

B

CCE RF CCE RR

Revised & Un-Revised

NSQF LEVEL-2

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

NSQF LEVEL-2 EXAMINATION, MARCH/APRIL, 2020

MODEL ANSWERS

Date : 03. 04. 2020]

CODE NO. : **86-EK**

Subject : Information Technology

(Regular Fresh & Regular Repeater)

[Max. Marks : 60

Qn. 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.	The major difference between LAN and WAN is in terms of (A) scanner (B) area (C) speed (D) printer Ans : B — area	1
2.	Wrap text option is available under the tab (A) insert (B) home (C) review (D) format Ans : A — insert	1
3.	The option used to make the workbook cover the entire screen is (A) page layout (B) full screen (C) custom (D) page break preview Ans : B — full screen	1

RF & RR-(B) - 691

[Turn over

Qn. Nos.	Value Points	Total
4.	<p>With reference to charts Line chart : relationship of changes in data over a period of time :: Area chart :</p> <p>(A) correlation among data points (B) variation over a period of time (C) relative importance of values over time (D) comparison between items at fixed point of time</p> <p>Ans : C — relative importance of values over time</p>	1
5.	<p>Three views provided by calendar software are</p> <p>(A) Day, fortnight, month (B) Week, month, year (C) Day, week, month (D) Day, week, fortnight</p> <p>Ans : C — Day, week, month</p>	1
6.	<p>The where clause of SELECT statement specifies</p> <p>(A) Which columns to retrieve (B) An order in which columns should be returned (C) Which rows to retrieve (D) An order in which rows should be returned</p> <p>Ans : C — Which rows to retrieve</p>	1
7.	<p>The tab to be used to insert a movie clip to a presentation using Title and content option is</p> <p>(A) Insert (B) Home (C) Format (D) Design</p> <p>Ans : B — Home</p>	1
II.	Fill in the blank with suitable answer : $3 \times 1 = 3$	
8.	<p>The sticky keys are designed to help users with</p> <p>Ans : Physical Disabilities</p>	1
9.	<p>A feature used for extracting a particular data using some conditions in a spreadsheet is</p> <p>Ans : Filter</p>	1
10.	<p>The visual motion when one slide changes to the next slide during a presentation is called as</p> <p>Ans : slide transition</p>	1

Qn. Nos.	Value Points	Total																								
III.	Functions of different tabs available in word processor are given in Column-A and tabs are given in Column-B . Match them and write answer with alphabet : <div>4 × 1 = 4</div>																									
11.	Match the following :																									
	<table><thead><tr><th>Column-A</th><th>Column-B</th></tr></thead><tbody><tr><td>i) To convert small letters to capital letters and capital letters to small letters in the selected text</td><td>a) subscript</td></tr><tr><td>ii) To display selected text in higher level than normal text position</td><td>b) tOGGLE cASE</td></tr><tr><td>iii) To select particular font style from fonts listed</td><td>c) superscript</td></tr><tr><td>iv) To display selected text in lower level than normal text position</td><td>d) font face</td></tr><tr><td></td><td>e) strike through</td></tr><tr><td></td><td>f) font size</td></tr><tr><td></td><td>g) font colour</td></tr></tbody></table> <p>Ans :</p> <table><tbody><tr><td>i) b) tOGGLE cASE</td><td>1</td></tr><tr><td>ii) c) superscript</td><td>1</td></tr><tr><td>iii) d) font face</td><td>1</td></tr><tr><td>iv) a) subscript</td><td>1</td></tr></tbody></table>	Column-A	Column-B	i) To convert small letters to capital letters and capital letters to small letters in the selected text	a) subscript	ii) To display selected text in higher level than normal text position	b) tOGGLE cASE	iii) To select particular font style from fonts listed	c) superscript	iv) To display selected text in lower level than normal text position	d) font face		e) strike through		f) font size		g) font colour	i) b) tOGGLE cASE	1	ii) c) superscript	1	iii) d) font face	1	iv) a) subscript	1	
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iv) a) subscript	1																									
IV.	Answer the following questions : <div>6 × 1 = 6</div>																									
12.	What is a modem ? <p>Ans :</p> <p>Modem is device that converts digital computer signals into a form (Analog computer signals) that can travel over phone lines. It also re-converts the analog signals back into digital signals. The word Modem is derived from its function Modulator /Demodulator.</p>	1																								
13.	Why do you use freeze panes option in a spreadsheet ? <p>Ans :</p> <p>In order to freeze rows or columns, Freeze panes option is used.</p>	1																								

