

A**CCE RR****NSQF LEVEL-2**

**KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD, MALLESHWARAM,
BANGALORE - 560 003
NSQF LEVEL-2 EXAMINATION, JUNE/JULY, 2022
MODEL ANSWERS**

Date : 01. 07. 2022]

CODE NO. : **86-EK****Subject : Information Technology**

(English Medium)

(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 default tab stop position in paragraph is (A) 1.5" (B) 0.5" (C) 1.0" (D) 2.5" Ans. : (B) 0.5"	1
2.	Which among the following options is NOT a wrap text option ? (A) Square (B) Tight (C) Through (D) Right Ans. : (D) Right	1

RR(A)-(600)-13501 (MA)

[Turn over


Qn. Nos.	Value Points	Total
3.	<p>The option used to convert small letters to capital letters and capital letters to small letters in the selected text, is</p> <p>(A) subscript (B) font face (C) toggle case (D) sentence case</p> <p>Ans. : (C) — toggle case</p>	1
4.	<p>The option used to view the selected area of a workbook is</p> <p>(A) Full screen (B) Custom view (C) Normal (D) Page break preview</p> <p>Ans.: (B) Custom view</p>	1
5.	<p>The option used to change the formatting of cells based on values in it, is</p> <p>(A) Text formatting (B) Sort and filter (C) Colour formatting (D) Conditional formatting</p> <p>Ans. : (D) Conditional formatting</p>	1
6.	<p>The tab used to insert a movie clip to a presentation using title and content option is</p> <p>(A) Design (B) Home (C) Format (D) Insert</p> <p>Ans. : (B) Home</p>	1
7.	<p>Which among the following is used while presenting the presentation to more audience ?</p> <p>(A) Full screen (B) Window (C) Setup (D) Minimize</p> <p>Ans. : (A) Full screen</p>	1

Qn. Nos.	Value Points	Total																								
II.	Fill in the blank with suitable answer : $3 \times 1 = 3$																									
8.	In a presentation the sound option is available under tab. Ans. : Insert	1																								
9.	The three options available under group dropdown option are group, regroup and Ans. : ungroup	1																								
10.	The unique key that identifies a row in a table is Ans. : primary key	1																								
III.	Options available in spreadsheet software are given in Column-A and tabs are given in Column-B . Match them and write answer with alphabet : $4 \times 1 = 4$																									
11.	Match the following :																									
	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center; width: 50%;">Column-A</th> <th style="text-align: center; width: 50%;">Column-B</th> </tr> </thead> <tbody> <tr> <td>i) Conditional formatting</td> <td>a) View tab</td> </tr> <tr> <td>ii) Freeze panes</td> <td>b) Insert tab</td> </tr> <tr> <td>iii) Sort</td> <td>c) Home tab</td> </tr> <tr> <td>iv) Charts</td> <td>d) Review tab</td> </tr> <tr> <td></td> <td>e) Data tab</td> </tr> <tr> <td></td> <td>f) Page layout tab</td> </tr> <tr> <td></td> <td>g) Formula tab</td> </tr> </tbody> </table> <p>Ans. :</p> <table style="width: 100%; border: none;"> <tbody> <tr> <td style="width: 50%;">i) c) Home tab</td> <td style="width: 50%; text-align: right;">1</td> </tr> <tr> <td>ii) a) View tab</td> <td style="text-align: right;">1</td> </tr> <tr> <td>iii) e) Data tab</td> <td style="text-align: right;">1</td> </tr> <tr> <td>iv) b) Insert tab</td> <td style="text-align: right;">1</td> </tr> </tbody> </table>	Column-A	Column-B	i) Conditional formatting	a) View tab	ii) Freeze panes	b) Insert tab	iii) Sort	c) Home tab	iv) Charts	d) Review tab		e) Data tab		f) Page layout tab		g) Formula tab	i) c) Home tab	1	ii) a) View tab	1	iii) e) Data tab	1	iv) b) Insert tab	1	
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Qn. Nos.	Value Points	Total
IV.	Answer the following questions : 6 × 1 = 6	
12.	<p>What is template ?</p> <p>Ans. :</p> <p>Template refers to a sample fill-in-the blank document.</p>	1
13.	<p>In word processing software, page break option is available under which tab and group ?</p> <p>Ans. :</p> <p>— page layout tab ½</p> <p>— page setup group ½</p>	1
14.	<p>Filter option is used in spreadsheet. Why ?</p> <p>Ans. :</p> <p>Filter is a feature used for extracting particular data with some conditions.</p>	1
15.	<p>What are the uses of Autosum ?</p> <p>Ans. :</p> <p>Autosum is used for adding the values given in cells automatically without writing the formula.</p>	1
16.	<p>In which tab can we find hide option in spreadsheet ?</p> <p>Ans. :</p> <p>Home tab</p>	1
17.	<p>Mention any <i>two</i> uses of speaker notes.</p> <p>Ans. :</p> <p>— Speaker notes can be used as a reference by the presenter while making a presentation ½</p> <p>— It is used to note important keypoints</p> <p>— It helps to communicate specific points related to each slide. ½</p> <p style="text-align: center;">(Any two)</p>	1

