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CCE RF
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NSQF LEVEL-2

MODEL ANSWERS

Date : 08. 04. 2022]   CODE NO. : **86-EK**

Subject : **Information Technology**
(English Medium)
(Regular Fresh & Regular Repeater)

[Max. Marks : 60

Qn. Nos.	Value Points	Total
	SECTION - A	
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 : 7 × 1 = 7	
1.	Sounds entry option is designed in computers to help the users with this impairment. (A) vision (B) auditory (C) hand tremors (D) cognitive **Ans. :** (B) auditory	1
2.	The computers that provide services to the client system are (A) Client (B) P2P (C) Servers (D) Wimax **Ans. :** (C) Servers	1

Qn. Nos.	Value Points	Total
3.	The text or image included at the top of the page which repeats in all the pages of the document is (A) page down (B) page up (C) footer (D) header **Ans. :** (D) header	1
4.	Page break option is available in this tab. (A) references (B) page layout (C) view (D) review **Ans.:** (B) — page layout	1
5.	On selecting which of the following, the first character in the first word of the selected sentence will be converted to capital letter. (A) Sentence case (B) Lower case (C) Capitalize each word case (D) Change case **Ans. :** (A) Sentence case	1
6.	The default view in spreadsheet software is (A) page layout view (B) custom view (C) normal view (D) full screen view **Ans. :** (C) normal view	1
7.	'Defines Names' group is available in this tab (A) insert (B) references (C) home (D) formula **Ans. :** (D) formula	1

Qn. Nos.	Value Points	Total
II.	Fill in the blank with suitable answer : $\qquad$ 3 × 1 = 3	
8.	Expanded form of DSL is	
	Ans. : Digital Subscriber Line	1
9.	The data is broken up into bits of same sized pieces are called	
	Ans : pockets	1
10.	Relational : Data is stored in multiple tables : : Flat :	
	Ans. : Data is stored in a single table	1
III.	Functions of spreadsheet are given in **Column-A** and their options are given in **Column-B**. Match them and write answer with alphabet : $\qquad$ 4 × 1 = 4	
11.	Match the following :	
	Column-A **Column-B**	
	i) Adding the values of cells automatically a) toggle case	
	ii) Arrange selected data b) freeze panes	
	iii) Extract particular data c) font size	
	iv) Row/column remains constant d) autosum	
	e) page break	
	f) sort	
	g) filter	
	Ans. :	
	i) d) autosum	1
	ii) f) sort	1
	iii) g) filter	1
	iv) b) freeze panes	1

Qn. Nos.	Value Points	Total
IV.	Answer the following questions : $6 \times 1 = 6$	
12.	What is computer network ? **Ans. :** Computer network is a collection of computers and hardware components connected to share resources and information.	1
13.	Write the procedure to save a document as template in word processing software. **Ans. :** Click File → Save As/Save ½ Select word template from save type dropdown list. ½	1
14.	What is the function of toggle case in word processing software ? **Ans. :** The small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters.	1
15.	Why do we use filter option in spreadsheet software ? **Ans. :** Filter is used for extracting particular data using some conditions in spreadsheet.	1
16.	Write the advantages of using autosum in spreadsheet software. **Ans. :** — Add values automatically without writing formula. — Which saves time & effort of a computer user. (Any *one*)	1
17.	Name the group and tab of share workbook option in spreadsheet. **Ans. :** — change group ½ — review tab ½	1

Qn. Nos.	Value Points	Total
V.	Answer the following questions : 5 × 2 = 10	
18.	Write any *two* websites that offer free clipart.	
	Ans. :	
	www.openclipart.org	1
	www.pdclipart.org	1
	www.clker.com	
	www.wpclipart.com (Any *two*)	2
	OR	
	Write any *two* advantages of using clipart in a word document.	
	Ans. :	
	— clipart can help in making a document look <u>colourful</u>	1
	— makes a document <u>presentable</u>	1
	— clipart can be used to create greeting cards. (Any *two*)	2
19.	Mention any *four* different chart types available in spreadsheet software.	
	Ans. :	
	— Bar charts	
	— Pie charts	
	— Line charts	
	— XY (scatter) charts	
	— Column charts	4×½
	— area charts (Any *four*)	2
20.	Write the procedure to insert a movie clip into the digital presentation software.	
	Ans. :	
	— Click movie option under media clips group in Insert tab.	
	— Select movie from file, browse movie click & click OK.	2

Qn. Nos.	Value Points	Total
21.	Explain the procedure to share a calendar using calendar software. **Ans. :** — Click on publish calendar available in the navigation pane. — Click Finish — After specifying necessary details like giving range, click OK.	2
	OR	
	Explain the procedure to print a calendar in calendar software. **Ans. :** To print calendar : — Go to file → Print 1 — Select the range of the calendar by specifying dates ½ — Select OK. ½	2
22.	What is Data Definition Language (DDL) in database ? Write common Data Definition Language (DDL) statements. **Ans. :** DDL defines the different structures in a database. 1 The standard DDL statements are CREATE, ALTER and DROP. 1	2
VI.	Answer the following questions : 4 × 3 = 12	
23.	List any *six* word wrapping options available in a word processing software. **Ans. :** — In Line with Text — Square — Tight — Through — Top and Bottom — Behind Text — In front of text. (Any six) 6 × ½ =	3

