

**Code No. RSPL/1**

## Series RHA-DS1

Candidates must write the Code on the title page of the answer-book.

**Roll No.**

- Please check that this question paper contains 6 printed pages.
- The code number given on the right –hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains 21 questions.
- **Please write down the serial number of the question before attempting it.**

**Subject: Information Technology (Code: 402)**

*Time allowed :- 2 Hours*

*Maximum Marks : 50*

**General Instructions:**

1. Please read the instructions carefully.
2. Section A has Objective type questions whereas Section B contains Subjective type questions.
3. **Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**
4. All questions of a particular section must be attempted in the correct order.
5. **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.
6. **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 on Employability Skills.

(1 x 4 = 4 marks)

(i) When it is difficult to communicate with someone who is not willing to talk or express their feelings and views it means there is a/an \_\_\_\_\_. (1)

- a. Culture Barrier                      b. Interpersonal Barrier
- c. Physical Barrier                      d. Language Barrier

(ii) Rahul's computer is running very slow, hangs and often restarts. He is very confused and tensed as he is working on a very important assignment. Kartik's friends gave him the following suggestions. Identify who has given him a genuine suggestion. (1)

- a. Radha: Restart your machine
- b. Ishan: Install reliable antivirus software and update
- c. Amar: Don't use Pen Drive
- d. Sam: Install free antivirus from net

(iii) \_\_\_\_\_ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations. (1)

- a. Self-Motivation                      b. Stress Management
- c. Self-Awareness                      d. Self-Regulation

(iv) High expectations from self can leave with chronic anxiety and stress, thus leading to \_\_\_\_\_ stress. (1)

- a. Physical                      b. Emotional                      c. Mental                      d. Financial

(v) Name the organization that has the Sustainable Development Goals? (1)

- a. UNICEF                      b. League of Nations
- c. United Nations                      d. World Health Organization

(vi) Which of the following is not an operating system? (1)

- a. DOS                      b. Linux                      c. Microsoft                      d. Windows

### 2. Answer any 5 out of the given 6 questions

(1 x 5 = 5 marks)

(i) Which one is not the tab of the insert index table window of Writer Document? (1)

- a. Entries                      b. Background                      c. Style                      d. Row

(ii) Saurabh has made an advertisement in Digital Document. He is facing

difficulty in positioning the images within the text. Suggest him how he can adjust the image? (1)

- a. Wrap text      b. Alignment      c. Crop      d. Layout

(iii) To select two drawing objects in a document, select one object and hold \_\_\_\_\_ key and select the other object. (1)

- a. Ctrl      b. Alt      c. Spacebar      d. Shift

(iv) Flip Vertically option in picture toolbar will make the image as the \_\_\_\_\_. (1)

- a. mirror placed at the left of the image  
b. mirror placed at the right of the image  
c. mirror placed at the top of the image  
d. mirror placed at the bottom of the image

(v) Which of the style include header and footers, border, margins? (1)

- a. Character Style      b. Page Style  
c. Frame style      d. Presentation Style

(vi) How many levels of headings does Open Office Writer evaluate to build the Table of contents? (1)

- a. 10      b. 9      c. 8      d. 12

**3. Answer any 5 out of the given 6 questions**

**(1 × 5 = 5 marks)**

(i) \_\_\_\_\_ feature adds data arranged in a group of cells in Calc, with labels for columns and/or rows. (1)

- a. Goal seek      b. Subtotal      c. Solver      d. Average

(ii) Consolidate option is available under \_\_\_\_\_ menu. (1)

- a. View      b. Tool      c. Insert      d. Data

(iii) A deleted column or row in shared worksheet is marked by a colored bar. (1)

- a. Light      b. Line.      c. Solid      d. Heavy

(iv) When a document is created and saved, it automatically contains a library named \_\_\_\_\_. (1)

- a. ModuleLibrary      b. MacroLibrary      c. Standard      d. Noneofthese

(v) Use .....Macro to start the macro recorder. (1)

