2018

INFORMATION TECHNOLOGY (Vocational)

Total marks : 50 Time : 2 hours

General Instructions :

i) Approximately 15 minutes is allotted to read the question paper and revise the answers.

ii) The question paper consists of 30 questions. All questions are compulsory.

iii) Marks allocated to each question are indicated against it.

N.B: Check that all pages of the question paper is complete as indicated on the top left side.

Choose the correct answer from the given alternatives:

1. _____ are predefined or customized options used for creating good looking professional documents with least efforts. **1**

   (a) Headers (b) Styles
   (c) Template (d) All of the above

2. Symbol option is available under _____ group in the Insert tab. **1**

   (a) Illustrations (b) Symbols
   (c) Text (d) Header & Footer

3. Chart option is available under ____ group in the Insert tab. **1**

   (a) Illustrations (b) Symbols
   (c) Charts (d) None of the above

4. Which of the following is not a DBMS? **1**

   (a) IBM DB2 (b) Microsoft Access
   (c) SQLite (d) MS-Excel

5. _____ are used to identify the type of data(value) that is stored in the database. **1**

   (a) Tables (b) Column
   (c) Row (d) datatype

6. _____ statement is used for modifying records in a database. **1**

   (a) INSERT (b) DELETE
   (c) UPDATE (d) CREATE

7. Presentation allows user to add ____ to the presentation slide in order to make the presentation colorful and meaningful. **1**

   (a) Movie clips (b) Audio clip
   (c) both (a) & (b) (d) only (b)

8. _____ is an accessibility function designed for people having vision impairment or cognitive disabilities. **1**

   (a) Toggle key (b) Sound Sentry
   (c) Sticky keys (d) Serial key

9. Which of the following is not an application based instant messaging software? **1**

   (a) Skype (b) Google Talk
   (c) MSN web messeger (d) Yahoo messenger

10. HTML was invented by Tim Berners-Lee in _____. **1**

    (a) 1990 (b) 1891
    (c) 1991 (d) 1791

Answer the following questions in about 10-20 words:

11. What is a Clip-Art? **1**

12. What is a slide transition? **1**

13. What is auto sum used for? **1**

14. What are notes? **1**

15. Define Primary key. **1**

16. What is a form? **1**

17. What is a Blog? **1**

18. Define Marquee. **1**

Answer the following questions in about 20-60 words:

19. How can one add audio clip to a presentation? **2**

20. What are speaker notes? Mention one key thing to remember about speaker note. **2**

21. Differentiate between sort and filter in spreadsheet. **2**

22. Write a short note on Journel entry. **2**

23. What is a meeting? Name all the options available for responding to a meeting request. **2**

24. Distinguish between Data Definition Language and Data Manipulation Language. **2**

25. Write a short notes on:- **2**
    i) peer-to-peer architecture ii) client-server architecture

26. Differentiate between Ordered and Unordered list. **2**

Answer the following questions in about 60-100 words:

27. What happens when the following character formatting are applied to a selected text in MS-Word? **4**
    i) strikethrough ii) clear formatting
    iii) Uppercase iv) tOOGLE cASE

28. Mention all the views available in spreadsheet. Explain any two of them. **4**

29. What is a computer network? Explain any three advantages of networking. **4**

30. Describe the following attributes of html form: **4**
    i) action ii) method
    iii) target iv) enctype

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