2022
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)   *All questions are compulsory except Q. nos.18 to 23 where general option is given.*
iii) *The question paper consists of 23 questions.*
iv) *Marks allocated to every question are indicated against it.*

*N.B: **Check to ensure that all pages of the question paper are complete as indicated on the top left side.***

1. **Choose the correct answer from the given alternatives:**   **10x1=10**

i.   Which of the following is not an element of communication within the communication process cycle?
(a)   channel   (b)   receiver
(c)   time   (d)   sender

ii.   What does an upright body posture convey or show?
(a)   pride   (b)   professionalism
(c)   confidence   (d)   humility

iii. Which of the following can be defined as our emotional mental, physical, and social reactions to any perceived demands or threats?
(a)   stress   (b)   self management
(c)   responsibility   (d)   independence

iv.   In SMART goals, the letter A stands for?
(a)   awareness   (b)   achievable
(c)   aim   (d)   alert

v.   Which one of the following is a valid extension of a notepad file?
(a)   .jpg   (b)   .doc
(c)   .txt   (d)   .text

vi.   Which of the following short cut key is used to paste a file?
(a)   ctrl+p   (b)   ctrl+x
(c)   ctrl+v   (d)   ctrl+c

vii. What of the following is a function of an entrepreneur?
(a)   having misconceptions   (b)   being indecisive
(c)   being irresponsible   (d)   managing business

viii. Mary buys bulbs for her business from Noida. She learns that bulbs are cheaper in Faridabad. So, she decides to buy bulbs from there, which shows that Mary
(a)   takes risk   (b)   is creative
(c)   makes decisions   (d)   divides income

ix.   Which of the following is a renewable source of energy?
(a)   coal   (b)   wood
(c)   solar   (d)   petrol

x. The most important factor for sustainable development is
   (a)   food   (b)   clothing
   (c)   entertainment   (d)   education

Answer the following questions in one word or one sentence:

2.	What is the use of style?	**1**
3.	Name the two predefined list styles of writer.	**1**
4.	Write the full form of OLE.	**1**
5.	What is MACRO?	**1**
6.	List any two work areas of Libre Office base environment.	**1**
7.	Write the steps in creating a folder containing java archive in My SQL database.	**1**
8.	List any two types of accidents.	**1**
9.	Write one safety measure of smoking.	**1**

Answer the following questions in 20-50 words:

10.	Write one advantage of linking an image file in digital documentation.	**2**
11.	Write a short note on scenario.	**2**
12.	What is multiple operations tool?	**2**
13.	Mention four categories of hyperlink.	**2**
14.	Mention two benefits of storing data in a separate table.	**2**
15.	Write the description of the commands '#' and '<>'.	**2**
16.	Write any two points to be carried out for fuel safeguards.	**2**
17.	Mention any two sources of hazards with examples.	**2**

Answer *any four* from the following questions in 60-100 words:

18.	Explain the steps to use Fill Format mode.	**4**
19.	Explain the four controls for positioning of images within the text.	**4**
20.	Write the steps to add a comment to a change in a spreadsheet.	**4**
21.	How will you register a data source that is in .odb format?	**4**
22.	Write four important responses for general evacuation procedures during a fire event.	**4**
23.	Write the four procedures to be followed on hearing the fire alarm.	**4**

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