

B**CCE RR****NSQF LEVEL-2**

**KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD, MALLESWARAM,
BANGALORE – 560 003**

NSQF LEVEL-2 EXAMINATION, JUNE, 2018

MODEL ANSWERS

Date : 28. 06. 2018]

CODE NO. : **86-EK**

Subject : Information Technology

(Regular Repeater)

[Max. Marks : 60

Gn. Nos.	Value Points	Total
	SECTION - A	
I.	<i>Four alternatives are given for each of the following questions / incomplete statements. Choose the correct alternative and write the complete answer along with its question number and alphabet :</i> $7 \times 1 = 7$	
1.	Full screen option is available under this tab (A) Home tab (B) Insert tab (C) View tab (D) Page Layout tab Ans : C — View tab.	1
2.	Chart option that is NOT available in chart group is (A) Link chart (B) Pie chart (C) Bar chart (D) XY (Scatter) chart Ans : A — Link chart.	1
3.	File extension of presentation document is (A) .pptx (B) .docx (C) .pdf (D) .xlsx Ans : A — .pptx	1

RR(B)-30039

[Turn over

Qn. Nos.	Value Points	Total
4.	<p>The option used to present the presentation for audience is</p> <p>(A) Custom show (B) Slide show</p> <p>(C) Presentation show (D) Full show</p> <p>Ans : B — Slide show.</p>	1
5.	<p>Identify the wrap text option :</p> <p>(A) Round (B) Square</p> <p>(C) Expand (D) Rewrite</p> <p>Ans : B — Square</p>	1
6.	<p>The type of file used to store data in a single table is</p> <p>(A) Relational file (B) Heap file</p> <p>(C) Flat file (D) Hash file</p> <p>Ans : C — Flat file.</p>	1
7.	<p>Data type that is NOT available in date time data type is</p> <p>(A) Date (B) Time</p> <p>(C) Timestamp (D) Binary date</p> <p>Ans : D — Binary date.</p>	1
II.	Fill in the blanks with suitable answer : 3 × 1 = 3	
8.	<p>The option used to convert capital letter to small letter and small letter to capital letter is</p> <p>Ans : Toggle case.</p>	1
9.	<p>Two types of page orientations are landscape and</p> <p>Ans : Portrait.</p>	1
10.	<p>Three options available under group dropdown are group, ungroup and</p> <p>Ans : Regroup.</p>	1

Qn. Nos.	Value Points	Total																								
III.	The words related to Database are given in Column-A and their meanings are given in Column-B . Match them : $4 \times 1 = 4$																									
11.	Match the following :																									
	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 50%;">Column-A</th> <th style="text-align: left; width: 50%;">Column-B</th> </tr> </thead> <tbody> <tr> <td>i) Row</td> <td>a) Represents data elements organized using vertical column and horizontal rows</td> </tr> <tr> <td>ii) Column</td> <td>b) Represents basic value</td> </tr> <tr> <td>iii) Value</td> <td>c) Represents multiple Data</td> </tr> <tr> <td>iv) Table</td> <td>d) Represents actual text and numerical data</td> </tr> <tr> <td></td> <td>e) Represents a single data item in a table</td> </tr> <tr> <td></td> <td>f) Represents set of data values of a particular type</td> </tr> <tr> <td></td> <td>g) Represents the whole page</td> </tr> </tbody> </table> <p>Ans :</p> <table border="0" style="width: 100%;"> <tbody> <tr> <td>i) e) Represents a single data item in a table</td> <td style="text-align: right;">1</td> </tr> <tr> <td>ii) f) Represents set of data values of a particular type</td> <td style="text-align: right;">1</td> </tr> <tr> <td>iii) d) Represents actual text and numerical data</td> <td style="text-align: right;">1</td> </tr> <tr> <td>iv) a) Represents data elements organized using vertical column and horizontal rows</td> <td style="text-align: right;">1</td> </tr> </tbody> </table>	Column-A	Column-B	i) Row	a) Represents data elements organized using vertical column and horizontal rows	ii) Column	b) Represents basic value	iii) Value	c) Represents multiple Data	iv) Table	d) Represents actual text and numerical data		e) Represents a single data item in a table		f) Represents set of data values of a particular type		g) Represents the whole page	i) e) Represents a single data item in a table	1	ii) f) Represents set of data values of a particular type	1	iii) d) Represents actual text and numerical data	1	iv) a) Represents data elements organized using vertical column and horizontal rows	1	
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IV.	Answer the following questions : $6 \times 1 = 6$																									
12.	<p>Write shortcut keys for screen shot and print in word processor.</p> <p>Ans :</p> <ul style="list-style-type: none"> ❖ Print + Screen ❖ Ctrl + P <p style="text-align: right;">$\frac{1}{2} + \frac{1}{2}$</p>	1																								
13.	<p>What is speaker notes ?</p> <p>Ans : Speaker notes are guided text used by the presenter during a presentation.</p>	1																								
14.	<p>Why do we use calendar software ?</p> <p>Ans :</p> <ul style="list-style-type: none"> * For time management * To create daily, monthly, weekly appointments * To create meeting request * To create Recurring Appointment. <p style="text-align: right;">(Any two) $2 \times \frac{1}{2}$</p>	1																								

