2021

INFORMATION TECHNOLOGY ES (Vocational)

Total marks : 50

Time : 2 hours

General Instructions :

- *i)* Approximately 15 minutes is allotted to read the question paper and revise the answers.
- *ii)* The question paper consists of 30 questions. All questions are compulsory.
- *iii)* Marks allocated to each question are indicated against it.
- *N.B:* Check that all pages of the question paper is complete as indicated on the top left side.

Choose the correct answer from the given alternatives:

1.	 Phonetics is (a) study of how we write words in English (b) study of how people understand sentences (c) study of how many words the English language has (d) study of the sounds we make when we speak 				
2.	The different types of sounds us(a) vowel sounds(c) consonant sounds	(b)	nglish pronunciation are dipthary sounds all of the above	1	
3.	Dressing and grooming are impo (a) smart (c) shabby	(b)	ecause they help us to look untidy all of the above	1	
4.	 The best way to start our day positively is (a) thinking about all that can go wrong (b) thinking about the difficult test you will face during the day (c) thinking about all your accomplishment and feel good about it (d) thinking about the stressed 				
5.	To connect to the internet, the content of the internet society(c) internet service provider	(b)		1	
6.	Which of the following is an em(a) whatsapp(c) gmail	(b)	ice? wechat facebook	1	

7.	(a)	ich of the following is a chara Ability to take up risks Effective planning	cteristi (b) (d)	Belief in hard work			
8.	A situation where the result is not known and could lead to a loss is						
	(a) (c)	profit business	(b) (d)	1 risk none of the above			
9.	The (a) (c)	skills used for promoting gre Green job Green project	en ecor (b) (d)	nomy are known as 1 Green skills all of the above			
10.	the (a)	capacity of future generations		s of the present without compromising ed 1 sustainable development planning			
Answer the following questions in about 10-20 words:							
11.	Wha	at is a style?		1			
12.	What is a scenario?						
13.	What is a base file?						
14.	Define emergencies.						
15.	What is a goal seek?						
16.	What are the shortest ways to create form in Libre Office?						
17.	How can one apply table styles?						
18.	Defi	ine hazard.		1			
Ans	wer	the following questions in al	bout 20)-60 words:			
19.	Wri	te the steps to edit a template.		2			
20.	Mention the steps to resize an image in a document.						
21.	What are the two aspects of changing scenarios?						
22.	Write a short note on macro.						
23.	Write the importance of report in database.						

24.	What are the steps required to create an index?				
25.	Write any two points to be carried out for oxygen safeguard.	2			
26.	Mention any four types of emergencies.	2			
Answer the following questions in about 60-100 words:					
27.	Explain the four categories of style in Libre Office writer.	4			
28.	Write the various steps to merge a document.	4			
29.	Mention any four points on electrical safety.	4			
30.	Discuss the causes of fire and explosions when using oxygen.	4			