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14.	<p>What is a note ? How can you edit a note ?</p> <p>Ans :</p> <p>Notes are short text messages that can be used for taking quick notes. (Notes can be created in calendar software.) $\frac{1}{2}$</p> <p>Double click on the notes and edit. $\frac{1}{2}$</p>	1
15.	<p>While creating a table containing field name, date of birth which data types do you consider for each one of them ?</p> <p>Ans :</p> <p>Char/Varchar/Long Varchar Date time.</p>	1
16.	<p>Write two methods of adding a Table to your presentation.</p> <p>Ans :</p> <p>You can insert a table in two ways into the presentation.</p> <p>i) Using Insert Tab $\frac{1}{2}$</p> <p>ii) Using Title and content option. $\frac{1}{2}$</p>	1
17.	<p>Define Database Management system.</p> <p>Ans :</p> <p>A database management system is a software package with computer programs that controls the creation, maintenance and use of a database. It allows organization to conveniently develop database. A DBMS allows different user application programs to concurrently access the same database.</p>	1
V.	Answer the following questions : $5 \times 2 = 10$	
18.	<p>Explain the procedure to launch Google Talk.</p> <p>Ans :</p> <ul style="list-style-type: none"> You need to download and install googletalk application from www.google.com/Talk. To launch google Talk, click start > programme > Google Talk> Google Talk. 1 You can also double click on the Google Talk icon on the desktop if available. 1 	2

Qn. Nos.	Value Points	Total
19.	<p>What are Headers ? What information can be included under Headers ?</p> <p>Ans :</p> <p>Headers are text or images included at the top of the page. 1</p> <p>They usually contain important information such as company or department name, logo, page, numbers, name of the author, etc. 1</p>	2
	OR	
	<p>What are Document Templates ? Mention any <i>two</i> samples of Document Templates.</p> <p>Ans :</p> <p>Document templates refer to a sample fill-in-the blank document that can help in saving time. They are customized documents that may have content, themes etc. 1</p> <p>Samples of Document templates are certificate, Resume etc. 1</p>	2
20.	<p>List any <i>four</i> types of views available in spreadsheet.</p> <p>Ans :</p> <p>Five types of views available in spreadsheet :</p> <p>Normal $\frac{1}{2}$</p> <p>Page layout</p> <p>Page Break preview $\frac{1}{2}$</p> <p>Custom views $\frac{1}{2}$</p> <p>Full screen. (any four) $\frac{1}{2}$</p>	2
	OR	
	<p>List any <i>four</i> chart elements.</p> <p>Ans :</p> <p>a) Chart has many elements</p> <p>b) Chart Area of the chart</p> <p>c) Plot Area of the chart $\frac{1}{2}$</p> <p>d) Data points that are plotted in the chart $\frac{1}{2}$</p> <p>e) Horizontal and Vertical Axis in the chart $\frac{1}{2}$</p> <p>f) Legend of the chart $\frac{1}{2}$</p> <p>g) Data label for identifying details of data point in the chart</p> <p>h) Chart and Axis title used in the chart. (Any four)</p>	2

Qn. Nos.	Value Points	Total
21.	<p>How does share-work book option help in an office setting ? Name the tab and the group under which share-work book option is available.</p> <p>Ans :</p> <p>Share workbook option helps in an office setting because it allows the user to share workbook and places it in the network location where several users can access the workbook simultaneously. 1</p> <p>Share workbook option is available under changes group in the Review Tab. 1</p>	2
22.	<p>Summarize the uses of Animation effects in a digital presentation.</p> <p>Ans :</p> <p>a) Helps focus audience attention on information. $\frac{1}{2}$</p> <p>b) Controls the flow of information especially while explaining a diagram. $\frac{1}{2}$</p> <p>c) Reveal concepts one by one. $\frac{1}{2}$</p> <p>d) It makes the document attractive. $\frac{1}{2}$</p>	2
VI.	Answer the following questions : $4 \times 3 = 12$	
23.	<p>Explain the steps of inserting a PDF file in a word document.</p> <p>Ans :</p> <p><i>To insert a PDF file in a word document :</i></p> <ul style="list-style-type: none"> • Open a new word document • Select Insert Tab • Click object under Text Section. A dialog box will be displayed. • Select create From File Tab. • Click Browse and select a PDF document (sona.PDF) that is available on your computer. • Click open and click OK. • Notice that the PDF document is available embedded within the word document. 	3
	OR	