Gn. Nos.	Value Points	Total
15.	Why chart is used in presentation ? Ans : For Pictorial representation of Data.	1
16.	Write the general syntax of update statement in Database. Ans : Update table_name set column_name = value [, column_name = value...] [where condition]	1
17.	List any two data types available in numeric data type. Ans : ❖ BOOLEAN ❖ TINYINT ❖ SMALLINT ❖ INTEGER ❖ BIGINT ❖ NUMERIC ❖ DECIMAL ❖ REAL ❖ FLOAT ❖ DOUBLE.	2 × ½ 1
V.	Answer the following questions : 5 × 2 = 10	
18.	What is online shopping ? Mention any two popular online transaction websites. Ans : ❖ Online shopping is a form of electronic commerce where customers can buy or sell goods over the internet. 1 ❖ IRCTC ❖ FLIPKART ❖ EBAY ❖ REDBUS.	2 × ½ 2
OR		

Qn. Nos.	Value Points	Total
	<p>Mention the situations when online shopping is useful.</p> <p>Ans :</p> <ul style="list-style-type: none"> * A customer does not have sufficient time to visit store. * Product or service that is not available in local market. * A customer needs more product option and price range. * Easy to replace the buying product. * EMI options. <p style="text-align: right;">4 × ½</p>	2
19.	<p>What are the uses of section breaks in word processor ?</p> <p>Ans :</p> <ul style="list-style-type: none"> * Flexibility in formatting document. ½ * We can add different header and footer in same document. ½ * To change the page borders for different pages. ½ * We can change page layout in same document. ½ 	2
20.	<p>Write the steps to insert chart in spreadsheet.</p> <p>Ans :</p> <ul style="list-style-type: none"> * Create data in spreadsheet. ½ * Select all the data that you need to chart. ½ * Click on 'insert tab' in that select the 'chart type' under 'charts' group. ½ * After selecting the chart type the spreadsheet will display the chart. ½ 	2
	OR	

Qn. Nos.	Value Points	Total
	<p>Write the steps to insert Horizontal page break in spreadsheet.</p> <p>Ans :</p> <ul style="list-style-type: none"> ❖ Select the column right of where you want to insert the page break. 1/2 ❖ Click on Breaks down under page setup group in the page layout tab. 1/2 ❖ Click on 'insert page break' option. 1/2 ❖ To move page break, simply drag the page break to desired location. 1/2 	2
21.	<p>Explain any two views available in spreadsheet.</p> <p>Ans :</p> <p><u>Normal view :</u> The default view of the spreadsheet application is normal.</p> <p><u>Page Layout :</u> The quick fine tune of a worksheet contains many charts or huge data.</p> <p><u>Custom view :</u> To view only selected areas of document.</p> <p><u>Page break preview :</u> Similar to the page layout option except you can set the area that is to be set as a page after inserting page break.</p> <p><u>Full screen :</u> This option makes the workbook cover the entire screen. 2 × 1</p>	2
22.	<p>What is procedural and non-procedural types in DML ?</p> <p>Ans :</p> <p><u>Procedural :</u> The user specifies what data is needed and how to get it. 1</p> <p><u>Non-procedural :</u> The user only specifies what data is needed. 1</p>	2