Qn. Nos.	Value Points	Total
V.	Answer the following questions : 5 × 2 = 10	
18.	<p>Write the steps to launch Google talk.</p> <p>Ans. :</p> <p style="text-align: center;">Start ↓ Program ↓ Google Talk OR Double-click on the Google talk icon on the desktop. 4 × ½ =</p>	2
19.	<p>What is header ? What are the information that can be included in headers ?</p> <p>Ans. :</p> <p>Text or image included at the top of the page : 1</p> <p>— Company or department name ½</p> <p>— Logo ½</p> <p>— Page numbers</p> <p>— Name of author (Any two) 2 × ½</p>	2
OR		
	<p>Write the steps to insert clipart in the word processing document.</p> <p>Ans.:</p> <p>— Click on the Insert tab 1</p> <p>— Click on the clipart option in illustration group. 1</p>	2
20.	<p>Write the steps to sort the given values in the cells of spreadsheet.</p> <p>Ans. :</p> <p>— Select the data to be sorted 1</p> <p>— Click on sort option under Sort & Filter group in Data tab. 1</p>	2

Qn. Nos.	Value Points	Total
21.	<p>Mention two ways to schedule an appointment in calendar software and explain any <i>one</i> of them.</p> <p>Ans. :</p> <ul style="list-style-type: none"> — Using menu bar ½ — Using calendar view ½ — Using menu bar ½ <ul style="list-style-type: none"> • Go to file > new > Appointment ½ • Create an appointment & save <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> — Using menu bar <ul style="list-style-type: none"> • Right click on calendar • Click on New Appointment. <p style="text-align: right;">(Any <i>one</i> method can be considered)</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p>
OR		
	<p>Write the steps to create a recurring appointment in calendar software.</p> <p>Ans. :</p> <ul style="list-style-type: none"> — Right click on the calendar ½ — Click New Recurring Appointment ½ — Specify appointment time, recurrence pattern and range ½ — Select multiple days & click OK. ½ 	<p style="text-align: center;">2</p>
22.	<p>What are the optional clauses of 'SELECT' statement ?</p> <p>Ans. :</p> <ul style="list-style-type: none"> — WHERE 1 — ORDER BY 1 	<p style="text-align: center;">2</p>

Qn. Nos.	Value Points	Total
VI.	Answer the following questions : 4 × 3 = 12	
23.	<p>Briefly explain two network architectures in computer networking.</p> <p>Ans. :</p> <ul style="list-style-type: none"> — Peer-to-Peer(P2P) <ul style="list-style-type: none"> • All computers have equal status • Each terminal has an equally competent CPU 1½ — Client-Server <ul style="list-style-type: none"> • Certain computers have special dedicated tasks, providing services to other computers. • Computer which provides services are called servers. Computer which uses these services are called clients. 1½ 	3
OR		
	<p>Write the steps for online transaction while buying the products in Flipkart.</p> <p>Ans.:</p> <ul style="list-style-type: none"> — Open any web browser and type www.flipart.com in address bar and press enter. 1 — Sign up by entering e-mail address and password. 1 — Select a product and add to cart and make an online payment using Credit, Debit card, Net Banking, Cash on Delivery on e-gift voucher to complete payment. 1 	3
24.	<p>Explain the following related to word processing :</p> <ol style="list-style-type: none"> a) Subscript b) Superscript c) Change case <p>Ans. :</p> <ol style="list-style-type: none"> a) Used to display selected text in lower level than normal text position by clicking x_2 icon. 1 b) Used to display selected text in higher level than normal text position by clicking x^2 icon. 1 c) Used to change the text case to capital letter or small letters, capitalize each word, capitalize the starting word by clicking  icon. 1 	3

