SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. *What reflects your comfort level with your working language and helps in usage of suitable words in different contexts?* [1]
   - (a) Listening
   - (b) Language competency
   - (c) Vocabulary
   - (d) Domain knowledge

2. *What is the short term used to describe the allowing inhalation of a breath of full oxygen?* [1]
   - (a) Tummy breathing
   - (b) Silly breathing
   - (c) Outward breathing
   - (d) Belly breathing

3. *Which color of the Indian flag points to fertility, growth and auspiciousness of our motherland?* [1]
   - (a) Saffron
   - (b) White
   - (c) Blue
   - (d) Green

4. *In Windows OS, what is the taskbar?* [1]
   - (a) It is the part of the interface, from which clicking just once opens an app
   - (b) It is the menu that shows up on clicking on Start button
   - (c) It is the long horizontal bar at the bottom of your screen
   - (d) None of these

5. *What is a quick way of launching the Run window?* [1]
   - (a) Press the R button
   - (b) Press the Ctrl + R buttons
   - (c) Press the Windows key + R buttons
   - (d) None of these

6. *What is the single most important skill to keep you and your actions in track for the successful completion of the task in hand?* [1]
   - (a) Multitasking ability
   - (b) Negotiating skills
   - (c) Discipline
   - (d) Flexibility

SECTION B

Answer any 15 questions out of the given 20 questions (1×15=15 marks)

7. *What is the meaning of toggle case?* [1]
   - (a) It means change the uppercase to lowercase only
   - (b) It means change the lowercase to uppercase only
   - (c) It means changing all the lowercase to uppercase and vice versa
   - (d) None of these

8. *Which tab of MS Word is a part of the Table of Contents?*
   - (a) Page Layout
   - (b) References
   - (c) Review
   - (d) View

9. *Why is the Goal Seek feature required?* [1]
   - (a) To arrive at a value as input, given the output
   - (b) To arrive at an output, given the input
   - (c) To guess the direction of input from the changing outputs
   - (d) None of these

10. *There is a tool which is more potent than the Goal seek tool. What is it?* [1]
    - (a) Scenarios
    - (b) Consolidate
    - (c) Data table
    - (d) Solver

11. *In order to resize drawing objects, you must:* [1]
    - (a) Click and drag the mouse on the resize handles
    - (b) Use the arrow keys
    - (c) Use the alphabet keys assigned for the tasks
    - (d) None of these

12. *What is the use of Autofill handle in spreadsheets?* [1]
    - (a) Fill the cells with the same values
    - (b) Fill the cells with random values
    - (c) Fill the cells with well-known series of values
    - (d) None of these

13. *If there are tables in a database, how will you find out what it contains?* [1]
    - (a) By seeing the table
    - (b) By asking the appropriate question or query
    - (c) By checking the format of the tables
    - (d) By checking the data that the tables come from

14. *What is the other type of cell reference apart from absolute and relative cell references?*
    - (a) Mixed
    - (b) Deep
    - (c) Covered
    - (d) Atop

15. *Which of the following permissions is necessary to the table to execute Select query?*
    - (a) Read
    - (b) Write
    - (c) Execute
    - (d) Both (b) and

16. *What is the cell reference type of the below formula?*
    = A1 + A2
    (a) Absolute   (b) Relative   (c) Mixed   (d) None of these

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16. What is the cell reference type of the below formula? [1]
    = A1 + A2
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17. What is the name given to a single collection of spreadsheets in a single file? [1]
    (a) sheet tabs   (b) spreadbook   (c) workbook   (d) workstation

18. What is the name given for a mathematical expression to perform a calculation on data in cells? [1]
    (a) Numbers   (b) Equation   (c) Functions   (d) Formula

19. How would you specify the range of cells from A4 to C16? [1]
    (a) A4 :: C16   (b) A4;;C16   (c) A4:C16   (d) A4-C16

20. After you have clicked on a table, how do you select the table in MS Word? [1]
    (a) Right-click and click on Select > Table
    (b) Right-click and click on Table Select
    (c) Go to Layout tab and select the table
    (d) None of these

21. Styles sets include a combination of: [1]
    (a) Font and size   (b) Title, heading and paragraph styles
    (c) Font effects, Color and Background   (d) None of these

22. What is the name given to the document model that you use to create other documents? [1]
    (a) Copyright   (b) Copyleft   (c) Trademark   (d) Template

23. How can you change different images on a page as if they work as one complete image? [1]
    (a) Ungrouping   (b) Cascading   (c) Cropping   (d) Grouping

24. Which of the following is an example of image manipulation program? [1]
    (a) GIMP   (b) Photoshop   (c) MS-Word   (d) Both (a) and (b)