Qn. Nos.	Value Points	Total
VI.	Answer the following questions : 4 × 3 = 12	
23.	<p>Explain the process of data transfer over the internet.</p> <p>Ans :</p> <ul style="list-style-type: none"> ❖ Data is broken up into bits of same sized pieces called packets. ½ ❖ A header is added to each packet explaining where the data come from and to. ½ ❖ Each packet is sent from computer to computer until it reaches its destination. ½ ❖ At the destination, the packets are examined. ½ ❖ If packet is lost or damaged, the lost packet need to be resent. ½ ❖ The packets are reassembled into their original form. ½ 	3
	OR	
	<p>Explain the two major types of networks.</p> <p>Ans :</p> <p>The two major types of networks are</p> <p><u>LAN (Local Area Network) :</u></p> <ul style="list-style-type: none"> ❖ It is used to connect computers and devices in a limited geographical area such as home, school, computer, laboratory. ❖ It offers high speed. <p><u>WAN (Wide Area Network) :</u></p> <ul style="list-style-type: none"> ❖ It covers a broad area, such as link across metropolitan, regional, national areas. ❖ It is used in business, company etc. 	3

Gn. Nos.	Value Points	Total
24.	<p>Write the steps for inserting an object to a word processor.</p> <p>Ans :</p> <ul style="list-style-type: none"> ❖ Open a new word document. 1/2 ❖ Select insert tab. 1/2 ❖ Click object under text section, a dialog box will be displayed. 1/2 ❖ Select create from file tab. 1/2 ❖ Click browse and select a file such as a spreadsheet or pdf document, click open and click ok. 1/2 ❖ Notice the document is available embedded within your word document. 1/2 	3
25.	<p>What is the advantage of freezing rows and columns in a spreadsheet ? Write the steps to freeze the required rows and columns.</p> <p>Ans :</p> <p>If you want the headers to remain constant while you scroll huge data. 1</p> <p>To freeze rows and columns :</p> <ul style="list-style-type: none"> ❖ Open a new spreadsheet 1/2 ❖ In order to freeze rows and columns click on freeze panes option under window group in view tab. 1/2 ❖ A dropdown list appears 1/2 ❖ Click on Freeze panes. 1/2 	3
26.	<p>Explain the function of the following in a spreadsheet :</p> <p>Ans :</p> <p>i) <u>Sort</u> : It helps you to arrange the selected data either in an ascending or a descending order. 1</p> <p>ii) <u>Filter</u> : It is used to extract particular data using some condition. 1</p> <p>iii) <u>Autosum</u> : It is used for adding the values given in cells automatically without writing the formula. 1</p>	3

Qn. Nos.	Value Points	Total
VII.	Answer the following questions : 2 × 4 = 8	
27.	<p>Explain any four options available under page layout in a spreadsheet.</p> <p>Ans :</p> <p><u>Margins :</u></p> <p>To set margin, click on margin option in page setup group, a dropdown list appears.</p> <p>You can select either pre-defined or define new one.</p> <p><u>Orientation :</u></p> <p>We can set orientation of the page to either portrait or landscape.</p> <p>By clicking orientation option under page setup.</p> <p><u>Page header and footer :</u></p> <p>By clicking Header and Footer option under insert tab.</p> <p><u>Hide :</u></p> <p>You can hide the particular row or column by clicking Hide or Unhide option under Format group.</p> <p><u>Size of the Page :</u></p> <p>We can set the size of the page by clicking the size option under page setup group in the page layout tab.</p> <p><u>Define the print area :</u></p> <p>We can specify the area to be printed by selecting area then clicking print area option under page setup group in page layout tab.</p> <p><u>Specify background :</u></p> <p>We can specify a background for your sheet using 'Background' option under page setup in the page layout tab.</p>	<p style="text-align: right;">4 × 1</p> <p style="text-align: right;">4</p>

