Total No. of Printed Pages—4

22/VC/(IT/ITeS)

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INFORMATION TECHNOLOGY (IT/ITeS)

(Vocational Course)

Full Marks : 30

Time : 1 hour

The figures in the margin indicate full marks for the questions

PART—A

(Employability Skills)

(Multiple Choice Questions)

Choose the correct option :

1. Which from the following is an example of oral communication? 1

(a) Newspaper

(b) Letter

(c) Phone call

(d) E-mail

2. Which of the following is a valid file extension for Notepad file? 1

(a) .jpg

(b) .doc

(c) .png

(d) .txt

3. What should a strong password consist of? 1

(a) Only letters

(b) Numbers and special characters

(c) Name of a person

(d) Letters, numbers and special characters

4. Which of the following sources of energy is from a renewable source? 1

(a) Solar energy

(b) Wood

(c) Coal

(d) Petrol

(Short Answer-type Questions) (*20–50* words each)

5. What is goal setting? 2

6. Write two qualities of a successful entrepreneur. 2

7. What are Sustainable Development Goals? 2

PART—B

(IT/ITeS)

(Multiple Choice Questions)

Choose the correct option :

8. Paragraph begins and ends when you press the

(a) Enter key

(b) Delete key

(c) Ctrl key

(d) Shift key 1

9. _____ acts as a reference point for image or drawing. 1

(a) Arrangement

(b) Anchoring

(c) Alignment

(d) Text-wrapping

10. Which of the following functions is used to combine information from multiple sheet of the spreadsheet? 1

(a) Subtotal tool

(b) What-if

(c) Consolidate

(d) Grouping

11. In which of the following data models, data were organized into a tree-like structure? 1

(a) Relational data model

(b) Hierarchical data model

(c) Network data model

(d) Logical data model

(Very Short Answer-type Questions)
(*1* word or *1* sentence each)

12. How to delete image from a document? 1

13. Why do you need to share a spreadsheet? 1

14. What is a database? 1

15. What is a form in a database? 1

(Long Answer-type Questions) (*60–100* words each)

Answer *any* **three** questions

16. Explain some of the tools of the Image Toolbar. 4

17. What is a macro? How to record a macro? Mention few actions that are not recorded in a macro. 4

18. What are the responsibilities of employers for workplace safety? 4

19. What is a style? How to format a document using a style feature? 4

20. What is a DBMS? What are the advantages of DBMS? 4

★ ★ ★