

2020

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. The footer option is available under _____ group in the insert tab. **1**
(a) symbol (b) header & footer
(c) illustration (d) media clip

2. After selecting the text, one should click the _____ icon on the font group to make the selected text lower than the normal text position. **1**
(a) shrink font (b) strikethrough
(c) subscript (d) superscript

3. A _____ controls the formatting of document content that precedes it, until it reaches another section break. **1**
(a) page break (b) section break
(c) styles (d) none of the above

4. The group option is available in _____ group under the format tab. **1**
(a) views (b) arrange
(c) animation (d) timing

5. Margin option is available under _____ group. **1**
(a) page setup (b) window
(c) views (d) illustration

6. _____ shows the relative importance of values over time. **1**
(a) Column chart (b) Line chart
(c) Bar chart (d) Area chart

7. Conditional formatting is available under _____ group in home tab. **1**
(a) views (b) page setup
(c) style (d) changes
8. _____ are the basic building block of database. **1**
(a) Tuple (b) Table
(c) Form (d) Entity
9. _____ statement is used for modifying records in a database. **1**
(a) Insert (b) Delete
(c) Update (d) Select
10. When data is transferred over the internet, it is broken down into bits of same sized pieces called _____. **1**
(a) data (b) packet
(c) byte (d) segment

Answer the following questions in about 10-20 words:

11. What are headers in word processor? **1**
12. What are templates? **1**
13. What is a slide transition? **1**
14. What are speaker notes? **1**
15. What is autosum in spreadsheet? **1**
16. What is a chart? **1**
17. What is a form in database? **1**
18. What is meant by time management? **1**

Answer the following questions in about 20-60 words:

19. Describe the function of sentence case and TOGGLE cASE in word processor. **2**
20. List any four basic guidelines to be followed while using charts. **2**
21. Why should one limit the number of slides in a presentation? **2**
22. What is the difference between sort and filter in spreadsheet? **2**
23. Why is sharing of calendar important? **2**
24. Write a short note on Journal entry. **2**

- 25. Define html marquee . List any two attributes of html marquee with its description. 2
- 26. Differentiate between internal linking and external linking. 2

Answer the following questions in about 60-100 words:

- 27. What is a database? Explain in detail how data are manipulated in a database. 4
- 28. What is a computer network? Explain the network architecture. Why is it necessary to clear browser cookies frequently? 4
- 29. Define instant messaging. Mention some of the key features of instant messaging. Give any two example of web based instant messaging. 4
- 30. What are html forms? Explain in detail. 4
