

IT / ITES (Theory)

(English version)

Time : 2 hours]

[Maximum Marks : 30

NOTE : (1) Answer **All** the questions.

(2) Draw the diagrams wherever necessary.

SECTION - A

I. Choose the correct answers with appropriate word :

5×1=5

1. A popular data manipulation language is

- (A) HTML
- (B) SQL
- (C) DSL
- (D) SSL

2. Shortcut key for Replace a word

- (A) Ctrl + R
- (B) Ctrl + Z
- (C) Ctrl + H
- (D) Ctrl + E

3. The unique field is called as

- (A) Foreign key
- (B) Primary key
- (C) Public key
- (D) Private key

4. Shapes option available under group.
- (A) Symbols
 - (B) Page Background
 - (C) Links
 - (D) Illustrations
5. Conditional formatting option under tab.
- (A) Home
 - (B) Data
 - (C) Insert
 - (D) View

II. Write the abbreviation of the following.

5×1=5

- 1. PSTN :
- 2. DDL :
- 3. DML :
- 4. DBMS :
- 5. CV :

III. Match the following.

5×1=5

- | | |
|------------------|-------------------|
| 1. Record | a. Report |
| 2. Over all work | b. Column |
| 3. Field | c. Multiple table |
| 4. Relational | d. Single table |
| 5. Flat file | e. Tuple |

SECTION - B

IV. Answer the following questions in one sentence.

5×1=5

1. Define Journal entry.
2. Define Report.
3. Write briefly about LAN & WAN.
4. Write any 3 instant messaging softwares.
5. What are the uses of online shopping ?

V. Answer **ANY TWO** questions : (Short answers).

2×1=2

1. Define Template.
2. What is the use of Autosum option ?
3. What is the use of Filter option in spreadsheet ?
4. Write briefly about www.

VI. Answer **ANY TWO** questions : (Brief answers).

2×2=4

1. List out advantages of Networks.
2. List out various cases available in change case option.
3. Write briefly about Filter key and Toggle key.
4. What are the key features of an Instant messaging ?

VII. Answer ANY ONE question : (Long answer).**1×4=4**

1. Write syntax for the following statements.
 - (a) Select
 - (b) Insert
 - (c) Delete
 - (d) Update
 2. Write the steps to purchase a product from flipkart.
 3. Write the steps to create blog account.
 4. How the data is transferred on the internet ?
-