2 0 1 9

INFORMATION TECHNOLOGY (IT/ITES)

(Vocational Course)

Full Marks : 30

Time : 1 hours

SECTION—A

(Functional English Intermediate)

(Multiple Choice Questions)

Choose the correct option :

1. The waiters _____ delicious snacks and drinks. 1

   (a) will be serving

   (b) is serving

   (c) are serving

   (d) was serving

2. We really enjoyed _____ on the trip to Manali last month. 1

   (a) us

   (b) ourselves

   (c) themselves

   (d) None of the above

[P.T.O.

(2)

3. Delhi is a _____ city.   1

    (a) noisy

    (b) noiseful

    (c) noisily

    (d) noise

4. I will have _____ halwa for dessert.   1

    (a) a

    (b) the

    (c) an

    (d) No article needed

(Short Answer-type Questions)

5. Differentiate between countable nouns and uncountable nouns with examples.   2

6. Give at least three reasons why writing a good resume is important.   2

7. Mention the 'Common Interview Questions' facing during an interview.   2

SECTION—B

(Information Technology)

(Multiple Choice Questions)

Choose the correct option :

8. Calendar software allows the user to _____ to other user's meeting requests.   1

   (a) respond

   (b) call

   (c) note

   (d) prepare

9. Which one is not the advantage of networking?   1

   (a) Data sharing

   (b) Software sharing

   (c) Hardware sharing

   (d) Internet access sharing

10. A _____ helps the user to systematically enter the information in database.   1

   (a) task

   (b) form

   (c) query

   (d) None of the above

11. A function in MS-Excel must begins with   1

   (a) an ( ) sign

   (b) an equal sign

   (c) a plus sign

   (d) a > sign

(**4**)

(Very Short Answer-type Questions)

12. Define the meaning of a Web browser.   1

13. What is the function of an Autosum symbol   in MS-Excel?   1

14. Give the full form of an acronym 'RDBMS'.   1

15. Which feature (in Microsoft Windows XP) is designed to assist people that have difficulty using keyboard or a mouse (or both)?   1

(Long Answer-type Questions)

Answer *any* **three** questions

16. Explain the process of data transfer over the Internet.   4

17. Define the meaning of a Blog. How do we create a Blog?   1+3=4

18. What do you understand by the term 'sharing a calendar'? What is its purpose? Write down the steps how to share copy of your calendar to others.   1+1+2=4

19. Define the meaning of chart in spreadsheet. Explain the different types of charts.   1+3=4

20. Define database management system. Explain how data are organized in a database.   1+3=4

21. Define character formatting. Explain any six character formatting features used in a Word Processor.   1+3=4

★★★