

NATIONAL SKILLS QUALIFICATION FRAME WORK (NSQF)

I PUC - MODEL QUESTION PAPER-2

FOR REDUCED SYLUBUS- 2020-21

Subject: INFORMATION TECHNOLOGY
Time : 10:00 AM to 12:15 AM

Subject Code: 61 E
Max Marks: **60**

I. Four Alternatives are given for each of the following question incomplete statement. Choose the correct alternative and write the complete answer along with its question numbers and alphabets.

10X1=10

1. Put these coins _____ the piggy bank.
a) on b) of
c) in d) between
2. I solved this issue for you. (choose the correct passive voice)
a) This issue is solving for me. b) This issue was solved for you by me.
c) This issue will going to solve for me. d) This issue had solved by me for you.
3. Location of host file in Linux is _____.
a) /private/etc/hosts b) SYS:etc\hosts
c) /system/etc/hosts d) /etc/hosts
4. _____ is a simple text editor used to create the CSS code.
a) word pad b) word processing
c) notepad d) all of the above
5. _____ gives a document a professional look and saves time.
a) styles b) watermark
c) charts d) images
6. Slide master view is available in _____ tab.
a) home tab b) view tab
c) slideshow tab d) insert tab
7. Selection pane is available in _____ group.
a) arrange group b) styles group
c) illustration group d) macros group
8. Goal seek is also called as _____.
a) what-if-analysis b) back solving
c) both a & b d) none of these
9. To sort mail messages based on size is called _____.
a) multiple criteria b) single criteria

c) both a & b d) only a

10. IPV4 uses _____ bit addresses.

a) 32 b) 64
c) 16 d) 128

II. Answer the following in one or two sentences. (Any 10)

10X2=20

11. List the feature of a product in buying it.
12. What is a customer service report?
13. Explain Trademark with an example.
14. List any 3 examples of plagiarism?
15. Write the steps to create watermark in word processing.
16. Write the steps to create a template in spreadsheet.
17. List out the different Master slides in a presentation?
18. Write the steps for “preserving the slide master” in presentation software.
19. Write the procedure to create a distribution list in email messaging?
20. Explain the purpose of AUTO-IP?
21. Write the differences between break and continue statements.
22. Write the procedure to send presentation to word processing software.

III. Answer the following in 3 or 4 sentences. (Any 6)

6X3=18

23. What are the activities of sales representatives?
24. List out the categories of smart art in word processing.
25. SmartArt has seven categories. These are
25. Explain the procedure to update workbook properties in spreadsheet.
26. Explain AND & OR logical function with an example.
27. Explain the procedure to set sensitivity options with an example.
28. Which are the several ways to form a computer network?
29. Explain multiple signaling methods.
30. Write the methods of including JavaScript code and explain.

IV. Answer the following in 5 or 6 sentences. (Any 2)

2X6=12

31. Explain a) client side scripting b) server side scripting.
32. Explain the different message format in email messaging software.
33. With a neat diagram, explain DNS process.