. Deleting some files, images, video's etc. from a friends computer with his									
		consent.									
		iii. Sending a friendship request to an unknown person.									
		iv. Harassment through emails and web chatting messages.									
	(b)	Help Anubhuti in identifying suitable protocols for the following purpose:									
		i. To transfer files on the internet.									
		ii. To remotely login a customer's PC to provide him technical support.	3								
	(c)	'									
		OR Shivansh, a class IX student has just started using internet. Explain him the use o									
		browser application along with the name of any two popular browsers. Als									
		suggest him a web based office application name through which he can write, edit									
_	()	and collaborate in a document from anywhere-anytime.									
2	(a)	What are the two orientations available under page setting?	1								
	(b)	How the term table and cell are related with each other in 'Writer'? Explain with	2								
	()	the help of an example.	2								
	(c)	Mr. Ramashankar has written a document on the topic "Global Warming" in	2								
		word processing application named "Writer". He want to check his document for									
	(1)	spellings. Help Mr. Ramashankar by telling him the main steps for the same.	2								
	(d)	Ms. Aditi, an editor in a leading newspaper has received an article on "Seven	2								
		wonders of the world" in which she has to exchange the word "Taj Mehal" with									
	(0)	the word "The Taj Mehal". Which tool she should use and how?	2								
	(e)	Define the term main document and data source with reference to mail merge option.									
		OR									
		Briefly mention the main steps of Mail Merge.									
<u></u>		Briefly mention the main steps of Main Merge.]								

3	(a)	Which symbol is used to be placed in front of the column letter and row number									1			
		in a	cell refe	erence	to mak	e it abs	olute ref	erence'	?					
	(b)	Ms	. Shipra	, an I	Γ prof	essional	in a C	lobal	Educat	tional l	Institute	has	created	4
		foll	owing p	erform	nance s	sheet in	a sprea	dsheet	applic	cation.	Help h	er in	writing	
		functions to find out maximum marks, total, average and remarks.												
			Α	В	C	D	Е	F	G	Н	ı			
		1 PERFORMANCE SHEET												
		2	NAME	HINDI	ENG	MATHS	SCIENCE	MAX	тот	AVG	REMA	RKS	,	
		3	Rozy	90	30	40	90							
		4	Salman	78	40	50	60							
		5	Sia	90	70	80	90							
		6	Gautam	40	39	40	39							
		No	te: Rema	rks is l	oased o	on the av	verage as	s per th	e follo	wing c	riteria:			
		AVG REMARKS												
		<40 RE-ATTEMPT												
		>=40 GO-AHEAD												
	OR													
		What is a chart in any spreadsheet application? Discuss the importance of charts briefly. Mention the name of any four types of charts commonly used in any spreadsheet application.												
4	(a)	Sanya is working on her social science project work. She is facing following issues											2	
		wit	h the ima	ges use	ed in th	e projec	t:							
		 One of the image is small in size and she want to enlarge the physical size of the image She needs the mirror image of the photograph. 												
		Sug	gest the	suitable	e tools	for the s	ame.		-					
	(b)	Suggest the suitable tools for the same. Sachin has to send his photograph to the passport office for the processing of his										g of his	4	
		pas	sport bu	t his 1	photog	raph cli	cked by	the p	hotogr	apher i	is very	dark	due to	
		passport but his photograph clicked by the photographer is very dark due to insufficient light. Which colour tool will he use to lighten the color pixel of the												
		mst	ifficient	light. '	Which	Coloui	toor will	ne us	e to lig	ghten tl	ne coro	і рілс	of the	
5			imcient tograph.	_					e to lig	ghten tl	ne colo	. pixc	of the	
	(a)	pho		Also v	write th	e steps i	for the sa		e to lig	ghten tl	ne coro	- рілс	of the	1
	(a)	pho Me	tograph.	Also v	write thorm of	e steps i	for the sa		e to lig	ghten tl	ne coro	- рілс	of the	1
	(a) (b)	pho Me i. T	tograph. ntion the IFF	Also verball for	write thorm of ii. J	e steps t the follo PEG	for the sa owing:	me.					tion any	1