

Q.1- Fill in the blanks:

[10 × 1 = 10]

- An \_\_\_\_\_ is a community of living and non-living components which are interdependent on each other.
- The most formal form of communication is \_\_\_\_\_.
- RapidTyping includes a \_\_\_\_\_ keyboard.
- The \_\_\_\_\_ lines indicate the spelling errors.
- The column immediately next to column Z is \_\_\_\_\_.
- \_\_\_\_\_ option helps to combine two or more cells of a table.
- The transition effects are available under the \_\_\_\_\_ menu.
- Trust in one's own judgement and ability is called \_\_\_\_\_.
- B in BCC stands for \_\_\_\_\_.
- Businesses can be broadly classified into Service, Merchandising, Manufacturing, and \_\_\_\_\_.

Q.2- Write TRUE or FALSE:-

[10 × 1 = 10]

- A message should be complex to convey the right meaning to others.
- iOS mobile operating system has been developed by Google.
- Physical punishment adversely affects self-confidence of a child.
- One of the most essential characteristics of entrepreneurs is their willingness to take action.
- Living organisms which depend directly or indirectly on autotrophs for their food are called heterotrophs.
- You cannot edit a document in the Print Preview mode.
- Cell orientation can be changed to 90 degrees.
- Transition effects can be applied to only one slide at a time.
- You can apply transition effects in the Slide Sorter View.
- All the slides of a presentation must have the same transition speed.

Q.3- Multiple choice questions:-

[10 × 1 = 10]

- Perspective is an individual's \_\_\_\_\_.
  - Belongings
  - Point of view
  - Future
  - Activity
- The 'S' in SMART strategy stands for \_\_\_\_\_.
  - Short
  - Specific
  - Schedule
  - Systematic
- The final output available to a user on the monitor is known as \_\_\_\_\_.
  - Hardcopy
  - Software
  - Softcopy
  - Bytes
- What is the advantage of a cooperative?
  - Income tax exemption
  - Minimal government regulation
  - Short life span
  - Single ownership
- Biotic factors include all the \_\_\_\_\_.
  - Non-living things
  - Living things
  - Both living and non-living things
  - Natural resources

- vi. There is a keyboard shortcut to open the 'Go to Page' dialog box.  
a. Ctrl + U    b. Ctrl + G    c. Ctrl + P    d. Alt + G
- vii. \_\_\_\_\_ is the value axis in a column chart.  
a. X-axis    b. Y-axis    c. Z-axis    d. None of these
- viii. A \_\_\_\_\_ is the visual motion when one slide changes to the next during a presentation.  
a. Animation    b. Layout  
c. Slide Transition    d. None of these
- ix. Which effect is applied to all the slides of a presentation?  
a. Animation    b. Transition    c. Design    d. Layout
- x. \_\_\_\_\_ menu contains the New Slide and Layout options in Impress.  
a. Insert    b. Format    c. Tools    d. Slide

**Q.4- Very Short type questions:-**

[4 × 1 = 4]

- a. How will you define an entrepreneur?  
b. What is environment?  
c. What is a communication channel?  
d. What does the acronym SWOT stands for?

**Q.5- Short type questions:- (Do any 4)**

[4 × 2 = 8]

- a. What is clipboard?  
b. What is a slide master?  
c. What is a pointing device?  
d. What is Fill Handle?  
e. What do you understand by E-commerce?  
f. Why do you need to group objects sometimes?

**Q.6- Long type questions:- (Do any 2)**

[2 × 4 = 8]

- a. Explain cell referencing and its types with example.  
b. What is the use of presentation software? What are the most popular presentation applications?  
c. Write four benefits of Mail Merge.

####