: 86-EK | NSQF LEVEL-2 | Code No. : 86-EK

Subject : **Information Technology**

(**/ Kannada and English Versions**)
(**/ Regular Repeater**)

28. 06. 2018]   [Date : 28. 06. 2018

9-30   11-45   ]   [Time : 9-30 A.M. to 11-45 A.M.

60]   [Max. Marks : 60

General Instructions to the Candidate :

1. ಈ   34

    – ಎ   – ಬಿ   – ಎ

              – ಬಿ   Functional English

    This Question Paper consists of 34 objective and subjective types of questions including **Section – A** and **Section – B. Section – A** consists of questions related to the subject Information Technology and **Section – B** consists of the questions related to Functional English.

2.

    This question paper has been sealed by reverse jacket. You have to cut on the right side to open the paper at the time of commencement of the examination. Check whether all the pages of the question paper are intact.

3.

    Follow the instructions given against both the objective and subjective types of questions.

4.   ಅಂ

    Figures in the right hand margin indicate maximum marks for the question.

5.   15

                        ಉ

    The maximum time to answer the paper is given at the top of the question paper. It includes 15 minutes for reading the question paper.

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TEAR HERE TO OPEN THE QUESTION PAPER

Tear here

– ಎ

SECTION – A

I.

:   7 × 1 = 7

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 :

1.

    (A)   (B)

    (C)   (D)

    Full screen option is available under this tab

    (A)   Home tab   (B)   Insert tab

    (C)   View tab   (D)   Page Layout tab

2.

    (A)   (B)

    (C)   (D)   XY

    Chart option that is NOT available in chart group is

    (A)   Link chart   (B)   Pie chart

    (C)   Bar chart   (D)   XY (Scatter) chart

3.

    (A)   .pptx   (B)   .docx

    (C)   .pdf   (D)   .xlsx

    File extension of presentation document is

    (A)   .pptx   (B)   .docx

    (C)   .pdf   (D)   .xlsx

4.

    (A)   (B)

    (C)   (D)

    The option used to present the presentation for audience is

    (A)   Custom show   (B)   Slide show

    (C)   Presentation show   (D)   Full show

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5.

(A)   (B)

(C)   ಸು   (D)

Identify the wrap text option

(A)   Round   (B)   Square

(C)   Expand   (D)   Rewrite

6.

(A)   (B)   ಪ್

(C)   (D)

The type of file used to store data in a single table is

(A)   Relational file   (B)   Heap file

(C)   Flat file   (D)   Hash file

7.

(A)   (B)

(C)   (D)

Data type that is NOT available in date time data type is

(A)   Date   (B)   Time

(C)   Timestamp   (D)   Binary date

II. $3 \times 1 = 3$

Fill in the blanks with suitable answer :

8.

....

The option used to convert capital letter to small letter and small letter to capital letter is ....

9.   ....

Two types of page orientations are landscape and ....

10.   ಕ್

....

Three options available under group dropdown are group, ungroup and ....

III. 11. **A-** **B-**

4 × 1 = 4

The words related to Database are given in **Column-A** and their meanings are given in **Column-B**. Match them :

A- Column-A		B- Column-B
i) Row	a) ಅ	Represents data elements organized using vertical column and horizontal rows
ii) Column	b)	Represents basic value
iii) Value	c)	Represents multiple Data
iv) Table	d) ,	Represents actual text and numerical data
	e)	Represents a single data item in a table
	f)	Represents set of data values of a particular type
	g)	Represents the whole page

IV. 6 × 1 = 6

Answer the following questions :

12. ಪ

Write shortcut keys for screen shot and print in word processor.

13.

What is speaker notes ?

14.

Why do we use calendar software ?

15.

Why chart is used in presentation ?

16.

Write the general syntax of update statement in Database.

17.

List any two data types available in numeric data type.

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V. 5 × 2 = 10

Answer the following questions :

18.

What is online shopping ? Mention any two popular online transaction websites.

/OR

Mention the situations when online shopping is useful.

19.

What are the uses of section breaks in word processor ?

20.

Write the steps to insert chart in spreadsheet.

/OR

Write the steps to insert Horizontal page break in spreadsheet.

21.

Explain any two views available in spreadsheet.

22. –

What is procedural and non-procedural types in DML.

VI. 4 × 3 = 12

Answer the following questions :

23.

Explain the process of data transfer over the internet.

/OR

Explain the two major types of networks.

24.

Write the steps for inserting an object to a word processor.

25.

What is the advantage of freezing rows and columns in a spreadsheet ? Write the steps to freeze the required rows and columns.

26. :

Explain the function of the following in a spreadsheet :

i)

Sort

ii)

Filter

iii)

Auto sum

VII. 2 × 4 = 8

Answer the following questions :

27.

Explain any four options available under page layout in a spread sheet.

28. i)

What is Journal entry in calendar software ? Mention the activities that can be automatically recorded.

ii)

What are notes in calendar software ? Write the steps to create and edit note.

/OR

i)

What is calendaring software ? Mention the two popular calendar softwares.

ii)

How do you schedule weekly activities using calendar software.

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– ಬಿ

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 × 1 = 3

29. Walk .... a straight line.

    (A)   in   (B)   with

    (C)   on   (D)   over

30. Identify the sentence in the past continuous tense

    (A)   She is playing

    (B)   They told me that they are going to school

    (C)   She was doing her homework

    (D)   The gate was closed

31. Resume does not include

    (A)   Name   (B)   Skills

    (C)   Experience   (D)   Complaint detail

II. Fill in the blanks with suitable word given in the brackets.   1

32. Delhi is the capital of India and is .... connected to all major cities of the country by road, rail and air (*well, will*).

III. Answer the following question :   2

33. Explain the following :

    i)   Signpost

    ii)   Fork.

IV. Answer the following question :   4 × 1 = 4

34. Fill in the blanks with the appropriate quantifier given in the brackets :

    i)   I was having .... (*a lot of, a lots of*) fun with my family at the airport.

    ii)   I do not have .... (*few, much, little*) hope of getting back my bag. Still I am going to lodge an FIR at the police station.

    iii)   It also had .... (*some, a few*) silver jewelry.

    iv)   The black bag contained .... (*much, more*) valuable things that I had bought for my sister wedding.

OR

Fill in the blanks with the appropriate connector/conjunctions given in brackets :

    i)   I went to see her .... (*and, but*) she wasn't at home.

    ii)   She was not at home .... (*however, so*) we came back.

    iii)   I came to see you .... (*because, so*) you are not well.

    iv)   It started raining .... (*as soon as, because*) we went out.

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