

Total number of printed pages : 3

NB-T/IT(V)/OC

2021

INFORMATION TECHNOLOGY (Vocational) (OC)

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. Default tab position is _____. 1
(a) 0.5 (b) 0.8
(c) 0.7 (d) 0.4
2. _____ effects can help in increasing audiences interest during a presentation. 1
(a) Sound (b) Transition
(c) Animation (d) Design
3. Autosum option is available in _____ tab. 1
(a) home (b) insert
(c) page layout (d) view
4. A _____ is an organized collection of data. 1
(a) record (b) field
(c) database (d) table
5. _____ are the basic building blocks of a database. 1
(a) Forms (b) Date
(c) Table (d) Record
6. Which of the following is a wireless connectivity? 1
(a) DSL (b) Cable Internet Access
(c) Dial Up (d) Wi-Max
7. _____ is an accessibility feature that assists people that have difficulty using a keyboard or a mouse. 1

- (a) Toggle Keys (b) Mouse Keys
(c) Serial Keys (d) Filter Keys
8. _____ is an appointment to which you invite people or reserve resources. 1
(a) Recurring (b) Task
(c) Notes (d) Meeting
9. The calendar software in email provide(s) _____ view(s). 1
(a) one (b) two
(c) three (d) four
10. Tim Berners Lee invented HTML in the year _____. 1
(a) 1990 (b) 1991
(c) 1994 (d) 1980

Answer the following questions in about 10-20 words:

11. List two types of views available in spreadsheet. 1
12. What is a chart? 1
13. What does RDBMS stand for? 1
14. What is a table? 1
15. What is the use of numeric data type? 1
16. What is a blog? 1
17. What is a task in email? 1
18. Define HTML. 1

Answer the following questions in about 20 – 60 words :

19. Write the steps to insert shapes in Microsoft word. 2
20. What are slide transition and animation? 2
21. Give any four elements of a chart. 2
22. What are sort and filter? 2
23. What is the difference between primary key and filter key? 2
24. What are LAN and WAN? 2
25. What are the two ways to schedule an appointment in email? 2
26. Differentiate between internal and external linking in HTML. 2

Answer the following questions in about 60-100 words:

- 27. What is a clip art? Write the steps to insert a clip art in a document. 4
- 28. Explain any four methods to make presentation effective. 4
- 29. What is an internet security? Explain any three measures to secure internet security. 4
- 30. Write the steps to produce the following result below in HTML. 4

NAME	SALARY
RAMESH	5000
SHABBIR	7000
