SAMPLE QUESTION PAPER 5

Information Technology

Time : **2 hrs**   Max.

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 allot (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)

1. Answer any 4 out of the given 6 questions based on Employability Skills   [1 × 4=

   (i) .... is the process in which the receiver interprets and understands the message
      (a) Encoding   (b) Decoding   (c) Sender   (d) Receiver

   (ii) .... generates within the human regarding the unreasonable matters.
      (a) Internal stress
      (c) Environmental stress
      (b) Survival stress
      (d) None of these

(iii) An .... is a software program that manages the hardware and software resources of a computer. [1]
    (a) Application
    (b) Operating system (OS)
    (c) System
    (d) None of these

(iv) An entrepreneur must establish good relations with .. .. and its functionaries. [1]
    (a) customer
    (b) government
    (c) Both (a) and (b)
    (d) None of these

(v) The overall effects of economic activities on the environment are continuously........... [1]
    (a) editing
    (b) changing
    (c) formatting
    (d) All of these

(vi) Energy demand in developing countries will increase to .... times the current levels by 2030. [1]
    (a) four
    (b) five
    (c) six
    (d) eight

2. Answer any 5 out of the given 6 questions   [1 × 5 = 5 Marks]

  (i) Every computer is protected by a .... [1]
    (a) firewall
    (b) software
    (c) server
    (d) network

  (ii) The structure line displays the elements for entries in the level column. The .... button represents the page number. [1]
    (a) #
    (b)
    (c) %
    (d) @

  (iii) ...... command is used to restore database to original since the last COMMIT. [1]
    (a) REVIEW
    (b) SELECT
    (c) ROLLBACK
    (d) None of these

  (iv) Default name of first scenario created in Sheetl of Calc is ----- [1]
    (a) Sheet_l_Scenario
    (b) Sheet_Scenario_l
    (c) Sheetl_Scenario_l
    (d) None of these

  (v) To delete a template, ... on a template in the Templates window and select delete. [1]
    (a) Right-click
    (b) Double-click
    (c) Left-click
    (d) None of these

  (vi) Which of the following fields will not make a suitable primary key? [1]
    (a) A customer's account number
    (b) A date-field
    (c) An auto number field
    (d) A student's admission number

3. Answer any 5 out of the given 6 questions   [1 × 5 = 5 Marks]

  (i) Under Insert tab, ... group contains the features like Shapes, ClipArt etc. [1]
    (a) Illustrations
    (b) Shapes
    (c) Paragraph
    (d) Clipboard

  (ii) .... command is used to retrieve data from a database. [1]
    (a) SELECT
    (b) INSERT
    (c) UPDATE
    (d) None of these

  (iii) Instant messaging service accepts instant messages from .... [1]
    (a) external sites
    (b) internal sites
    (c) Both (a) and (b)
    (d) None of these

  (iv) Two other toolbars can be opened from Picture Tool bar are : the .... and .... [1]
    (a) Edit picture, Color picture
    (b) Format, drawing
    (c) Graphic Filter toolbar, Color toolbar
    (d) Floating toolbar, Color toolbar

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(v) In the Subtotal dialog box, the .... box is used to select the column on which you add the Subtotal to.
(a) group by
(b) filter by
(c) consolidate by
(d) update by

(vi) Commands are a set of instructions that is used to interact with database.
(a) SQL
(b) Java
(c) Mac
(d) DBMS

[1 × 5 =

4. Answer any 5 out of the given 6 questions
(i) Type of software is accessed using browsers
(a) Open source
(b) Both (a) and (c)
(c) Web based
(d) None of these

(ii) Under .... tab, Bullet and Numbering, Autocorrect etc options are present.
(a) Tools
(b) Format
(c) Window
(d) Table

(iii) ...... is a collection of related information
(a) base
(b) Database
(c) web-base
(d) None of these

(iv) Which of the following network devices is used to connect to dissimilar networks?
(a) Gateway
(b) Switch
(c) Bridge
(d) Router

(v) You should uninstall any .... and services which you are not using from long time.
(a) hardware
(b) software
(c) system
(d) None of these

(vi) In Goal seek dialog box, the .... we enter the reference of the cell that contains the valu changed.
(a) variable cell
(b) modifying cell
(c) changing cell
(d) replacing cell

[1 × 5 = 5]

5. Answer any 5 out of the given 6 questions
(i) Key field is a unique identifier for each record. It is defined in the form of
(a) rows
(b) columns
(c) tree
(d) query

