

2019

**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.*
- iv) *Internal choice has been provided in some questions.*

**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 shortcut key to launch the paste special dialog box is\_\_\_\_\_. **1**  
(a) CTRL+SHIFT+V (b) CTRL+ALT+V  
(c) SHIFT+ALT+V (d) CTRL+V
  
2. Hyperlink can be \_\_\_\_\_. **1**  
(a) Text (b) Picture  
(c) Drawings (d) All of the above
  
3. Slicer is a feature introduced in Microsoft excel in \_\_\_\_\_. **1**  
(a) 2007 (b) 2010  
(c) 2006 (d) 2000
  
4. The shortcut key to play the presentation file is \_\_\_\_\_. **1**  
(a) F5 (b) F6  
(c) F9 (d) F10
  
5. Rehearse timing option is available in \_\_\_\_\_ tab. **1**  
(a) set up (b) animation  
(c) file (d) None of the above

6. Which of the following software could be used to build a website? **1**  
 (a) Powerpoint (b) Excel  
 (c) Dream Weaver (d) ERP
7. Which of the following is not a web hosting company? **1**  
 (a) Hostgator (b) WPX hosting  
 (c) Blue host (d) Facebook
8. \_\_\_\_\_ tag is used to take input text from user in html page. **1**  
 (a) input (b) meta  
 (c) inout buffered reader (d) select
9. File extension for icalendar file is \_\_\_\_\_. **1**  
 (a) .ics (b) .html  
 (c) .css (d) .csv
10. The email component of internet explorer is called \_\_\_\_\_. **1**  
 (a) Message box (b) Outlook express  
 (c) Messenger mailbox (d) None of the above

**Answer the following questions in about 10-20 words:**

11. Mention one benefit of using macros. **1**
12. What does IRM stand for in the context of Microsoft excel 2007? **1**
13. How are data organized in a spreadsheet? **1**
14. What does annotation refer to? **1**
15. What is the use of emphasis tab in custom animation? **1**
16. Write down the combinations used in email signature. **1**
17. What is meant by security? **1**
18. What does WYSIWYG stand for? **1**

**Answer the following questions in about 20-60 words:**

19. What are the components of mail merge? **2**
20. List down the appropriate illustration for a workflow process. **2**
21. Name any two websites that offer free html email templates. **2**
22. Explain the purpose of stationaries. **2**
23. State the differences between website and webpage. **2**
24. What are the main language platforms used for web-design? **2**
25. What is a PHP? **2**

26. Mention some of the features of MySQL. 2

**Answer the following questions in about 60-100 words:**

27. a. Explain the procedure to print 30 labels in a single sheet.

**Or** 4

b. Explain the procedure to include a return address to be used on an envelope.

28. a. Explain the procedure to protect a spreadsheet from being copied when exporting as a pdf document.

**Or** 4

b. Explain the procedure to protect specific cells in a spreadsheet.

29. a. Explain the procedure to fix errors in a webpage automatically.

**Or** 4

b. Write a brief note on internet forum.

30. Explain in detail the differences between cookies and sessions. 4

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