

2018

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. _____ are predefined or customized options used for creating good looking professional documents with least efforts. **1**
(a) Headers (b) Styles
(c) Template (d) All of the above
2. Symbol option is available under _____ group in the Insert tab. **1**
(a) Illustrations (b) Symbols
(c) Text (d) Header & Footer
3. Chart option is available under _____ group in the Insert tab. **1**
(a) Illustrations (b) Symbols
(c) Charts (d) None of the above
4. Which of the following is not a DBMS? **1**
(a) IBM DB2 (b) Microsoft Access
(c) SQLite (d) MS-Excel
5. _____ are used to identify the type of data(value) that is stored in the database. **1**
(a) Tables (b) Column
(c) Row (d) datatype
6. _____ statement is used for modifying records in a database. **1**
(a) INSERT (b) DELETE
(c) UPDATE (d) CREATE

7. Presentation allows user to add _____ to the presentation slide in order to make the presentation colorful and meaningful. **1**
(a) Movie clips (b) Audio clip
(c) both (a) & (b) (d) only (b)
8. _____ is an accessibility function designed for people having vision impairment or cognitive disabilities. **1**
(a) Toggle key (b) Sound Sentry
(c) Sticky keys (d) Serial key
9. Which of the following is not an application based instant messaging software? **1**
(a) Skype (b) Google Talk
(c) MSN web messenger (d) Yahoo messenger
10. HTML was invented by Tim Berners-Lee in _____. **1**
(a) 1990 (b) 1891
(c) 1991 (d) 1791

Answer the following questions in about 10-20 words:

11. What is a Clip-Art? **1**
12. What is a slide transition? **1**
13. What is auto sum used for? **1**
14. What are notes? **1**
15. Define Primary key. **1**
16. What is a form? **1**
17. What is a Blog? **1**
18. Define Marquee. **1**

Answer the following questions in about 20-60 words:

19. How can one add audio clip to a presentation? **2**
20. What are speaker notes? Mention one key thing to remember about speaker note. **2**

- 21. Differentiate between sort and filter in spreadsheet. 2
- 22. Write a short note on Journal entry. 2
- 23. What is a meeting? Name all the options available for responding to a meeting request. 2
- 24. Distinguish between Data Definition Language and Data Manipulation Language. 2
- 25. Write a short notes on:- 2
 - i) peer-to-peer architecture
 - ii) client-server architecture
- 26. Differentiate between Ordered and Unordered list. 2

Answer the following questions in about 60-100 words:

- 27. What happens when the following character formatting are applied to a selected text in MS-Word? 4
 - i) strikethrough
 - ii) clear formatting
 - iii) Uppercase
 - iv) tOOGLE cASE
- 28. Mention all the views available in spreadsheet. Explain any two of them. 4
- 29. What is a computer network? Explain any three advantages of networking. 4
- 30. Describe the following attributes of html form: 4
 - i) action
 - ii) method
 - iii) target
 - iv) enctype
