2019 III 2	20				1000		Seat	No.			
Time : 1½ Hours									IT/	ITE	S
				Su	ıbject Co	de					
				Η	07	3					
Total No.	of Que	stions :	: 3	(Prin	ited Page	es : 5)		Maxi	mur	n M	larks : 30
INSTRUC	TIONS	: (i)	Ar	lswer e	ach quest	tion on	a fre	sh pa	ge.		
		(ii)	W	rite the	e questior	n numl	ber an	d sub	-que	stio	n number
			cle	arly.							
		(iii)	Al	l questi	ions are c	compul	sory.				
		(iv)	Fig	gures to	o the righ	nt indi	cate fi	ıll ma	arks.		
1. (A)	Choo	se the	cor	rect a	nswer fr	om th	ie opt	ions	give	n b	elow the
	stater	ment :									3
	(1)	Goa is	one	of		r	nost po	opular	: stat	te in	India.
		(a) t	the								
		(b) a	an								
		(c) a	a								
		(<i>d</i>)]	No	Article							
	(2)	File ex	tens	sion for	open Offi	ice spro	eadshe	et is .	•••••		
		(<i>a</i>) .	.ods								
		(b) .	.odt								
		(c) .	.odp								
		(d) .	.ott								
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- (3) Peter Fernandes a very illustrious political life.
 - (a) have
 - (b) has
 - (c) had
 - (d) were
- (4) To automatically repeat slide show in digital presentation option is used.
 - (a) Record narration
 - (b) Rehearse timing
 - (c) Transition
 - (d) Custom Animation
- (5) Full form of CSR is :
 - (a) Customer Source Representative
 - (b) Custom Service Representative
 - (c) Customer Service Representative
 - (d) Customer Service Research
- (6) Choose the *correct* Tense for the following sentence :We had replaced your mobile phone's battery.
 - (a) Present Continuous Tense
 - (b) Past Continuous Tense
 - (c) Present Perfect Tense
 - (d) Past Perfect Tense

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- (B) Answer the following questions in *one* sentence each :
 - (1) Why does spreadsheet need to be protected ?
 - (2) Change the following sentence from Active Voice to Passive Voice :

The teacher always answers the student's question.

- (3) Define Hyperlink.
- (C) Answer the following questions in *two* sentences each : 4
 - (1) How is pivot chart more useful than normal chart ?
 - (2) Write two points of distinguish between KPO and BPO.
- 2. (A) Choose the *correct* answer from the options given below the statement : 3
 - (1) Acronyms for CSS :
 - (a) Created Style Sheets
 - (b) Cascading Smart Sheets
 - (c) Cascading Style Sheets
 - (d) Cascading Sheet Style
 - (2) Shortcut key to launch Paste Special Dialogue box is
 - (a) Ctl+Alt+V
 - (b) Ctl+Alt+S
 - (c) Ctl+V
 - (*d*) Ctl+Alt+Paste

3

- (3) By using Graphics you can create flow chart in presentation software.
 - (a) Smartdraw
 - (b) SmartArt
 - (c) Animation
 - (d) ClipArt
- (4) In a word processor may be used to create visiting card or identification card.
 - (a) Mail merge
 - (b) Card printer
 - (c) Chart
 - (d) Labels
- (5) Identify the name of the following icon in Microsoft Expression Web.



- (a) Numbering
- (b) Alignment
- (c) Bullets
- (d) Bold
- (6) In a Spreadsheet a Workbook contains sheets by default.
 - (*a*) 4
 - (*b*) 5
 - (*c*) 1
 - (*d*) 3

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	(B)	Answer the following questions in <i>one</i> sentence each : 3
		(1) What is document outline in Word processor ?
		(2) What does 11 Point Call Flow Plan focus on ?
		(3) Give an example of saved search folder used in e-mail messaging.
	(C)	Answer the following questions in <i>two</i> sentences each : 4
		(1) Name any <i>two</i> components of mail merge in word processor.
		(2) What is communication ? Write any <i>two</i> types.
3.	(A)	Answer the following questions in <i>one</i> sentence each : 3
		(1) Write Syntax for Hyperlink function.
		(2) What is Behaviour Function in web designing ?
		(3) Define Stationery designs in email messaging.
	(B)	Answer the following questions in <i>two</i> sentences each : 4
		(1) What is the use of custom animation in presentation software ?
		(2) Write down any <i>one</i> situation where linking word document to
		data in worksheet.
	(C)	Explain with a neat labelled diagram of PHP based Client-Server
		Model. 3

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