

Dr. M. K. K. Arya Model School, Model Town Panipat
Mid Term Exam
Class –XI
Subject- Information Technology

MM : 15

Part-A

Time:40 Min

All Questions are compulsory:

Read carefully all the options given below the questions and choose the correct option.(1*9=9)

1. Which of these is not an appropriate non-verbal communication at work?

- (a) Putting arm around a coworker's shoulder
- (b) Shaking hands firmly
- (c) Looking at the speaker with a smile
- (d) Standing with an upright posture

2. What is phonetics?

- (a) It is the study of how we write words in English.
- (b) It is the study of how people understand sentences.
- (c) It is the study of how many words the English language has.
- (d) It is the study of the sounds we make when we speak.

3. A good friend of yours is very upset as her best friend has had a terrible accident. You are tired from the day's work. The phone rings and the caller I.D. shows that it's her. What should you do?

- (a) Ignore the call because you are tired.
- (b) Answer the call and talk to her for as long as she wants to.
- (c) Tell her that you are too tired and she should call someone else
- (d) Listen to her for some time and then tell her that you will talk again tomorrow.

4. A postal code is_____ .

- (a) A group of numbers or letters used to identify a Government building.
- (b) A code used to indicate the door number of a house.
- (c) a group of numbers or letters used by the post office to identify a region.
- (d) A code used to identify different post offices.

5. Which of these are open-ended questions?

- (a) Where do you live?
- (b) Are you hungry?

- (c) How do you feel?
- (d) Did you meet him?

6. Which of the following is the correct way of thanking someone?

- (a) Thank you
- (b) Thanks
- (c) I really appreciate that
- (d) All of the above

7. Kavita is collecting donations in her neighbourhood to help an old age home fix their water issues. What should she do while asking strangers to donate money?

- (a) Narrate the whole story of old age home
- (b) Directly ask for the donation money
- (c) Start a small conversation and then talk about the project which needs donation
- (d) All of the above

8. Priya wants to change the spelling of a word in the entire document. Which option will she use?

- (a) Copy
- (b) Align Left
- (c) Find & Replace
- (d) Paste

9. Which shortcut key will you use to start the Spell Checker?

- (a) F5
- (b) F1
- (c) F7
- (d) F9

Write answers for the following questions.(2*3=6)

10. What are the benefits of working in a team?

11. What is time management and how can you manage your time?

12. What is the function of the Manage option in open office writer?

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PART-B

Time:40 min

All Questions are compulsory:

Read carefully all the options given below the questions and choose the correct option.

(1*6=6)

1. Two main types of File system are and

- (a) FAT (b) NTFS (c) Both of these (d) None of these

2. Which of the following listed acts are cyber-crimes?

- (a) Copying data from someone's computer without his permission.
(b) Stealing someone's device.
(c) Accessing one's bank account for carrying online transactions.
(d) Modifying the official documents without permission.

3. Under which tab Hyperlink option is given?

- (a) Home (b) Insert (c) Data (d) Format

4. Which is the correct extension for saving spreadsheet in open office calc?

- (a) .odt (b) .ods (c) .xls (d) .odp

5. Full Form of HTTP is _____

- (a) Hypertext Transfer Protocol
(b) Hyper Transfer text Protocol
(c) High Term Transfer Protocol
(d) Higher Terminal Transfer Protocol

6. How many types of transmission modes are there?

- (a) 1 (b) 2 (c) 3 (d) 4

Write answers for the following questions:

(3*3=9)

7. What are Differences between e-mails and chat?

8. What are different views available in open office impress?

9. Differentiate between batch processing and multiprogramming operating system.