- a. Tools>Macros>Record                      b.Tools>Record>Record Macro
- c.Data>Macros>Record                      d. None of these

(vi) Which option is suitable to calculate the effect of different interests on investment? (1)

- a. Scenario      b. Subtotal                      c. Consolidate      d. None of these

**4. Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)**

(i) A Relational database uses ..... a command which is a standard user application that provides an easy programming interface for database interaction. (1)

- a.Access                      b. Python                      c.SQL                      d. Protocol

(ii) Suraj wants to create a database for his clients. For this purpose, he needs to store the email IDs of his clients. Which datatype should he use to accomplish this purpose? (1)

- a.Numeric                      b. Varchar                      c.Binary                      d. Boolean

(iii) Which of the following software is appropriate to store data about school students? (1)

- a. Calc                      b. Writer                      c. MS-Access                      d. Impress

(iv) In base By default the name of the table is \_\_\_\_\_. (1)

- a. Table\_1                      b. Untitled 1                      c. Table 1                      d. First Table

(v) \_\_\_\_\_are dedicated computers that hold the actual databases and run only DBMS and related Software. (1)

- a. Main Server                      b. Web Server
- c. Database Server                      d. Non-Database Server

(vi) Which of the following will help to maintain unique recording the table? (1)

- a. ForeignKey                      b. PrimaryKey
- c. CompositeKey                      d. AlternateKey

**5. Answer any 5 out of the given 6 questions**

**(1 × 5 = 5 marks)**

- (i) Any unexpected situation that needs immediate attention and action is called \_\_\_\_\_. (1)  
a. Accident    b. Emergency    c. Occupational Hazard    d. None of these
- (ii) Learning \_\_\_\_\_ is the social and civic responsibility of every human being. (1)  
a. Computers    b. First-aid  
c. Handling electrical equipment    d. none of these.
- (iii) \_\_\_\_\_ is the process of clearing a place incase of an emergency. (1)  
a. BuddySystem    b. Evacuation    c. Clearing    d. Vacating
- (iv) For an organization, the proper security procedures will reduce \_\_\_\_\_. (1)  
a. liabilities    b. insurance  
c. business revenue    d. operational charges of the company
- (v) \_\_\_\_\_ worker will always perform to the best to his ability. (1)  
a. Fast working    b. Highly educated  
c. Happy and Healthy    d. Stressed
- (vi) A/An \_\_\_\_\_ is anything that has the potential to cause physical and mental harm. (1)  
a. injury    b. hazard    c. damage    d. accident

**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 learning objectives of communication? (2)
7. Why do we say that an entrepreneur should be open-minded? (2)
8. How is self-regulation connected to the ability to work independently? (2)
9. "Green economy promotes sustainable development". Justify the statement. (2)
10. Write a short note on "Malware". (2)

**Answer any 4 out of the given 6 questions in 20 – 30 words each**

**(2 × 4 = 8 marks)**

11. What do you understand by anchoring in Word Processor? (2)
12. How is Goal Seek different from Solver in a Spreadsheet? (2)

13. Neha Mittal wants to store data of her monthly expenditure for a period of two year and also wants to perform some calculations and analyses. Which Open Office application, will you suggest Neha should use for this purpose and why? (2)
14. Which are the different fire safety measures.? (2)
15. Write any two methods to add table in Base. (2)
16. Which are the different properties can be set to the field of table? (2)

**Answer any 3 out of the given 5 questions in 50–80 words each.**

**(4 × 3 = 12 marks)**

17. What do you understand by the term Table of Contents? List the characteristics of a good 'Table of content' in a word processor. Characteristics of a good 'Table of content' in a word processor. (4)
18. Explain the term 'Scenarios' in relation to the Spreadsheets with example. (4)
19. Write a short note on the following:
- (i) DBMS
  - (ii) Foreign key
  - (iii) Data Integrity
  - (iv) Record
20. Distinguish between one to one and one to many relationships. (4)
21. Explain any four occupational hazards with example. (4)