

I Periodic Test : 2021-22

Class - X

Subject - INFORMATION TECHNOLOGY [402]

Time : 2 hrs.

M.M. : 50

Q.1- Select the correct option:-

[9 × 1 = 9]

- a. When you create a new document in word a default template _____ is always associated with it.
 - i. Normal.dotm
 - ii. Temp.dot
 - iii. Default.dotx
- b. Which of the following is performed to achieve the goal as per the target value?
 - i. Goal Seek
 - ii. Subtotal
 - iii. None of these
- c. To improve mental health at work place employers should have _____ for their employees.
 - i. Workshop
 - ii. Meditation
 - iii. Both (i) and (ii)
- d. TOC contains all the entries as _____
 - i. Object
 - ii. Hyperlinks
 - iii. Item
- e. The cell reference for cell range G2 to M12 is _____
 - i. G2, M12
 - ii. G2;M12
 - iii. G2:M12
- f. WWW contains millions of documents called _____ .
 - i. Web Pages
 - ii. Internet Pages
 - iii. Word Pages
- g. You can also change the properties of an object by right clicking on it and selecting the _____ option.
 - i. Format Shape
 - ii. Format
 - iii. Properties
- h. Which step should you follow before using the subtotal command?
 - i. Consolidate Data
 - ii. Sort Data
 - iii. Filter Data
- i. Caps Lock, Num Lock and Scroll Lock keys are :
 - i. Sticky
 - ii. Toggle
 - iii. Lock

Q.2- Answer the following Application based questions:-

[6 × 1 = 6]

- a. Rahul's sister is visually impaired. Which option can he use from the accessibility options to easily see the objects on the screen?
- b. Pooja has last year's sales report of North, East, West and South zones. She wants to combine all the data to view the total sales of every month. Which feature of Excel should she use?
- c. Manisha wants to modify a style to get a custom style in Word. Help her make modifications in the existing style.
- d. Raima wants to do virtual conferencing with her team on web which instant messaging service would be best suitable for this purpose?
- e. Kanika has created a macro. Suggest how she can run the created macro?
- f. XYZ Corporation is organizing its annual sales meeting, for which it needs to send the invitation letters to its vendors, which feature of Word can it use to print multiple letters with the corresponding address labels?

- Q.3- State whether TRUE/FALSE:-** **[6 × 1 = 6]**
- The process of Mail Merge involves only two steps.
 - You can add comments to add some information or provide a feedback.
 - Encryption is important for data security.
 - Picture alignment options are available in the Insert tab.
 - There are two type of Hyperlinks.
 - You can post a blog content with an image.
- Q.4- Fill in the blanks:-** **[4 × 1 = 4]**
- Click on the _____ tab to start making your first blog post.
 - _____ key combination you press to open VBA.
 - _____ means to remove the unwanted area from an image.
 - Data travels across the internet in _____ .
- Q.5- Answer the following very short answer type questions:-** **[4 × 1 = 4]**
- What is macro?
 - Which tab contains the 'Share Workbook'?
 - What are templates?
 - Write full form of TCP/IP.
- Q.6- Answer the following short answer questions:-** **[6 × 2 = 12]**
- What is the difference between Repeater and Router?
 - Write steps to crop an image in a Word document.
 - List the different What-if Analysis tool of Excel.
 - Differentiate between the Toggle key and Sticky key.
 - What are two methods to create a template in word?
 - How to insert comments in Excel?
- Q.7- Answer the following long answer type questions:-** **[3 × 3 = 9]**
- What is Solver? How it is different from Goal Seek in Excel?
OR
How do you name a range of cell in Excel?
 - List a few advantages of computer network.
OR
How can WhatsApp be used on the computer?
 - List the different style categories available in Word.
OR
What is Mail Merge? List the steps involved in it?

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