(ii) ...... is used to text-to-speech utility that reads what is displayed on the screen.
(a) Start Narrator
(b) Web page
(c) Website
(d) None of these

(iii) Computer based record keeping system is known as ....
(a) Data Manipulation System
(b) Computer Data System
(c) Computerised Record Keeping System
(d) DBMS

(iv) The comments that are added while creating a scenario is displayed in the .... while scenario.
(a) preview pane
(b) navigator box
(c) comment window
(d) None of these

(v) Which of the following is not a type of text wrapping option?
(a) Wrap off
(b) Optimal wrap
(c) Page wrap
(d) Wrap center

(vi) ..... is a free personal publishing platform.
(a) Zoomla
(b) WordPress
(c) Blogger
(d) None of these

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.

6. What are the disadvantages of verbal communication?   [2]

7. What do you mean by environmental stress?   [2]

8. Write any two main advantages of an operating system.   [2]

9. Describe the following functions of an entrepreneur: [2]
   (i) Innovation   (ii) Risk-Taking

10. Explain long lasting development as an importance of sustainable development.   [2]

- Answer any 4 out of the given 6 questions in 20-30 words each.   [2 × 4 = 8 Marks]

11. Write some features of spelling checker in open office writer.   [2]

12. Write the steps for identifying dupilcates in excel.   [2]

13. What is data analysis in a spreadsheet software?   [2]

14. Explain the term relational database management system.   [2]

15. What do you mean by data control language? Also, give its types.   [2]

16. Describe the term wireless fidelity.   [2]

- Answer any 3 out of the given 5 questions in 50-80 words each.   [4 × 3 = 12 Marks]

17. Simran wants to know about Subtotal. Answer the given questions for her.   [4]
    (i) What is SUBTOTAL( ) function?
    (ii) Names of any 5 functions with their function index number.

18. Ram wants to compress a picture. Write the steps through which he can do so.   [4]

19. Consider the following table: MASTER   [4]

Table : MASTER

SNo	Name	Age	Department	Salary
1	Shyam	21	Computer	12000
2	Shiv	25	Maths	15000
3	Rakesh	31	Hindi	14000
4	Sharmila	32	History	20000
5	Dushyant	25	Software	30000

(i) How many fields and records are there in the table MASTER?

(ii) Write the SQL queries to:
   (a) Display all the records according to Age.
   (b) Display Name and Department of the person having salary less than 20000.
   (c) Display the Name of the person having age less than 30.

20. Yuan is learning about database. But, he didn't understand the concept of field, record. Answer to him the following queries:
   (i) How are fields, record and a table related to each other? Explain with the help of a
   (ii) What are the main purposes of a database system?

21. Reema has been appointed as SME in an IT based company. Tell her the following:
   (i) What is workplace emergency?
   (ii) Name the workplace emergencies that may happen.

Answers

1. (i)(b), (ii)(a),(iii)(b),(iv)(b),(v)(b),(vi)(c)

2. (i)(a), (ii)(a),(iii)(c),(iv)(c),(v)(a),(vi)(b)

3. (i)(a), (ii)(a),(iii)(a),(iv)(b),(v)(a),(vi)(a)

4. (i)(c), (ii)(b),(iii)(b),(iv)(a),(v)(b),(vi)(a)

5. (i)(b), (ii)(a),(iii)(d),(iv)(b),(v)(d),(vi)(b)

6. Following are the disadvantages of verbal communication are:
   - It has no legal validity and hence will lead to problems in certain situations. Emotions are visible and to trouble in certain cases.
   - It has issues when communicating with distant people.
   - It does not provide permanent record unless it is recorded with modern means of storage.
   - This form of communication is not suitable for lengthy message.

7. Environmental stress is a response to happenings around us that cause stress, such as noise, pollution pressure of work, family tensions etc. Some of these may be under our control if we try to control the some may not be controllable. Identifying these environmental stresses and learning to avoid them them will help lower our stress level.

8. The main advantages of an operating system include:
   - Allows multiple programs to run concurrently.
   - Simplifies the programming of application software because the program does not have to manage the The operating systems manages all hardware and the interaction of software. It also gives the program interface to the hardware and ways of interacting with other programs.

9. (i) **Innovation** It includes introducing new products, opening new markets, new sources of raw materia organisation structure.
   (ii) **Risk-Taking** An entrepreneur has to take risk by choosing one among various alternatives.

