

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. To create labels, one should select *file >new >* ____ option. **1**
(a) label (b) text
(c) format (d) none of the above

- 2. Slicer is a feature introduced in Microsoft Excel in _____. **1**
(a) 2007 (b) 2003
(c) 2010 (d) 2001

- 3. _____ is an electronic document by itself that is used for encrypting other documents such as spreadsheets, audio or video files etc. **1**
(a) Digital certificate (b) Digital paper
(c) Digital signature (d) None of the above

- 4. _____ is the short cut key for black screen during presentation. **1**
(a) W (b) M
(c) B (d) R

- 5. File extension for icalendar file is _____. **1**
(a) .cs (b) .rs
(c) .tm (d) .ics

- 6. _____ is the short cut key to launch spell check. **1**
(a) F7 (b) F1
(c) F2 (d) F5

- 7. Compatibility report is available under _____ menu. **1**
(a) tool (b) insert
(c) image (d) table

8. Shortcut key to insert comments in spreadsheet is _____. 1
 (a) ctrl + alt + c (b) ctrl + alt + shift + c
 (c) ctrl + shift + c (d) shift + c
9. Which of the following is the behavior in MEW? 1
 (a) Onclick (b) Mouseover
 (c) Redirect (d) All of the above
10. How many types of views are available in MEW? 1
 (a) One (b) Two
 (c) Three (d) Four

Answer the following questions in about 10-20 words:

11. How does Macro help? 1
 12. Define pivot table. 1
 13. What is a digital signature? 1
 14. What is the purpose of smart art graphics in presentation software? 1
 15. What is a Moz Backup? 1
 16. Define intellisense. 1
 17. Why are snippets useful? 1
 18. What is internet service provider? 1

Answer the following questions in about 20-60 words:

19. Mention two areas where mail merge are widely used. 2
 20. What is a pivot chart? 2
 21. Explain the procedure to insert a comment in spreadsheet. 2
 22. Explain the uses of presenter screen extension. 2
 23. List any two appropriate illustration for a workflow process. 2
 24. List any four websites to download HTML templates. 2
 25. Explain virtual directory. 2
 26. Write a short note on common language runtime. 2

Answer the following questions in about 60-100 words:

27. Explain the procedure to merge documents. 4
 28. Explain the procedure to include Vcard for all outgoing messages. 4
 29. Describe four benefits of HTML editor. 4
 30. Describe the interface of Microsoft expression web. 4