Qn. Nos.	Value Points	Total
25.	<p>Explain the steps to share a copy of your calendar via e-mail.</p> <p>Ans. :</p> <ul style="list-style-type: none"> — Click on send a calendar via E-mail option available in Navigation pane. — Select the appropriate option to send either the entire calendar or particular week or day. — Specify the address of the user to whom you want to share the calendar and click send. 	3
26.	<p>Mention two languages used to manipulate data in database. Explain any <i>one</i> language briefly.</p> <p>Ans. :</p> <ul style="list-style-type: none"> — Data Definition Language (DDL) : 1 — Data Manipulation Language (DML) <p>Data Definition Language (DDL) : 1</p> <ul style="list-style-type: none"> — It defines the different structures in a database. — It creates, modifies and removes database objects. — DDL statements are CREATE, ALTER and DROP. 1 <p style="text-align: center;">OR</p> <p>Data Manipulation Language (DML) :</p> <ul style="list-style-type: none"> — Enables users to access and manipulate data in data base — Used for retrieval, insertion, deletion and modification of Information. — SELECT, INSERT, DELETE, UPDATE. <p style="text-align: center;">(Any <i>two</i> points from each language)</p>	3
VII.	Answer the following questions : 2 × 4 = 8	
27.	<p>Explain any <i>four</i> chart types available in spreadsheet.</p> <p>Ans. :</p> <ul style="list-style-type: none"> — Bar charts : A bar chart emphasizes the comparison between items at a fixed period of time. It includes cylinder, cone & pyramid subtypes. — Column charts : It is often compared emphasize variation over a period of time, includes cylinder, cone & pyramid subtypes. — Line charts : Shows the relationship of the changes in data. Over a period of time. — Pic charts : It shows the relationship of the parts to the whole. — Area charts : It shows the relative importance of values over time. — XY (scatter) charts : It is used to show a correlation among the data points. <p style="text-align: right;">(Any <i>four</i>)</p>	4×1 4

Qn. Nos.	Value Points	Total
SECTION - B		
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>I hurt <u>myself</u> while fixing the broken book shelf. The underlined word in above sentence is</p> <p>(A) an adverb (B) a verb (C) a noun (D) a pronoun</p> <p>Ans. : (D) — a pronoun</p>	1
30.	<p>Identify the sentence that is in simple past tense :</p> <p>(A) It were a beautiful summer day (B) It was a beautiful summer day (C) It is a beautiful summer day (D) It will be a beautiful summer day</p> <p>Ans. : (B) — It was a beautiful summer day</p>	1
31.	<p>Identify the passive voice of the given sentence : The youth should change things for the better.</p> <p>(A) The youth have to change things (B) The youth had to change things for better (C) Things should be changed for the better by the youth (D) Things will be changed by youth</p> <p>Ans : (C) — Things should be changed for the better by the youth</p>	1
II.	<p>Fill in the blanks with suitable answer : $1 \times 1 = 1$</p>	
32.	<p>The final course of a meal is called as (<i>starter, dessert</i>)</p> <p>Ans. : dessert</p>	1

Qn. Nos.	Value Points	Total
III.	Answer the following question : 1 × 2 = 2	
33.	<p>Write any <i>four</i> terms that should be included in the resume.</p> <p>Ans. :</p> <ul style="list-style-type: none"> ❖ Contact details ❖ Objective ❖ Personal information ❖ Area of expertise ❖ Employment history ❖ Educational qualification ❖ Skills and Interest ❖ Awards and Achievements ❖ About me/Biography. (Any four) 	<p>4 × ½</p> <p>2</p>
IV.	Answer the following question : 4 × 1 = 4	
34.	<p>Fill in the blanks with the appropriate article given in the brackets.</p> <p>i) Please get me glass of water. (a, the, no article needed)</p> <p>ii) I would like to cancel masala dosa that I ordered. (a, the, no article needed)</p> <p>iii) I will have a mushroom pizza with cheese topping. (a, the, no article needed)</p> <p>iv) For dessert plate of Kheer will do. (a, the, no article needed)</p> <p>Ans. :</p> <p>i) a 1</p> <p>ii) the 1</p> <p>iii) no article needed 1</p> <p>iv) a 1</p>	<p>4</p>
OR		

