

A-26

Roll No...

Total No. of Questions : 20]

[Total No. of Printed Pages : 4

XARJKUT23

9326

IT/ITEs

(Vocational)

Time : 2½ Hours]

[Maximum Marks : 60

Section-A

(Employability Skills)

(Long Answer Type Questions)

6

1. Explain the following :

- (i) Worm
- (ii) Virus
- (iii) Trojan Horse

Or

Explain the different types of keys on keyboard.

(Short Answer Type Questions)

3 each

2. Write any *three* functions of an Entrepreneur.

3. What are the methods of communication ?

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Turn Over

(Very Short Answer Type Questions)

2 each

4. What do you mean by Feedback ?
5. What is Operating System ? Give example.

(Multiple Choice Questions)

1 each

6. (i) What are the types of words we should use for verbal communication ?
(A) Acronym (B) Simple
(C) Technical (D) Jargons
- (ii) Which of the following trap small children into inappropriate relations ?
(A) Online predators (B) Worms
(C) Trojan Horse (D) Anti-virus
- (iii) How many sustainable development goals are given by the UN ?
(A) 18 (B) 17
(C) 15 (D) 20
- (iv) What is the term used when you press and hold the left mouse key and move the mouse around ?
(A) Highlighting (B) Dragging
(C) Selecting (D) Moving

Section-B

(Vocational Skills)

(Long Answer Type Questions)

6

7. Define the following :

- (i) Primary key
- (ii) Foreign key
- (iii) Candidate key

Or

Define the following :

- (i) Query
- (ii) Report
- (iii) Form

(Short Answer Type Questions)

3 each

- 8. Give any *three* advantages of DBMS.
- 9. How to compare 2 Excel workbooks ?
- 10. What are the ways of inserting an image in a document ?
- 11. What are the safety rules to follow at workplace ?

(Very Short Answer Type Questions)

2 each

- 12. What is Relative hyperlink ?
- 13. What is Scenario ?
- 14. Define Query.
- 15. What do you mean by First aid ?
- 16. What are two different categories of styles ?
- 17. Define Image Resizing.

18. What is anchor to an image in a document ?

19. Define Macro.

(Multiple Choice Questions)

1 each

20. (i) is a container in which we store files.

(A) App

(B) File

(C) Folder

(D) Path

(ii) A field that uniquely identifies records in a table is known as :

(A) Primary key

(B) Candidate key

(C) Foreign key

(D) Alternate key

(iii) Which of the following is not a 'What-if Analysis tool' ?

(A) Scenario

(B) Track change

(C) Solver

(D) Goal seek

(iv) File extension of saving a file in MS Excel :

(A) .xlsx

(B) .docx

(C) .otd

(D) .ppt

(v) Which of the following is not a type of styles in libre writer ?

(A) Character Style

(B) Page Style

(C) Color Style

(D) List Style

(vi) What is the purpose of first aid ?

(A) To sustain life

(B) To promote speedy recovery

(C) To prepare for further medical treatment

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