Sample Paper – 2
Information Technology

Max. Marks : 2 Hours   Max. Marks : 50

Section A: Objective type Questions

1. Answer any 4 questions out of the given 6 questions on Employability skills (1x4=4)

i) …………………………development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

ii) We really enjoyed ……………………. on the trip to Kashmir last month. (us/ourselves)

iii) Vacationing helps in …………………. individuals.

iv) …………………………. can be used to break continuous text to one or more sentences.

v) An ………………………. is a person who establishes a business or a venture that generates some value to the customer and proves to be profitable for him.

vi) ………………………. Create entirely new industries and opportunities for employment.

2. Answer any 5 questions out of the given 6 questions. (1x5)

i) A……………..is an application software that processes text and is used to create, modify, format and print document.

ii) ……………………. media sends the data through air (or water) which is available to anyone who has a device capable of receiving them.

iii) ………………….. serves as an interface between the user and computer.

iv)………………….. is an accessibility function that tells the keyboard to ignore brief for repeated keystrokes, making typing easier for people with hand tremors.

v) ………………… displays the contents of the active cell.

vi) ……………….. shortcut key is used to open the find dialog box.

3. Answer any 5 questions out of the given 6 questions. (1x5=5)

i) Duplication of data is known as …………………………..

ii) The ………………………….in a page refer to the distance between the text and the edge of the paper.

iii) WWW stands for………………………..

iv) ………………………. Contains details of all the items selected for purchase.

a) Shopping cart   b) Database   c) Online store   d) Net Banking

v) …………………… allows automatic calculations on the value stored in cells.

a) Sum   b) Autosum   c) Function   d) Formula

vi) The ……………………… are fundamental structures of a database.

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

i) Use the …………………tab to add color or a graphic to the table background.

ii) Numbering styles apply ………………………………………..

a) Similar alignment   b) Numbering or bullet characters

c) Fonts to numbered list   d) All of the above

iii) Database is a collection of ………………………….

a) Tables   b) Values   c) Records   d) None of the above

iv) Rajiv is a programmer and he has been assigned a task of creating and managing records of all the employees in the company. Suggest him the component of LibreOffice using which he will be able to do the task.

v) In which menu share spreadsheet option is available?

a) Tools   b) Data   c) Styles   d) Format

vi) Various formatting effects available for writing a blog are ……………………………….

a) Bold   b) Italics   c) Font Colour   d) All of the above.

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

i) The merged document can be saved as …………………………….

  a) Single Document   b) Individual Document

  c) Both a and b   d) None of the above

ii) The first label on the page is termed as the …………………………. And all other labels are linked to it.

iii) In LibreOffice Base, data types can be classified into ……………….. main categories.

a) Three   b) Five   c) Two   d) Six

iv) ………………………. Helps us to retrieve specific information from the database.

v) The user should download and install …………… To write or edit the blog offline.

vi) ………………………. Data types takes the values in the form of 0 and 1 in the database.

a) Integer   b) Text   c) Boolean   d) Memo

Section – B: Subjective Type Questions

Answer any three questions out of the given 5 questions on Employability Skills. 2x3 = 6

Answer each question in 20-30 words.

6. Doest stress have good effect on us too? Explain with an example.

7. Explain any three Cs of 7 Cs of Communication.

8. Discuss the three types of business.

9. List down any three factors causing ecological imbalance.

10. Lakshya's father told him that they need to attach a modem for internet connection on their computer.

Explain the meaning and function of modem to Lakshya.

Answer any 4 question out of the given 6 questions in 20-30 words each. (2x4=8)

11. How does firewall protect a network from unauthorized access?

12. How will you define range name for a set of values in LibreOffice Calc.

13. What do you mean by P2P?

14. How is query different from report in Libreoffice Base?

15. What do you understand by document template.

16. What do you mean by DDL and DML?

Answer any three questions out of the given 5 questions in 50-80 words each.   (4 x 3 = 12)

17. Write command to create table name 'BOOK' with the following fields:

Field	Data Type
Book_id	Char(4)
Bname	Varchar(15)
Author	Varchar(20)
Price	Decimal

a) Identify the primary key of the Book table, also mention the suitable reason for choosing it as a primary key.

b) Differentiate between i) Char and Varchar data type   b) Flat and Relational Database

18. Given the following spreadsheet, write the appropriate formula/expression/function to be used for :

	A	B	C	D	E
1	Name of the fruit	Qty (in Pieces)	Price per Piece		
2	Apple	20	30		
3	Banana	36	5		
4	Guvava	48	4		
5	Mango	48	50		
6	Watermelon	10	60		
7	Total				
8	Maximum				

a) Write formula to caluate the total qty(C4:C7) in cell C8.

b) To find the maximum price to be written in cell D10

c) To find the average quantity to be written in cell c9.

d) Write formula to calculate the total amount in cell E8.

19. Malikka enterprises wants to create a template so that they can work on it regularly. Guide them by telling them steps to do so.

20. Explain the different accessibility options available in windows OS.

21. Define the following terms-

a) Tuple   b) Foreign key   c) DBMS   d) Primary key