Roll No.

Candidates must write the Code on the title page of the answer-book.

NOTE :	
(i)	*Please check that this question paper contains **6** printed pages.*
(ii)	*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.*
(iii)	*Please check that this question paper contains **21** questions.*
(iv)	*Please write down the serial number of the question in the answer-book before attempting it.*
(v)	*15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.*

INFORMATION TECHNOLOGY

Time allowed : 2 hours   *Maximum Marks : 50*

General Instructions :

(a)   *Please read the instructions carefully.*

(b)   *This question paper consists of **21** questions in two sections – Section A and Section B.*

(c)   *Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.*

(d)   **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.**

(e)   *All questions of a particular section must be attempted in the correct order.*

(f)   **Section A : Objective Type Questions (24 Marks)**

        (i)   *This section has 5 questions.*

        (ii)   *There is no negative marking.*

        (iii)   *Do as per the instructions given.*

        (iv)   *Marks allotted are mentioned against each question/part.*

(g) **Section B : Subjective Type Questions (26 Marks)**

(i) *This section contains 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) *(24 Marks)*

1. Answer any **4** out of the given **6** questions on Employability Skills. *4×1=4*

(i) Which of the following is ***not*** a type of feedback ? *1*

(A) Positive feedback

(B) Negative feedback

(C) No feedback

(D) None of the above

(ii) In SMART goals, what does "A" stands for ? *1*

(A) Artificial

(B) Aim

(C) Alignment

(D) Achievable

(iii) Neha works hard to get the best student award at the end of the year. What type of motivation is this ? *1*

(A) Internal

(B) External

(C) Both (Internal & External)

(D) None of the above

(iv) Which of the following shortcut keys is used to select all content of a file ? *1*

(A) Ctrl + A

(B) Ctrl + X

(C) Ctrl + V

(D) Ctrl + Y

(v) _____ means a product or service that people want. *1*

(vi) Full form of SDGs is _____ . *1*

2. Answer any **5** out of the given **6** questions. *5×1=5*

   (i)   _____ includes margins, headers and footers, borders and backgrounds. *1*

   (A)   Page style

   (B)   Paragraph style

   (C)   Character style

   (D)   Frame style

   (ii)   _____ is used to format graphic and text frames, including wrapping type, borders and backgrounds. *1*

   (A)   Paragraph style

   (B)   Cell style

   (C)   Frame style

   (D)   Character style

   (iii)   _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. *1*

   (A)   Arrangement

   (B)   Anchoring

   (C)   Text wrapping

   (D)   Alignment

   (iv)   A/An _____ is a model that you use to create other documents. *1*

   (A)   page

   (B)   template

   (C)   format

   (D)   anchoring

   (v)   Character style is used to format graphics and text frames. (True/False) *1*

   (vi)   _____ refers to the reference point for the graphic. *1*

   (A)   Alignment

   (B)   Anchoring

   (C)   Arrangement

   (D)   Text wrapping

3. Answer any **5** out of the given **6** questions. *5×1=5*

   (i)   A/An _____ link will stop working only if the target is moved. *1*

(ii) Which of the following options is ***not*** available in hyperlink dialog box ? 1

    (A)   Internet

    (B)   Document

    (C)   New document

    (D)   Download

(iii) You can access a variety of _____ and other data sources and link them into Calc worksheets. 1

(iv) A macro is a saved sequence of commands or keystrokes that are stored for later use. (True/False) 1

(v) The file name extension of OpenOffice database is .odb. (True/False) 1

(vi) We can arrange our data in ascending or descending order with the help of _____ . 1

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

(i) A _____ is an organized collection of data. You can visualize it as a container of information. 1

(ii) Which one of the following options is different from the other options ? 1

    (A)   Columns

    (B)   Attributes

    (C)   Tuples

    (D)   Fields

(iii) In this relationship, both the tables must have primary key columns. 1

    (A)   One-to-many

    (B)   One-to-one

    (C)   Many-to-many

    (D)   None of the above

(iv) _____ data types are used for describing numeric values for the field used in the table of a database. 1

(v) A _____ is a set of data values of a particular simple type, one for each row of the table. 1

(vi) Which of the following is/are the advantage of database ? 1

    (A)   Recovery

    (B)   Backup

    (C)   Data security

    (D)   All of the above

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

  (i)   _____ is an accessibility feature that assists people that have difficulty using a keyboard or a mouse (or both).   *1*

          (A)   Toggle key

          (B)   Filter key

          (C)   Sticky key

          (D)   Serial key

  (ii)   _____ is an accessibility function which is designed for people who have vision impairment or cognitive disabilities.   *1*

          (A)   Toggle key

          (B)   Filter key

          (C)   Sticky key

          (D)   Serial key

  (iii)   Full form of ISP is _____ .   *1*

  (iv)   Which of the following is **not** a wireless technology ?   *1*

          (A)   DSL

          (B)   3G

          (C)   WiMAX

          (D)   WiFi

  (v)   Mouse key is an accessibility feature that assists people who have difficulty using a mouse. (True/False)   *1*

  (vi)   To create a strong password, we should use numbers, capital and small letters and some symbols (if allowed). (True/False)   *1*

SECTION B

(Subjective Type Questions)   *(26 Marks)*

*Answer any **3** out of the given **5** questions on Employability Skills. Answer each question in 20 – 30 words.*   *3×2=6*

6. What do you mean by visual communication ?   *2*

7. What is "self-motivation" ?   *2*

8. Define worm.   *2*

9. Define entrepreneurship.   *2*

10. What do you mean by organic farming ?   *2*

*Answer any **4** out of the given **6** questions. Answer each question in 20 – 30 words.*   *4×2=8*

11.   What do you understand by styles ?   *2*

12.   Define cell reference.   *2*

13.   Differentiate between relative and absolute hyperlink.   *2*

14.   Define RDBMS.   *2*

15.   What is client-server architecture ?   *2*

16.   What do you mean by high contrast ?   *2*

*Answer any **3** out of the given **5** questions. Answer each question in 50 – 80 words.*   *3×4=12*

17.   Write down the process for resizing an image.   *4*

18.   How can an original and edited worksheet be compared ?   *4*

19.   What do you mean by relationship ? Explain the different types of relationships.   *4*

20.   Write short notes on the following :   *4*

    (a)   Privacy

    (b)   Data Consistency

21.   State any four rules or etiquettes to be followed while chatting on the Internet.   *4*