

2019

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.*
- iv) *Internal choice has been provided in some questions.*

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. The shortcut key to launch the paste special dialog box is _____. 1
(a) CTRL+SHIFT+V (b) CTRL+ALT+V
(c) SHIFT+ALT+V (d) CTRL+V

2. Hyperlink can be _____. 1
(a) Text (b) Picture
(c) Drawings (d) All of the above

3. Slicer is a feature introduced in Microsoft excel in _____. 1
(a) 2007 (b) 2010
(c) 2006 (d) 2000

4. The shortcut key to play the presentation file is _____. 1
(a) F5 (b) F6
(c) F9 (d) F10

5. Rehearse timing option is available in _____ tab. 1
(a) set up (b) animation
(c) file (d) None of the above

6. Which of the following software could be used to build a website? 1
 (a) Powerpoint (b) Excel
 (c) Dream Weaver (d) ERP
7. Which of the following is not a web hosting company? 1
 (a) Hostgator (b) WPX hosting
 (c) Blue host (d) Facebook
8. _____ tag is used to take input text from user in html page. 1
 (a) input (b) meta
 (c) inout buffered reader (d) select
9. File extension for icalendar file is _____. 1
 (a) .ics (b) .html
 (c) .css (d) .csv
10. The email component of internet explorer is called _____. 1
 (a) Message box (b) Outlook express
 (c) Messenger mailbox (d) None of the above

Answer the following questions in about 10-20 words:

11. Mention one benefit of using macros. 1
12. What does ORM stand for in the context of Microsoft excel 2007? 1
13. How are data organized in a spreadsheet? 1
14. What does annotation refer to? 1
15. What is the use of emphasis tab in custom animation? 1
16. Write down the combinations used in email signature. 1
17. What is meant by security? 1
18. What does WYSIWYG stand for? 1

Answer the following questions in about 20-60 words:

19. What are the components of mail merge? 2
20. List down the appropriate illustration for a workflow process. 2
21. Name any two websites that offer free html email templates. 2
22. Explain the purpose of stationaries. 2
23. State the differences between website and webpage. 2
24. What are the main language platforms used for web-design? 2
25. What is a PHP? 2

26. Mention some of the features of MySQL. 2

Answer the following questions in about 60-100 words:

27. a. Explain the procedure to print 30 labels in a single sheet. 4
Or
b. Explain the procedure to include a return address to be used on an envelope.
28. a. Explain the procedure to protect a spreadsheet from being copied when exporting as a pdf document. 4
Or
b. Explain the procedure to protect specific cells in a spreadsheet.
29. a. Explain the procedure to fix errors in a webpage automatically. 4
Or
b. Write a brief note on internet forum.
30. Explain in detail the differences between cookies and sessions. 4