Qn. Nos.	Value Points	Total
24.	Mention any *six* useful tips to make effective presentation using presentation software. **Ans. :** — Know your topic — Use key phrases about your topic — Avoid too much text on each slide — Limit the number of slides — Plan the layout of your slide — Avoid fancy fonts — Use contrasting colours for text and background — Review the presentation 2-3 times — Use animation & transition where it is necessary or sparingly. (Any *six*) 6 × ½ =	3
	OR	
	Mention *two* ways to insert a table in presentation and explain any *one* of these procedures to insert table in presentation. Ans.: — Using Insert Tab 1 — Using title and content option. (i) click on Table option under Tables group in Insert tab. — You can also specify the number of rows and columns in insert table option. 2 (ii) On the slide by clicking the table icon ▦ available within the layout. — Enter the values for number of columns & rows available in number of columns & number of rows fields. (Any *one* method can be explained)	3

Qn. Nos.	Value Points	Total

25.	List *two* ways to schedule an appointment in calender software and explain them.
	
	Ans. :
	
	Two ways :
	
	  — Using menu bar
	  — Using calendar view. 1
	
	— Using menu bar :
	
	  File → new → appointment
	
	— Using calendar view : right click on calendar → new appointment 2
		3

26.	Mention any *six* datat ypes available in numeric data types. **Ans. :** — BOOLEAN — TINYINT — SMALLINT — INTEGER — BIGINT — NUMERIC — DECIMAL — REAL — FLOAT — DOUBLE. (Any *six*) $6 \times \frac{1}{2} =$	3
VII.	Answer the following questions : $2 \times 4 = 8$	
27.	Explain the procedure to use conditional formatting option in spreadsheet software. **Ans. :** — Select all the cells you want to format conditionally. — Click on conditional formatting option available and <u>styles group</u> in <u>Home Tab</u>. — Click on Highlight Cells Rules option — You can select condition listed according to your needs. For example : "Greater Than..." — Mention value and select colour & format for a cell. — Click OK.	4

Qn. Nos.	Value Points	Total
28.	With reference to the database, write the syntax for the following queries with an example :	
	(i) SELECT (ii) INSERT	
	Ans. :	
	(i) SELECT : Select * From Table name; 2	
	Ex. SELECT * FROM SDetails; (1 + 1) = 2	
	(ii) INSERT :	
	INSERT INTO table (colum1, colum2....)	
	VALUES (value1, value2....)	
	Ex. insert into SDetails ("ID", "NAME") 2	
	Values ("8", "Any name"); (1 + 1) = 2	4
	OR	
	Write brief notes on the following related to database :	
	(i) Tuples (ii) Primary key	
	(iii) Foreign key (iv) Fields.	
	Ans. :	
	(i) <u>Tuples</u> :	
	A row also called a record or tuple, represents a single, data item in a table. 1	
	(ii) <u>Primary Key</u> :	
	A primary key is a unique value that identifies a row in a table. There should be one primary key for single table. 1	
	(iii) <u>Foreign key</u> :	
	Identifies a column or set of columns in one table that refers to a column or set of columns in another table. 1	
	(iv) <u>Fields</u>:	
	Field or column is a set of data values of a particular simple type, one for each row of the table. The column provides the structure of a database. 1	4

Qn. 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.	Identify an article in the following : (A) beside (B) at (C) an (D) and **Ans. :** (C) — an	1
30.	Find the sentence that is in passive voice : (A) The document had to be revised by Ravi (B) Ravi has to revise this document (C) Ravi will revise this document (D) Ravi is revising this document **Ans. : (**A) — The document had to be revised by Ravi	1
31.	A word that links a noun or pronoun to other words in a sentence is (A) article (B) connector (C) conjunction (D) preposition **Ans :** (D) — preposition	1
II.	Fill in the blank with suitable word given in the brackets :	
32.	A document which is a summary of your skills, education and work experience is .... (*resume, job accepting letter*) **Ans. :** resume	1

Qn. Nos.	Value Points	Total
III.	Answer the following question : 2	
33.	Mention any four terms and phrases for giving directions. **Ans. :** ❖ Intersection ❖ Fork ❖ U-turn ❖ Turn left/right ❖ Landmark ❖ Across the street ❖ Next to ❖ Go straight down ❖ Take fist/second road on left/right. (Any *four*) 4 × ½ =	2
IV.	Answer the following questions : 4 × 1 = 4	
34.	Fill in the blanks with the appropriate word given in the brackets. i) We must reach the airport on time or else .... will miss the flight. (*we, us*) ii) The jeweler's store is right next .... the bus stop. (*for, to*) iii) Oh! I think that's my bus .... that red truck. (*behind, over*) iv) Walk .... you reach the traffic point. (*till, before*) **OR** i) I .... moved to a new house. (*recently, daily*) ii) Now I, live .... in the heart of Delhi. (*comfortable, comfortably*) iii) My house is a .... two bedroom flat in Ashoknagar. (*spaceful, spacious*) iv) I live here with my ....friend Manish. (*best, better*) **Ans. :** i) we 1 ii) to 1 iii) behind 1 iv) till 1	4
	OR	

Qn. Nos.	Value Points		Total
	Ans. :		
	i) recently	1	
	ii) comfortably	1	
	iii) spacious	1	
	iv) best	1	4