Gn. Nos.	Value Points	Total
28.	<p>i) What is Journal entry in calendar software ? Mention the activities that can be automatically recorded.</p> <p>ii) What are notes in calendar software ? Write the steps to create and edit note.</p> <p>Ans :</p> <p>i) Journal entry creates a timeline of transactions that can be linked to a contact. 1</p> <p>The automatic recorded activities are</p> <p>a) Emails sent and received</p> <p>b) Telephone calls</p> <p>c) Meeting request and responses</p> <p>d) Office document you manage. 1</p> <p>ii) Notes are short text messages that can be used for taking quick notes.</p> <p><u>To create :</u></p> <p>❖ Goto file → New → Note</p> <p>❖ Type the content and save it. 1</p> <p><u>To edit :</u></p> <p>Double click on note to edit as required. 1</p>	4
OR		
	<p>i) What is calendaring software ? Mention the two popular calendar softwares.</p> <p>ii) How do you schedule weekly activities using calendar software.</p> <p>Ans :</p> <p>i) Calendaring software is an electronic version of a calendar. 1</p> <p>Popular calendar softwares are</p> <p>a) Microsoft outlook 1/2</p> <p>b) Google calendar. 1/2</p> <p>ii) * Click start → Programs → Microsoft office → Microsoft outlook.</p> <p>* Click calendar located at the bottom left corner.</p> <p>* You can select either the 'Show work week' (Monday to Friday) or show full week (Sunday to Saturday) to view the appropriate days in the week by selecting one of the given options. 2</p>	4

Gn. Nos.	Value Points	Total
SECTION - B		
I.	Four alternatives are given for each of the following questions / incomplete statements. Choose the correct alternative and write the complete answer along with its question number and alphabet : $3 \times 1 = 3$	
29.	Walk a straight line. (A) in (B) with (C) on (D) over Ans : A — in	1
30.	Identify the sentence in the past continuous tense (A) She is playing (B) They told me that they are going to school (C) She was doing her homework (D) The gate was closed Ans : C — She was doing her homework.	1
31.	Resume does not include. (A) Name (B) Skills (C) Experience (D) Complaint detail Ans : D — Complaint detail.	1
II.	Fill in the blanks with suitable answer :	
32.	Delhi is the capital of India and is connected to all major cities of the country by road, rail and air (<i>well, will</i>). Ans : well.	1
III.	Answer the following question :	2
33.	Explain the following : Ans : i) <u>Signpost</u> : A post bearing a sign that gives information. ii) <u>Fork</u> : The point at which a road divides into branches.	2

Gn. Nos.	Value Points	Total
IV.	Answer the following question : 4 × 1 = 4	
34.	<p>Fill in the blanks with the appropriate quantifier given in the brackets :</p> <p>i) I was having (<i>a lot of, a lots of</i>) fun with my family at the airport.</p> <p>ii) I do not have (<i>few, much, little</i>) hope of getting back my bag. Still I am going to lodge an FIR at the police station.</p> <p>iii) It also had (<i>some, a few</i>) silver jewelry.</p> <p>iv) The black bag contained (<i>much, more</i>) valuable things that I had bought for my sister wedding.</p> <p>Ans :</p> <p>i) a lot of 1</p> <p>ii) much 1</p> <p>iii) a few 1</p> <p>iv) more. 1</p>	4
OR		
	<p>Fill in the blanks with the appropriate connector/conjunctions given in brackets :</p> <p>i) I went to see her (<i>and, but</i>) she wasn't at home.</p> <p>ii) She was not at home (<i>however, so</i>) we came back.</p> <p>iii) I came to see you (<i>because, so</i>) you are not well.</p> <p>iv) It started raining (<i>as soon as, because</i>) we went out.</p> <p>Ans :</p> <p>i) but 1</p> <p>ii) so 1</p> <p>iii) because 1</p> <p>iv) as soon as. 1</p>	4