

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 **21** 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*

### *General Instructions :*

1. *Please read the instructions carefully.*
2. *This Question Paper consists of 21 questions in two sections :  
Section A & Section B.*
3. *Section A has Objective type questions whereas Section B contains Subjective type questions.*
4. *Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.*
5. *All questions of a particular section must be attempted in the correct order.*

6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS) :**

- i. This section has 05 questions.
- ii. Marks allotted are mentioned against each question/part.
- iii. There is no negative marking.
- iv. Do as per the instructions given.

7. **SECTION B - SUBJECTIVE TYPE QUESTIONS (26 MARKS) :**

- i. This section has 16 questions.
- ii. A candidate has to do 10 questions.
- iii. Do as per the instructions given.
- iv. Marks allotted are mentioned against each question/part.

**SECTION A : OBJECTIVE TYPE QUESTIONS**

**Q.1- Answer any 4 out of the given 6 questions on Employability Skills  
(1 × 4 = 4 marks)**

- i. By right-clicking on folder icon, which of the following folder operations cannot be performed?
  - a. Renaming folder
  - b. Entering data in folder
  - c. Copying folder
  - d. None of these
- ii. \_\_\_\_\_ is a series of postures and breathing exercises practiced to achieve control of body and mind.
  - a. Meditation
  - b. Nature Walk
  - c. Yoga
  - d. Physical Exercise
- iii. The two important personality traits that entrepreneurs possess are \_\_\_\_\_ and \_\_\_\_\_ .
  - a. Optimism, Uncertainty
  - b. Perception, Intuition
  - c. Motivation, Distrust
  - d. None of these

- iv. Windows OS is based on which user interface? 1
- a. Data b. Graphical  
c. Character d. None of these
- v. Physical exercise helps to raise \_\_\_\_\_. Which are chemicals in the brain that act as natural painkillers? 1
- a. Enzymes b. Endomorphins  
c. Ectomorphins d. None of these
- vi. From the following statements, which one is not the positive impact of Entrepreneurship on society? 1
- a. Stimulates Innovation and Efficiency  
b. Creates Jobs and Employment Opportunities  
c. Solves the problems of the society  
d. Discourages welfare of the society

**Q.2- Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)**

- i. Caps Lock, Scroll Lock, and Num Lock are \_\_\_\_\_ keys. 1
- a. Numeric b. Sticky  
c. Toggle d. None of these
- ii. It determines what type of data you can enter into a field. 1
- a. Field Type b. Attribute  
c. Alias d. None of these
- iii. Which of the following application is not appropriate to store data about ABC Bank customers? 1
- a. Open Office Base b. MS Access  
c. Open Office Writer d. MS Excel
- iv. Which menu has the Subtotals command in Calc? 1
- a. Tools b. Sheet  
c. Data d. None of these
- v. This option sends the selected image to the bottom of the stack. 1
- a. Send to Back b. Back One  
c. To Background d. None of these

- vi. Multiple copies of the same file leads to \_\_\_\_\_ .
- |                       |                     |
|-----------------------|---------------------|
| a. Data Inconsistency | b. Data Consistency |
| c. Data Redundancy    | d. Foreign Key      |

**Q.3- Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)**

- i. Which operation do you perform in current document to copy a style from a template or another document? 1
- |                 |                  |
|-----------------|------------------|
| a. Update Style | b. Load Style    |
| c. Modify Style | d. None of these |
- ii. Identify the property which specifies the maximum number of characters for the data field of a table in DBMS. 1
- |                   |                  |
|-------------------|------------------|
| a. Entry Required | b. Default Value |
| c. Size           | d. Length        |
- iii. \_\_\_\_\_ is designed to help users with auditory impairments. 1
- |                 |                  |
|-----------------|------------------|
| a. Sound Sentry | b. High Contrast |
| c. Serial key   | d. Show Sounds   |
- iv. State whether True or False : 1
- "Objects are grouped so that they can be treated as a single object in a Wordprocessor."
- |         |          |
|---------|----------|
| a. True | b. False |
|---------|----------|
- v. Reviewers and authors can add their \_\_\_\_\_ to explain their changes in the cell of Spreadsheet. 1
- |              |              |
|--------------|--------------|
| a. Comments  | b. Hyperlink |
| c. Worksheet | d. Macros    |
- vi. In Calc, Arguments passed to a macro from Calc are always a \_\_\_\_\_ . 1
- |                     |                    |
|---------------------|--------------------|
| a. Cell Reference   | b. Value           |
| c. Both (a) and (b) | d. Sheet Reference |