Qn. Nos.	Value Points	Total
	<p>Explain the steps to insert a Triangle and μ in a word document.</p> <p>Ans :</p> <p>To Insert a <u>triangle</u> in a word document.</p> <p><i>Open a word document that you want to insert triangle into :</i></p> <ol style="list-style-type: none"> Click on the Insert Tab on the Ribbon. Click on the option <u>Shapes</u> in the Illustrations group. 1½ Once you click the shapes option, a dropdown list with pre-defined shapes like box, circle, Triangle appears. Select the shape triangle from list of shapes and draw the shape by dragging the mouse with left button clicked. i.e., click and select Δ shape from the list. Save the document. <p><i>To insert a special character μ in the word document :</i></p> <ul style="list-style-type: none"> Open the document that you want to insert in word Click on the Insert Tab on the Ribbon Click on the option symbol in the symbols group 1½ A dropdown list appears with special characters Select symbol μ from list and double-click on to insert the symbol for inserting into the document Save the document. 	3
24.	<p>Explain the procedure in tracking E-mail sent to your contacts. How can you confirm that your e-mails are being tracked ?</p> <p>Ans :</p> <ul style="list-style-type: none"> To track e-mails sent to your contracts, go to Tools > options. click on <u>Journal options button</u> : Under <u>for these contacts</u> : Section, select the contacts that you wish to track by placing a check against each contact, click OK. (The contacts added in the calendar application will be visible here.) 1 Send mail to the contacts selected in the earlier step. 1 Click go > Journals. A window will be displayed. Notice the mail entries (sent & received) displayed. 1 Right click on the entry and select the open journal entry. Mail subject, time stamp and shortcut to mail can be noticed. 	3

Qn. Nos.	Value Points	Total
25.	<p>Explain the following terms with reference to a Relational Database Management system :</p> <p>a) Column b) Row c) Table.</p> <p>Ans : <i>With reference to a Relational Database Management system :</i></p> <p>a) <u>Column</u> : A column is set of data values of a particular sample type, one for each row of the table. The columns provide structure according to which rows are composed. 1</p> <p>b) <u>Row</u> : A row also called as a record or Tuple represents a single data item in a table. Each row in a table represents a set of related data and every row in the table has the same structure. 1</p> <p>c) <u>Table</u> : A table is a set of data elements (values) that is organized using a model of vertical columns (which are identified by their name) and horizontal rows. A Table has a defined number of columns, but can have any number of rows. Each row is identified by the values appearing in a particular column identified as a unique key index or the key field. 1</p>	3
26.	<p>What is the use of conditional formatting ? Mention the formats which can be controlled and which cannot be controlled by conditional formatting.</p> <p>Ans : <i>Use of conditional formatting :</i> Conditional formatting allows to change the formatting (font colour, border, shading) of the cells based on the values in it. Manually doing it is a tiresome task. When there is huge amount of data. If we specify a condition, automatically formatting of cell changes. We can select one or more cells and create rules (conditions) for when and how these cells are formatted. Conditions can be based on selected cell's contents or based on contents of another cells. 1</p> <p><i>Formats which can be controlled :</i></p> <p>i) Number format ii) Font, Font style, Font colour iii) Fill colour and fill pattern 1 iv) Border colour and Border pattern (Any two)</p> <p><i>Formats which can't be controlled :</i></p> <p>i) Font size ii) Border Thickness. 1</p>	3
VII.	<p>Answer the following questions : $2 \times 4 = 8$</p>	

