

Sample Paper – 3

Information Technology

Max. Time: 2 Hours

Max. Marks: 50

Section – A: Objective Type Questions

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

- i) The bar at the bottom of the windows 7 desktop is called.....
a) Task Bar b) Title bar c) Status bar d) Menu bar
- ii) Sender generates.....
a) Message b) Video c) Media d) Audio
- iii) Entrepreneurship can be described as starting a using resources available to a person.
- iv) One must know how to manage in personal as well as professional life.
- v) Manufacturing industry helps in
a) Economic growth b) Unemployment c) Increase in employment d) Both a and c
- vi) The individual who has the ability to work need not to be supervised.

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

- i) helps to move, rotate or resize multiple objects in a document.
a) Grouping b) Charts c) Table d) Movie clip
- ii) The labels can be directly sent to the for printing.
- iii) Statement is used to modify records in a database.
a) Alter b) Update c) Select d) Create
- iv) Modem stands for
- v) Cell styles include.....
a) Fonts b) Alignment c) Borders d) All of the above
- vi) is the address to the objective function.

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

- i) A Represent a single, data item in a table.
a) Row b) Column c) Data type d) Primary Key
- ii) A is an action for retrieving data from the database.
- iii) Header and footer option is available under menu.
a) Edit b) View c) Insert d) Format
- iv) To Insert more column on the right side use table>Insert>.....
a) Columns Before b) Row below
c) Columns After d) Any of the above
- v) Templates can be created in different ways like.....
a) From a document b) Using wizard
c) Both (a) and (b) d) None of the above
- vi) In Libreoffice Base, data types can be classified into main categories.
a) Three b) Five c) Two d) Six

4. Answer any 5 questions out of the given 6 questions 1x5=5

- i) The tool in drawing toolbar is used for typing the text in comic style.
a) Rectangle b) Callouts c) Stars d) Text
- ii) To change the direction of the image inserted tool is used from the drawing object properties Toolbar.
a) Rotate b) Line c) Ungroup d) Area
- iii) are generally prepared for presenting the data in hard copy by using printer.

- a) Form b) Query c) Report d) Table
- iv) Data manipulation involves
- a) Retrieval of information from database using select statement.
- b) Modification of information using old statement.
- c) Deletion of information using insert statement.
- d) Insertion of new information using delete statement.
- v) The document created in writer is save with extension.
- vi) A blog can be managed using a
- a) Notepad b) Web Browser c) Microsoft Word d) LibreOffice

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

- i) can be used to create template for letter, faxes agenda etc.
- ii) The dropdown list is used for applying style to the image.
- a) Wrap off b) Line Style c) Apply style d) Send to Back
- iii)can also be used in formula.
- iv) The word appears in the title bar next to file name when you share the work book in Calc.
- a) Shared b) (shared) c) public d) [public]
- v) The components of Libreoffice Base are
- a) Title bar b) Menu Bar c) Tool bar d) All of the above
- vi) For performing operation on the table, types of language used are.....
- a) Data Manipulation Language b) Translation Language
- c) Data Description Language d) None of the above.

Section B: Subjective type questions

Answer any 3 questions out of the given 5 questions on Employability Skills. 2x3 = 6

Answer each question in 20-30 words.

6. How can we overcome barriers of cultural influence?
7. What is self motivation? How can you motivate yourself?
8. How does entrepreneurship helps in promoting society growth?
9. What are green skills?
10. How human body does respond to a stressful situation.

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

11. What is the basic use of a form, queries and a report?
12. How to insert image in the file?
13. Write short notes on a) Web Server b) Dial up
14. What are hyperlinks?
15. How templates save time and efforts in designing a document? Explain with an example?

Answer any 3 questions out of the given 5 questions in 50-80 words each. 4x3=12

17. Divya was asked by her class teacher, to make a course for the subject Chemistry. For this she needs to insert a list of chapter done. Which feature she must use for doing this? And also write the steps to do this.
18. Define the following terms a) Goal Seek b) Scenarios
19. State the protection a workstation should provide to the employees.
20. Write the SQL commands to answer the queries based on employee table

Empid	Ename	Department	Designation
E001	Sneha	Marketing	Manager

E002	Sejal	HR	Manager
E003	Tanishq	IT	Programmer
E004	Kavit	Admin	Supervisor
E005	Swati	Operations	Clerk

- a) To insert a new record of a recently joined employee ("E006", "Shankar", "Operations", "Clerk").
- b) To display Ename and Department of all the employees.
- c) To display details of only those employees who are working as Manager.
- d) To delete the employee with the name as 'Swati'.

21. Explain the following

- a) Query
- b) RDBMS
- c) Reports
- d) Primary key

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