**Q.4- Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)**

- i. To write a blog, you need a \_\_\_\_\_. 1  
a. Blogging Tool b. Text Editing Tool  
c. Marking Tool d. None of these
- ii. John has written a book consisting of fifteen chapters. He wanted to make the index of the book. Suggest him the option used to create the index automatically in a word processor. 1  
a. Mail Merge b. Tables  
c. Columns d. Table of Content
- iii. \_\_\_\_\_ operator searches for a specified pattern in a field. 1  
a. Same b. Exact  
c. Like d. None of these
- iv. A healthy lifestyle helps to keep and improve people's health and well-being. It does not include : 1  
a. healthy eating habits b. stress management  
c. physical activities d. less sleep :
- v. In a spreadsheet hyperlink option is available in the \_\_\_\_\_ menu. 1  
a. Insert b. View  
c. Data d. None of these
- vi. In which programming language does Calc records the macro code? 1  
a. BASIC b. PHP  
c. COBOL d. None of these

**Q.5- Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)**

- i. Which commands are used to define and modify the structure of a database? 1  
a. DDL b. DML  
c. DCL d. None of these
- ii. Wi-Fi stands for : 1  
a. Wired Fidelity b. Wireless Fidelity  
c. Wireless Flexibility d. None of these

- iii. \_\_\_\_\_ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily. 1
- a. Data Combination b. Data Merging  
 c. Data Consolidation d. Data Concatenation
- iv. \_\_\_\_\_ store data in multiple tables and can be accessed by establishing a relationship between the tables by a common field. 1
- a. Flat File b. Relational  
 c. Mini File d. Single File
- v. It contains ready-to-use objects in Writer. 1
- a. Object Pane b. Gallery  
 c. Store d. None of these
- vi. In \_\_\_\_\_ Networks, all computers have an equal status and each terminal has an equally competent CPU. 1
- a. MAN b. WAN  
 c. Client Server d. P2P

### SECTION B : SUBJECTIVE TYPE QUESTIONS

*Answer any 3 out of the given 5 questions on Employability Skills*

*(2 × 3 = 6 marks) Answer each question in 20 - 30 words.*

- Q.6- Write any two skills involved in self-motivation? 2
- Q.7- Name two types of motivations. 2
- Q.8- What do you mean by Computer virus? 2
- Q.9- Explain any two Myths about Entrepreneurship. 2
- Q.10- Write any four qualities of Entrepreneurs. 2

*Answer any 4 out of the given 6 questions in 20 - 30 words each (2 × 4 = 8 marks)*

- Q.11- Write about any two style categories available in writer. 2
- Q.12- List any two benefits of linking spreadsheets. 2

- Q.13- Describe the different types of Hyperlinks that can be used in Spreadsheets. 2
- Q.14- List Numeric and Alphanumeric Datatypes in OpenOffice Base. 2
- Q.15- Differentiate between online and offline blog editors. 2
- Q.16- In which situations Online shopping could be useful? Write any two popular e-commerce websites. 2

Answer any 3 out of the given 5 questions in 50- 80 words each (4 × 3 = 12 marks)

- Q.17- Ravi is running for election where 66 % of votes are required to win the election. Assuming that there are 200 total voting members, currently he has 98 votes, which is not a sufficient number because it only makes 49 % of the total voters. He wants to calculate how many votes more he has to secure. Suggest him a feature of Calc that he should use for getting the value and also explain that feature. 4
- Q.18- Rohan has inserted a picture in a document and wants to resize and rotate it. Suggest the steps to complete the task. 4
- Q.19- Consider the following table : Sales 4

S_Id	Sales_Name	Total_Sale	City
1101	Kewal	65000	Lko
1103	Peter	29500	KnP.
1105	Chetan	50000	Etawa
1106	Lalit	12000	Lko

1. How many fields and records are there in Sales table?
2. Write SQL commands for the following:
  - i. Display Sales ID and Total sale of all sales persons whose total sale is more than 20000.
  - ii. Display the details alphabetically by sales person's name.
  - iii. Display sales person name and total sale after deducting the 200 from the price. *Total\_Sale*