Qn. Nos.	Value Points	Total
27.	<p>Explain the procedure to set page layout in a spreadsheet and how do you set the following for a page ?</p> <p>(i) set margin</p> <p>(ii) print the select area.</p> <p>Ans :</p> <p><i>To set page layout-options in spreadsheet :</i></p> <ul style="list-style-type: none"> Click on page layout option under <u>workbook</u> views group on <u>view</u> Tab. the spreadsheet will be displayed as shown below. 1 <p>(i) <i>To set margin :</i></p> <ul style="list-style-type: none"> Click on <u>page layout</u> option under <u>workbook views</u> group on <u>view</u> Tab. Click on <u>margins</u> option under <u>page setup</u> group. A drop down list appears. You can either select any one of the predefined margin option available or you can define your own margin settings by clicking <u>custom margins</u> option. A dialog box appears. You can set the margin manually from the manually from the options available under the dialog box. 1½ <p>(ii) <i>To Print selected area :</i></p> <ul style="list-style-type: none"> Click on page layout option under workbook views group on view Tab. You can specify the area to be printed by selecting the area and then clicking <u>Print Area</u> option under <u>page setup</u> group in the <u>Page Layout</u> Tab. A drop down list appears. Click on set print area to set the selected to get printed. 1½ 	4
	OR	
	Explain the steps involved in setting a horizontal page break and a	4

Qn. Nos.	Value Points	Total
	<p>vertical page break in a worksheet. How can you return to the normal views ?</p> <p>Ans :</p> <p><i>To insert Horizontal or Vertical page breaks in a spreadsheet the steps are :</i></p> <ul style="list-style-type: none"> • Open a new spreadsheet and enter the data or you can open the spreadsheet which already has data. • On the <u>view Tab</u>, in the <u>workbook views</u> group, click <u>page break preview</u>. 1 • To insert a Vertical page break, select the row below where you want to insert the page break. • To insert a Horizontal page break, select the <u>column</u> to the right of where you want to insert the page break. 1 • Click on Breaks down arrow under <u>page set up</u> group in the <u>page layout</u> tab. • A dropdown appears. • Click on Insert page Break option. 1 • After inserting the page breaks, to return to the Normal view, click Normal in <u>the work book views</u> group under the <u>view</u> tab. 1 	
28.	<p>With reference to the database how do these statements function ? Explain.</p> <p>(i) CREATE</p> <p>(ii) INSERT</p> <p>(iii) UPDATE</p> <p>(iv) DELETE.</p> <p>Ans :</p> <p>(i) <u>CREATE</u> Statement is used to create a table or a database in any RDBMS software. 1</p> <p>(ii) <u>INSERT</u> Statement is used to add one or more records to a table or database. 1</p> <p>(iii) <u>UPDATE</u> Statement is used for modifying records in a database. 1</p> <p>(iv) <u>DELETE</u> Statement is used to delete one or more records from the database. 1</p>	4
	SECTION - B	

Qn. Nos.	Value Points	Total
I.	<p>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 :</p> <p style="text-align: right;">$3 \times 1 = 3$</p>	
29.	<p>Identify the sentence that is in future continuous tense :</p> <p>(A) Sumana will be taking her exams tomorrow</p> <p>(B) Sumana was taking her exams tomorrow</p> <p>(C) Sumana is taking her exams tomorrow</p> <p>(D) Sumana had been taking her exams tomorrow</p> <p>Ans : A — Sumana will be taking her exams tomorrow</p>	1
30.	<p>"<u>Indrani</u> is a close friend of mine".</p> <p>The underlined word in the above sentence is</p> <p>(A) a verb (B)</p> <p>(C) a pronoun (D) a noun</p> <p>Ans : D — a noun</p>	1
31.	<p>The Art Gallery is located <u>beside</u> the planetarium and the Science Museum. The underlined word in the above sentence is a/an</p> <p>(A) Article (B) Preposition</p> <p>(C) Speech (D) Tense</p> <p>Ans : B — Preposition</p>	1
II.	Fill in the blanks with suitable answer :	
32.	<p>Helping verbs are known as(<i>tenses, modals</i>)</p> <p>Ans :</p> <p>Modals</p>	1
III.	Answer the following question :	2

