

NATIONAL SKILLS QUALIFICATION FRAME WORK (NSQF)

I PUC - MODEL QUESTION PAPER-1

FOR REDUCED SYLLABUS- 2020-21

Subject: INFORMATION TECHNOLOGY

Time : 10:00 AM to 12:15 AM

Subject Code: 61 E

Max Marks: 60

A) Choose the correct answer.

10*1=10

1. Is there _____ computer lab in your school?
a) a b) an
c) the d) no article needed
2. I guess _____ item is missing from this shelf..
a) a b) an
c) the d) no article needed
3. Identify the sentences that are not in the past perfect tense.
a) Natasha had complaining about new computer.
b) Natasha have complained about new computer
c) Natasha had been complained about new computer
d) None of the above
4. _____ is text or an image embedded as a background of a document..
a) Screenshot b) Watermark
c) Word art d) Page layout
5. Notes Master View option is available in the _____ tab.
a) Home b) View
c) Insert d) Page layout
6. To publish the presentation to a word processing document, click _____.
a) File>send b) File>publish
c) File>prepare d) File>workbook properties
7. You can change mail formats from Tools> Options, _____ tab
a) Message format b) Mail format
c) Option d) Change
8. _____ is also referred to as Service Requestors..
a) Client b) Server
c) custom d) ISP
9. Acronym for HTML _____.
a) **H**yper Text Markup Language. b) Higher Tool Markup Language
c) **H**igher Terminal Markup Language d) **H**igher Text Markup Language
10. Shape option is available under _____ group -.
a) font b) text
c) Illustrations d) styles

A) Answer the following question in 1 or 2 sentences. (Answer any 10) 10*2=20

11. Name a few brands name that makes desktop, laptop and tablet.
12. What is cross selling? Give an example
13. Define copyright and trademark.
14. What are the types of intellectual property?
15. Write a procedure to send presentation to word processing software.
16. List any two picture effect available in spreadsheet?
17. Explain the purpose of slide master in presentation.
18. Explain the procedure to preparing slide master in presentation?
19. Explain 'single criteria' in sorting mail messages?
20. Write a difference between baseband and broadband.
21. Explain patent with an example?
22. Explain the procedure to using installed templates in presentation.

B) Answer the following question in 3 or 4 sentences. (Answer any 6) 6*3=18

23. How products are promoted? Give an example?
24. Explain procedure to use formulas in word processing software?
25. Explain procedure to update workbook in spreadsheet?
26. Explain the procedure to workflow process in spreadsheet with an example?
27. Explain different message format in email message software?
28. What are the types of wireless LAN .explain any 1 of them?
29. Explain any three methods of connecting two or more computers?
30. Explain why java script said to be very user friendly?

C) Answer the following question in 5 or 6 sentences. (Answer any 2) 2*6=12

31. Explain the OSI model with the neat label diagram.
32. Write simple HTML code and explain any 6 elements.
33. List well known error message in trouble shooting network.