10. Sustainable development aims at achieving the goal of economic and social development without dest Earth's means and resources, It attempts to create the concept of maintaining the present work for the conserving the natural resources for future generation.

11. • You can right-click on a word with a wavy underline, to open a context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text.
 • You can change the dictionary language (for example, to Spanish, French or German) on the Spelling dialog box.
 • You can add a word to the dictionary. Click Add in the Spelling dialog box and pick the dictionary to add it to.
 • The Options dialog of the Spelling tool has a number of different options, such as whether to check uppercase words and words with numbers. It also allows you to manage custom dictionaries; that is, add or delete dictionaries, and add or delete words in a dictionary.

12. To identify duplicates :
 1. Select the cells you want to check for duplicates.
 2. Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
 3. In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.

13. Data analysis is a process of inspecting, cleansing, transforming, and modeling data with the aim of deriving useful information from it, which can further be used in an organization's decision making process. In the previous class we have learnt to use formulas and functions for manipulation and analysis of data. Calc offers several other tools for analyzing and manipulating spreadsheets including data consolidation, subtotals, scenarios, Goal seek and Solvers etc. All these tools are organized in two menus-Tools menu and data menu.

14. RDBMS (Relational Database Management System) is a type of DBMS that stores data in the form of relations (tables). Relational databases are powerful, so they require few assumptions about how data is related or how it will be extracted from the databases.

 An important feature of relational database system is that a single database can be spread across several tables. Base, Oracle, DB2, SAP, Sybase, ASE, Informix, Access etc. are the examples of RDBMS.

15. DCL (Data Control Language) commands are used to assign security levels in database which involves multiple user setups. They are used to grant defined role and access privileges to the users.
 Two types of DCL commands are :
 (i) GRANT Used to give user's access privileges to database.
 (ii) REVOKE Used to withdraw access privileges given with the GRANT command.

16. Wireless Fidelity (Wi-Fi) is a universal wireless networking technology that utilises radio frequencies to transfer data. Wi-Fi allows high speed Internet connections without the use of cables or wires. Wi-Fi networks can be designed for private access within a home or business. It can be used for public Internet access at 'hotspots' that offers Wi-Fi access such as restaurants, coffee shops, hotels, airports, convention centres and city parks.

17. (i) The SUBTOTAL function is listed in the mathematical category of functions. It is used to calculate subtotals for a given range with the help of another function defined within it. The general syntax of the SUBTOTAL function is as follows:
 SUBTOTAL (Function; Range)
 Here, Function is the index number for one of the following functions:
 (ii) Any 5 functions with their function index number are:

Function	Function index
Average ()	1
Count ()	2
Counta ()	3
Max ()	4
Min ()	5

18. To resize an image:
 1. Click one time on the image to select it.
 2. From the Menu bar select: Format ? Position and Size.
 3. Choose the Position & Size tab.
 4. Insert the desired image size and click the OK button.
 Or
 1. Click one time on the image to select it. Little green squares will appear around the image.
 2. Drag one of the squares to resize the image.

19. (i) There are 5 fields and 5 records in the table MASTER.
  (ii) (a) SELECT * FROM MASTER ORDER BY Age;
      (b) SELECT Name, Department FROM MASTER WHERE Salary<20000;
      (c) SELECT Name FROM MASTER WHERE Age <30;

20. (i) Fields are a type of information. A record contains logically related fields. A table contains logically related records.

Table : Emp

Emp No	Name	Salary
1	Shridhar	20,000
2	Raghav	40,000

In table Emp, EmpNo, Name and Salary are three different fields. 1, Shridhar, 20,000 represents on record.

  (ii) The main purposes of a DBMS are
    (a) Storage of information
    (b) Retrieval of information quickly.
    (c) Sorting, selecting data that satisfies certain and readable format.
    (d) Produce the report in some standardised and readable format.

21. (i) A workplace emergency is an unforeseen situation that threatens your employees, customers, or the publi or shuts down the workplace operations; or causes physical or environmental damage.
  (ii) Emergencies may be natural or manmade and include the following:
    (i) Floods,   (ii) Hurricanes,   (iii) Tornadoes,
    (iv) Fires,   (v) Toxic gas releases,   (vi) Chemical spills,
    (vii) Radiological accidents,   (viii) Explosions,
    (ix) Civil disturbances, and   (x) Workplace violence resulting in bodily harm and