

Roll. No.

Code No. 10/ **Information Technology (Code 402)** /NLCS/128
Half Yearly Examination 2024 – 2025

Time: 3:00 Hrs.

M.M. 50

Q.1 Answer any 4 out of the given 6 questions on Employability Skills :

1×4=4

- (i) The language one has been exposed to since birth is known as
(a) Mother Tongue (b) Local Language (c) Global Language (d) Own Language
- (ii) Ms. Hiral started a career as a fresher in an IT Company. She wants to perform well at work and in life in general. Which of the following skills does she need to improve?
(a) Discipline (b) Timeliness (c) Professionalism (d) All of the above
- (iii) Which of the following refers to a set of dreams with a deadline to get them?
(a) Goals (b) strengths (c) weakness (d) confidence
- (iv) ----- is how you spend the hours of your day well and do all that you want to do.
(a) Stress Management (b) Work Management (c) Time Management (d) Event Management
- (v) ICT stands for :
(a) Information and Contact Technology (b) Information and Connection Technology
(c) Information and Communication Technology (d) Information and Call Technology
- (vi) Which of the following is software?
(a) Printer (b) Projector (c) Hard Disk (d) Cleaner

Q.2 Answer any 5 out of the given 6 questions :

1×5=5

- (i) **Which of the following is true about a Table of Contents?**
(a) Usually located at the end of a document.
(b) Provides an organized list of chapters along with their page numbers.
(c) Useful only for shorter documents.
(d) Primarily used for fiction books.
- (ii) **The document is creating by combining the main document with the data source fields.**
(a) Merged (b) Combined (c) Collated (d) Blank
- (iii) **A file saved with the extension .ott is called a ----- .**
(a) Style (b) Theme (c) Template (d) Object
- (iv) **Mail merge feature can help you in printing multiple addresses ----- on a single sheet.**
(a) Stickers (b) Objects (c) Labels (d) Details
- (v) **Which category of styles will you click to set the font and size of text in a paragraph?**
(a) Tablet Styles (b) Paragraph Styles (c) Character Styles (d) Indent Styles
- (vi) **----- is a combination of title, heading, and paragraph styles.**
(a) Style Set (b) Font Set (c) Color Set (d) Index Set

Q.3 Answer any 5 out of the given 6 questions :

1×5=5

- (i) **Which step should you follow before using the subtotal command?**
(a) Consolidate Data (b) Sort data (c) Filter data (d) both A & C
- (ii) **Sarah, a project manager, needs to combine data from various team progress reports into a master worksheet for an overall project overview. To achieve this, she will utilize**

the feature of a spreadsheet known as ____.

- (a) Consolidate (b) Subtotal (c) Columns (d) Data Provider

(iii) The ----- feature of spreadsheet enables you to keep track of the changes made by you or the other users in a spreadsheet.

- (a) Changes (b) Track Changes (c) Record Changes (d) Show Changes

(iv) A hyperlink in a spreadsheet can be ----- .

- (a) Text (b) Picture (c) both a and b (d) none of these

(v) ----- allows you to record a set of actions that you perform repeatedly in a spreadsheet.

- (a) Mail Merge (b) Review (c) Macro (d) Solver

(vi) An argument can be passed through a macro function ----- .

- (a) By Value (b) By Reference (c) Both a and b (d) None of these

Q.4 Answer any 5 out of the given 6 questions :

1×5=5

(i) In a database, the information is stored in the form of ____ :

- (a) Rows (b) Columns (c) Tables (d) All of the above

(ii) In which type of database, can you retrieve the data from the related tables?

- (a) Database Management System (b) Relational Database Management System
(c) Rational Database Management System (d) None of the above

(iii) A table can have only one ----- key.

- (a) Primary (b) Secondary (c) Composite (d) Concatenation

(iv) Which of the following database objects are used to retrieve data from database?

- (a) Queries (b) Tables (c) Reports (d) Layouts

(v) The ----- SQL command is used to create a table in the database.

- (a) Select (b) Create table (c) Insert table (d) Add table

(vi) The data type is used to store date or time or combination of date and time.

- (a) Date / Time (b) Calendar (c) Interval (d) Table

Q.5 Answer any 5 out of the given 6 questions :

1×5=5

(i) Deleted files and folders are stored in ----- .

- (a) Recycle bin (b) My Computer (c) Control Panel (d) None of the above

(ii) Choose the strong password out of the following:

- (a) 12345 (b) Aprfd@2021! (c) hello123 (d) password

(iii) We should never spray any liquid cleaner directly on:

- (a) Keyboard (b) Monitor (c) Mouse (d) All of the above

(iv) Press ----- to select all files.

- (a) Ctrl + S (b) Ctrl + A (c) Ctrl + D (d) Ctrl + P

(v) To open Temp folder type ----- in Run dialog box.

- (a) temp% (b) %temp% (c) #temp# (d) None of the above

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills:

2×3=6

Answer each question in 20–30 words.

- Q.6 What is a oral communication?
- Q.7 What are the key factors of effective communication?
- Q.8 What are skills involved in self-motivation?
- Q.9 What is an operating system ? Give a few examples.
- Q.10 Define a virus . Discuss any two methods of protection against virus.

Answer any 4 out of the given 6 questions in 20–30 words each (2X4=8 marks)

- Q.11 What is Table of Contents? List any two characteristics of a good TOC.
- Q.12 How can you name a range of cells ?
- Q.13 Describe the different types of hyperlinks.
- Q.14 What are the rules for defining a primary key ?
- Q.15 What is the use of select command of SQL?
- Q.16 What do you mean by text wrapping?

Answer any 3 out of the given 5 questions in 50–80 words each (4X3=12 marks)

- Q.17 List the different styles categories available in document.
- Q.18 Sudheer is not clear about the use of a database. Explain to him the following to give him a better understanding of the DBMS concepts.
- (a) Describe any four advantages of DBMS.
- (b) State the relationship and difference between a primary and foreign key
- Q.19 Consider the following table name Employee and write the queries for the following:

EmployeeID	FirstName	LastName	Department	Salary
1	Rajesh	Kumar	IT	60000
2	Priya	Singh	HR	55000
3	Anjali	Sharma	Finance	65000
4	Manish	Gupta	Sales	58000
5	Pooja	Verma	Marketing	60000

- (i) Write an SQL command to display the employees in descending order of their salary.
- (ii) Write a query to display the details of employees who belong to the 'HR' department.
- (iii) Write an SQL query to display the details of the employees whose salary falls within the range of 50000 and 60000.
- (iv) Write a query to delete the employee with Employee ID 3 from the table.
- Q.20 Define the following terms:
- (a) Scenarios (b) Goal Seek (c) Solver (d) Consolidate Data
- Q.21 How do you create a table of content in a document?
