

Roll No.

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Candidates must write the Code on the title page of the answer book.

- Please check that this question paper contains 8 printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer book by the candidate.
- Please check that this question paper contains 8 questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minutes time has been allotted to read this question paper. The students will read the question paper only and will not write any answer on the answer-book during this period.

I PRE BOARD EXAMINATION INFORMATION TECHNOLOGY

Time allowed : 2 hours

Maximum Marks : 50

Instructions:-

- All questions are compulsory.*
- Read the questions carefully before answering.*

PART A

Q.1- Answer any 4 questions out of the given 6 questions :

[4 × 1 = 4]

i. The solution to the issue dealt with in the article is given in the _____ .

- a. Opening Paragraph
- b. Body
- c. Closing Paragraph
- d. None of these

ii. Flight or fight is responses to _____ .

- a. Internal Stress
- b. Fatigue
- c. Survival Stress
- d. None of these

iii. _____ is not a key element of Meditation.

- a. Silence
- b. A closed mind
- c. Self aware
- d. None of these

iv. It is not a antivirus :

- a. Avast
- b. Norton
- c. Worm
- d. Kaspersky

v. In order to stay relevant in the changing world, an entrepreneur must be _____ .

- a. Wealth creation
- b. Decision making
- c. Risk management
- d. None of these

vi. The 17 Sustainable Development Goal include _____ .

- a. No Poverty
- b. Zero Hunger
- c. Quality Education
- d. All of these

Q.2- Answer any 5 of the given 6 questions :

[5 × 1 = 5]

i. Which one of these features of ease of access is very helpful for the people with impaired vision?

- a. Start On screen Board b. Start Magnifier
c. Start Narrator d. None of these

ii. The person who writes a blog is known as a _____ .

- a. Hacker b. Blogger
c. Cracker d. None of these

iii. Networks in which all computers have an equal status are called _____ .

- a. Client-Server b. Web-server
 c. Peer-to-peer d. None of these

iv. Which one of these is not an e-reservation website?

- a. www.yatra.com b. www.myntra.com
c. www.expedia.com d. www.flipkart.com

v. E-Commerce was first introduced in _____ .

- a. 1920 b. 1960
c. 1980 d. 2000

vi. In which one of these internet connections there is no need to dial a phone number to connect?

- a. Dial-up-connection b. Digital Subscriber line
c. Both A and B d. None of these

Q.3- Answer any 5 of the given 6 questions :

[5 × 1 = 5]

- i. Which one of these feature enable you to surround a graphic with text?
- a. Text Effect
 - b. Wrap Text
 - c. Grouping
 - d. Strikethrough
- ii. Which one of these tabs has the Table of Contents button?
- a. Mailing
 - b. Page Layout
 - c. Review
 - d. Reference
- iii. Flip horizontal turns the picture by _____ .
- a. 180°
 - b. 90°
 - c. 60°
 - d. 360°
- iv. Predefined style can be selected from the Style group on the _____ tab.
- a. Insert
 - b. Mailings
 - c. Home
 - d. Review
- iv. The shortcut to ungroup objects is _____ .
- a. Ctrl + G
 - b. Alt + G
 - c. Alt + Ctrl + Shift + G
 - d. Ctrl + Shift +G
- vi. This tab has many options to apply various effects to a selected picture.
- a. Layout
 - b. Design
 - c. Format
 - d. None of these

Q.4- Answer any 5 of the given 6 questions :

[5 × 1 = 5]

i. _____ records a task which can be executed again and again with a click.

a. Developer

b. Macro Recorder

c. Merge & compare

d. None of these

ii. Which one is used to perform what if analysis in Excel?

a. Solver

b. Goal Seek

c. Scenario Manager

d. All of the above

iii. Comment can be added to cells using _____ .

a. Edit->Comment

b. Review ->New Comments

c. File ->Comments

d. View-> Comments

iv. Macros must be saved in an Excel workbook with the _____ extension.

a. .xlsx

b. .htm

c. .xlsm

d. .vba

v. You can tell when an excel template is macro-enabled by looking at its _____ .

a. Extension

b. Name

c. Tabs

d. Layouts

vi. Instead of typing the code or instructions in a macro program, you can _____.

- a. Record it
- b. Insert it
- c. Copy it
- d. Import it

Q.5- Answer any 5 of the given 6 questions :

[5 × 1 = 5]

i. In how many ways can you set a Primary Key?

- a. One
- b. Two
- c. Three
- d. Four

ii. To create queries in Access you can use the _____.

- a. Design view
- b. Query Wizard
- c. Both a and b
- d. None of these

iii. The extension name given to a MS Access database file is _____.

- a. .abed
- b. .adb
- c. .accdb
- d. .dbacc

iv. To extract some data from multiple tables, you can use a _____.

- a. Filter
- b. sort
- c. query
- d. none of these

v. A _____ is the smallest element of a database.

- a. Field
- b. Record
- c. Data
- d. Key

- vi. To open a form , double click on its name from the _____ Pane.
- | | |
|---------------|---------------|
| a. Ribbon | b. View |
| c. Navigation | d. Status Bar |

PART - B

Q.6- Answer any 3 of the given 5 question :

[3 × 2 = 6]

- i. Write in detail about the importance of feedback in communication.
- ii. Write two advantages of working independently.
- iii. Write two sign of virus attack.
- iv. What is innovation?
- v. Define Green Skills.

Q.7- Short answer type question. Do any 4 out of 6 questions :

[4 × 2 = 8]

- i. Mention two important component of Network.
- ii. When is it mandatory that you take the stairs instead of the lift? What are the advantages of taking the stairs on a daily basis?
- iii. Mention the two rule for making a field as primary key.
- iv. What is grouping?
- v. How do you identify cells that have comment in spreadsheet?
- c. What is VBA?

PART - C

Q.8- Long answer type question. Do any 3 out of 5 questions : [3 × 4 = 12]

- i. Write two advantages and two disadvantages of Instant Messaging?
- ii. a. Use SQL command for creating a table :

Column Name	Data Type	Size Constrain
Itemno	Integer	Primary Key
Name	Varchar	15
Price	Numeric	3
Quantity	Integer	3

- b. Write a query in SQL to get : the two records from the above table.

Itemno	Name	Price	Quantity
11	Soap	40	80
22	Powder	80	30

- c. Write a SQL command to insert a new record with the following values :

(66, 'Gel', 150, 70)

- d. Write a query to display all the record of table item whose price is equal to 80.

iii. List any two advantages and disadvantages of DBMS?

iv. Define the concept of merge workbook in MS Excel.

v. What are templates? How do you use an existing design template in MS Word?

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