

Total No. of Printed Pages—7

23/VC/(IT/ITeS)

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INFORMATION TECHNOLOGY (IT/ITeS)

(Vocational Course)

Full Marks : 30

Time : 1 hour

The figures in the margin indicate full marks for the questions

PART—A

(Employability Skills)

(*Full Marks : 10*)

(Multiple-choice Questions)

Choose the correct option (any *four*) :

1×4=4

1. Which of the following is a positive (good) facial expression?
 - (a) Frowning while concentrating
 - (b) Maintaining eye contact
 - (c) Smiling continuously
 - (d) Rolling up your eyes

2. Which of the following sentences is in active voice?
 - (a) A movie is being watched by them
 - (b) The car was repaired by Raju
 - (c) He is reading a book
 - (d) The thief was being chased by a policeman

(2)

3. In SMART goals, what does 'S' stand for?

- (a) Small
- (b) Specific
- (c) Success
- (d) Standard

4. Punctuation keys include keys for punctuation marks such as

- (a) colon (:))
- (b) semicolon (;)
- (c) question mark (?)
- (d) All of the above

5. Which of the following functions is not performed by a Mouse?

- (a) Turn on
- (b) Hover
- (c) Right click
- (d) Drag and drop

(3)

6. Which one of the following shortcut keys is used to paste a file?

(a) Ctrl+C

(b) Ctrl+P

(c) Ctrl+V

(d) Ctrl+X

7. Ravi's customer comes to his store and starts shouting at him. He does not get angry. He listens to what his customer is saying. He is ____.

(a) hardworking

(b) confident

(c) patient

(d) prying new ideas

8. Which organization has made the Sustainable Development Goals?

(a) United Nations

(b) League of Nations

(c) UNICEF

(d) World Health Organization

(4)

Write Short Answer-type Questions in 2 or 3 sentences each
(any *three*) : 2×3=6

9. What are the different types of verbal communication?
10. When do you use capital letters?
11. What is self-motivation?
12. What does computer consist of?
13. What is the function of Enter key?
14. Define the meaning of Misconception.

PART—B

(**IT/ITeS**)

(*Full Marks : 20*)

(Multiple-choice Questions)

Choose the correct option (any *four*) : 1×4=4

15. What are the types of format used when the same style is to be applied at many places scattered in the document?
 - (a) File format
 - (b) Fill format
 - (c) Picture format
 - (d) Document format

(5)

- 16.** ____ function is used to combine information from multiple sheets of the spreadsheet into one place to summarize the information.
- (a) What-if
 - (b) SubTotal
 - (c) Copy
 - (d) Consolidate
- 17.** Data on a webpage can be stored in the form of
- (a) hierarchy
 - (b) tables
 - (c) array
 - (d) list
- 18.** Primarily certain types of relationships can be set between two tables in a relational database. These are
- (a) one-to-one
 - (b) one-to-many
 - (c) many-to-many
 - (d) All of the above
- 19.** One should keep the mobile devices ____ during work time.
- (a) ON
 - (b) in flight mode
 - (c) OFF
 - (d) silent

(6)

20. _____ is the risk arising from the physical work environment.

- (a) Accident
- (b) Safety hazard
- (c) Physical hazard
- (d) Electrical hazard

Write Very Short Answer-type Questions in 1 word or
1 sentence each (any *four*) : 1×4=4

- 21.** Define fill format.
- 22.** How do you resize an image?
- 23.** What is a database?
- 24.** What is data model?
- 25.** Define styles in a document.
- 26.** What is workplace safety?
- 27.** What is fire extinguisher?

(7)

Write Long Answer-type Questions in 60–100 words each
(any *three*) : 4×3=12

- 28.** What are the steps to be followed to create TOC?
- 29.** How do you organize a simple Macro?
- 30.** How do you format document using style feature?
- 31.** Explain some of the objects in Database.
- 32.** What are the responsibilities of employers for workplace safety?

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