

2023

Information Technology ES (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) *All questions are compulsory except Q. nos.18 to 23 where general option is given.*
- iii) *The question paper consists of 23 questions.*
- iv) *Marks allocated to every question are indicated against it.*

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

1. **Choose the correct answer from the given alternatives:** **10x1=10**
- i. The word 'communication' is derived from a Latin word meaning
 - (a) To share
 - (b) To give
 - (c) To take
 - (d) To try
 - ii. Communication which involves interchanging messages only through images and pictures is called
 - (a) Verbal communication
 - (b) Non verbal communication
 - (c) Visual communication
 - (d) Actions
 - iii. A set of dreams with a deadline to get them are called
 - (a) Opinions
 - (b) Values
 - (c) Abilities
 - (d) Goals
 - iv. Time management is the thinking skill that helps to
 - (a) Waste time
 - (b) Delay planned activity
 - (c) Complete tasks on time
 - (d) Indulge in useless activity
 - v. Mails from companies who are advertising a product or trying to attract you to their website are called
 - (a) Anti virus
 - (b) Spam
 - (c) Thrash
 - (d) Notepad
 - vi. What should a strong password consist of?
 - (a) Only letters
 - (b) Numbers and special character
 - (c) Letters, numbers and special character
 - (d) Name of a person
 - vii. Which of the following is a quality of an entrepreneur?
 - (a) Having misconceptions
 - (b) Being indecisive
 - (c) Being irresponsible
 - (d) Trying new ideas
 - viii. A false belief about something is called
 - (a) Misconception
 - (b) Risk
 - (c) Reality
 - (d) Truth
 - ix. Which of the following is an eco friendly fuel?
 - (a) LPG
 - (b) Diesel
 - (c) Petrol
 - (d) Bio gas
 - x. Which of the following is not a sustainable goal according to United Nation?
 - (a) Clean water and sanitation
 - (b) Quality education
 - (c) Population
 - (d) Reduced inequality

Answer the following questions in one word or one sentence:

- 2. What is a template? 1
- 3. Write the full form of TOC. 1
- 4. How will you delete a scenario? 1
- 5. What is the use of tools>goal seek? 1
- 6. List any two types of database 1
- 7. What is the use of function in a query? 1
- 8. What is hot work? 1
- 9. Define emergency. 1

Answer the following questions in 20-50 words:

- 10. Write any two mechanisms to modify both predefined and custom styles. 2
- 11. What is the use of fill format mode? 2
- 12. Write a short note on data>consolidate. 2
- 13. What is macro? Write its use. 2
- 14. Differentiate between main form and sub form. 2
- 15. Write any two uses of report in a database. 2
- 16. List any two main causes of fire and explosions, when using oxygen. 2
- 17. Mention any two safety measures of smoking. 2

Answer any four from the following questions in 60-100 words:

- 18. Write any two image filters and their effects. 4
- 19. Write four steps to merge a document in calc. 4
- 20. Write the steps in creating a DDE link in calc. 4
- 21. Mention any four logical functions and its description of a function wizard. 4
- 22. List four sources of hazard. 4
- 23. Write any four precautionary measures for fire, if plant and equipment are not properly maintained. 4
