Code No. RSPL/3

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) Priya, a student under exam pressure, feels irritable, struggles with sleep, and is often tired. However, she shows no signs of fever. Which of the following is not a symptom of stress? (1)

    a. Irritability   b. Insomnia   c. Fatigue   d. Fever

(ii) The drive within you that compels you to complete tasks is____. (1)

    a. Self-motivation   b. Self-regulation

    c. Self-awareness   d. Self-sufficient

(iii) System Performance can be increased by (1)

    a. Increasing ROM   b. both increasing RAM and disk defragmentation

    c. Increasing RAM   d. disk defragmentation

(iv) What do you understand by the term sustainable development? (1)

    a. Economic development at zero damage to ecology

    b. More and more development

    c. Development that meets the needs of present without endangering the ability of future generations to meet their needs

    d. All of these

(v) _____ is aggressive behavior and will most likely bring a negative response from the speaker. (1)

    a. Slapping   b. Dancing   c. Yawning   d. Interrupting

(vi) Which of the following is an open-source operating system? (1)

    a. Android   b. Linux   c. DOS   d. Both (a) and (b)

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

(i) Which of the following setting is not used for positioning of graphic? (1)

    a. Arrange   b. Alignment   c. Wrap   d. Caption

(ii)Area where cut and copied image stored is .... (1)

    a. Clipboard   b. RAM   c. ROM   d. Imageboard

(iii) Which extension is given to a document by default in OpenOffice Writer? (1)

    a. odf   b.docx   c.pdf   d.com

(iv) Different types of indentations are_____. (1)

    a. Left and Right   b. First Line and Right

    c. Left and First Line   d. Left, First Line and Right

(v) Which of the following Graphic filter is used to increase the contrast of an image in a document? (1)

    a. Smooth   b. Remove Noise   c. Invert   d. Sharpen

(vi) Riya wants that her company's logo should automatically appear on the top of the Writer document whenever she opens a new document. Which feature of Writer will help her to do so? (1)

    a. All of these   b. Style   c. Automatic   d. Template

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

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

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

(ii) How many types of hyperlinks are available in LibreOffice Calc? (1)

    a. 3   b. 2   c. 4   d. 5

(iii)_____ allows you to gather data from different worksheets into master worksheet. (1)

    a. Data consolidation   b. Solver   c. Goal Seek   d. Sub Total

(iv). Formula to refer a cell A3 in sheet named S1 is: (1)

    a. =S1A3   b. =S1.A3   c. ='S1'.A3   d. None of these

(v) Edited worksheets can be compared with original worksheet by selecting_____. (1)

    a. File-> Compare Document   b. Edit -> Compare Document

    c. View -> Compare Document   d. Tools -> Compare Document

(vi) Hyperlink icon is present on .... (1)

    a. Format Toolbar   b. Standard Toolbar

    c. Menu Bar   d. None of these

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

(i) In which type of database, can you retrieve data from the related tables. (1)

    a. Rational database management system

b. Common database management system

c. Database management system

d. Relational database management system

(ii)_____ is a rule in RDBMS that ensures accuracy and consistency of data within the relationship and prevents the users to enter the inconsistent data. (1)

    a. Data rectitude   b. Data concurrency

    c. Referential integrity   d. Data integrity

(iii) When a relationship is established between two or more tables, it helps us to: _____ (1)

    a. Save time as common data is not required to be repeated in different tables.

    b. Reduce the chances of storing erroneous data.

    c. Create or summarize data from two or more related tables at a particular time.

    d. All of these.

(iv) What is the primary purpose of a query in a database? (1)

    a. To enter new records   b. To create reports

    c. To retrieve specific data   d. To design forms

(v) Which of the following is not the main building block of a database? (1)

    a. Reports   b. Lists   c. Forms   d. Queries

(vi) A composite key is: (1)

    a. Required when a table does not have any unique fields in it .

    b. The primary key with Auto Number as the field type.

    c. Made-up of two or more fields to uniquely identify records.

    d. A foreign key that uniquely identifies records.

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

(i) SOP stands for .... (1)

    a. Standard Organizational Process   b. Systematic Operations Protocol

    c. Strategic Operating Plan   d. Standard Operating Procedure

(ii) A sadden outbreak of fire in any organization. This is an example of_____ . (1)

    a. Emergency   b. Risk   c. Hazard   d. Accident

(iii) Health safety and security will increase the_____ at workplace. (1)

    a. Dispute   b. Productivity   c. Causalities   d. Damage

(iv) _____ is a kind of freedom from potential harm. (1)

      a. Safety   b. Health   c. Hazard.   d. Security

(v) The proper security procedures will increase the _____ for organization. (1)

      a. Liabilities   b. Insurance   c. Business Revenue   d. Compensation

(vi) _____ could also mean working with machinery and electrical operated machines. (1)

      a. Chemical Hazard   b. Biological Hazard

      c. Ergonomic Hazard   d. Physical Hazard

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. Explain ABC stress management. (2)

7. Why it is necessary to take care and maintenance of Computer. (2)

8. Define Small Scale Entrepreneurship. (2)

9. What is the main purpose of Sustainable Development Goals (SDGs)? (2)

10. Enlist seven elements of the communication cycle. (2)

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

(2 × 4 = 8 marks)

11. Write the steps to insert date/time into Header or Footer. (2)

12. Write any four numeric data types in DBMS. (2)

13. Name the tools of What-if Analysis. (2)

14. Explain the meaning of Keep scale and Keep Image Size option while cropping an image in a document. (2)

15. What do you mean by data redundancy in database? (2)

16. Write any two measures to prevent the electrical hazards. (2)

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

(4 × 3 = 12 marks)

17. Ojas had prepared a Table of Contents of the project work he had done in a word processor application. (4)

a. Tell him the different steps to update the TOC.

b. Tell him the different steps to delete the TOC.

18. What is the utility of primary key in database? Write distinct features of primary keys. (4)

19. How can a document's style be changed? Explain with proper steps. (4)
20. Write a short note on:
1. Ergonomic hazards   2. Workplace Evacuation. (4)
21. How many ways Macro can be executed? Give steps. (4)