25. Where in the document is the table of contents normally kept? [1]
    (a) End of the document   (b) Start of the document
    (c) Somewhere in the middle   (d) None of these

26. A relative link will stop working only if: [1]
    (a) The browser stops working
    (b) Only if the start and target location change relative to each other
    (c) If there is any problem in computer
    (d) None of these

SECTION C
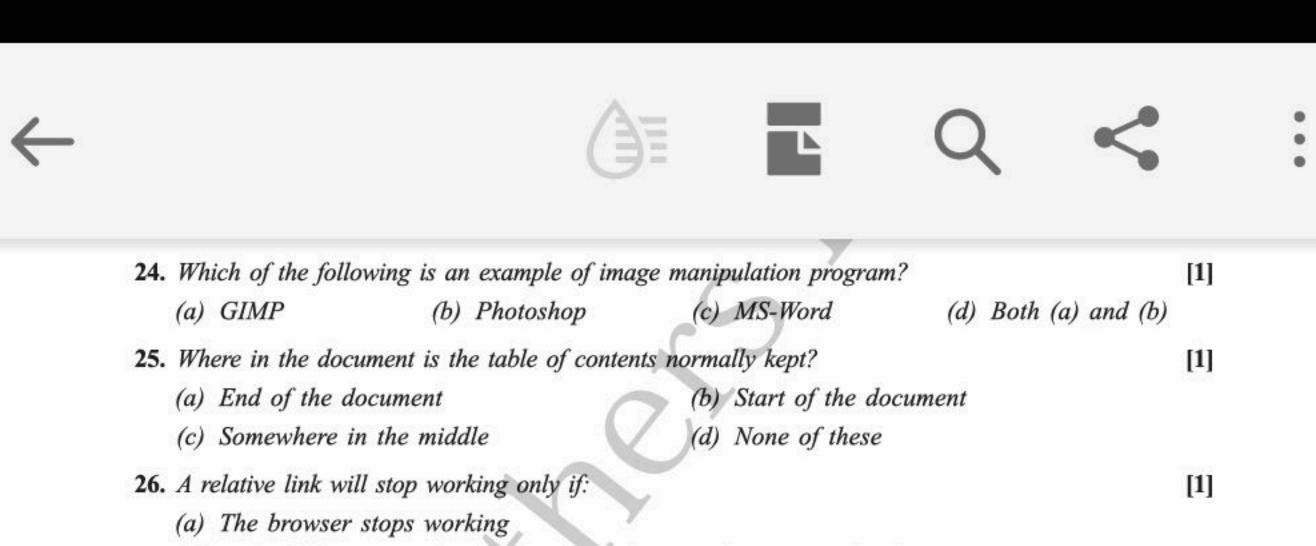### (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions   **(1×5=5 marks)**

27. A table exists based on data of many employees of any company. The data is so huge that is NOT possible to manually look through the data. But only choice piece of data is required, not all of it. How can the data be queried for? [1]
    (a) Using C++   (b) Using compiler   (c) Using interpreter   (d) Using SQL

28. Goal seek is good at predicting one piece of data based on the outputs. Is it possible to have a more complex tool that goes through the various possibilities to find more than one input? [1]
    (a) Multiple seek exists   (b) Data table exists
    (c) Solver exists   (d) None of these

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(COMPETENCY BASED QUESTIONS)

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29. If you have created a table that contains 2 rows more and 3 columns more than required, how will you change it to the required dimensions? [1]
    (a) By deleting the table (b) By deleting rows and columns
    (c) By deleting cells (d) None of these

30. Which of the following is NOT an insert mode present in Excel? [1]
    (a) Insert mode (b) Overwrite mode (c) Complex mode (d) None of these

31. In MS Word, pressing which tab opens up the backstage view of Word 2010? [1]
    (a) Home tab (b) Insert tab (c) Page Layout tab (d) File tab

32. What does the AVERAGE function in spreadsheets, take as the argument? [1]
    (a) The cell range (b) The cell reference (c) The constants (d) None of these

33. Which function of Excel, allows to create a hyperlink to a cell or range? [1]
    (a) LINK (b) HYPERLINK (c) HREF (d) AHREF

Answers (Model Test Paper–1)									
1. (c)	2. (d)	3. (d)	4. (c)	5. (c)	6. (c)	7. (c)	8. (b)	9. (a)	10. (d)
11. (a)	12. (c)	13. (b)	14. (a)	15. (a)	16. (a)	17. (c)	18. (d)	19. (c)	20. (a)
21. (c)	22. (d)	23. (d)	24. (d)	25. (b)	26. (b)	27. (d)	28. (c)	29. (b)	30. (c)
31. (d)	32. (a)	33. (b)							