
20. Sample Question Paper: Information Technology Tools and Network Basics (M1-R5)

1. There are **TWO PARTS** in this Module/Paper. **PART ONE** contains **FOUR** questions and **PART TWO** contains **FIVE** questions.
2. **PART ONE** is to be answered in the **TEAR-OFF ANSWER SHEET** only, attached to the question paper, as per the instructions contained therein. **PART ONE** is **NOT** to be answered in the answer book.
3. Maximum time allotted for **PART ONE** is **ONE HOUR**. Answer book for **PART TWO** will be supplied at the table when the answer sheet for **PART ONE** is returned. However, candidates, who complete **PART ONE** earlier than one hour, can collect the answer book for **PART TWO** immediately after handing over the answer sheet for **PART ONE**.

TOTAL TIME: 3 HOURS

TOTAL MARKS: 100
(PART ONE: 40; PART TWO: 60)**PART ONE**

(Answer all the questions; each question carries ONE mark)

1. Each question below gives a multiple choices of answers. Choose the most appropriate one.

- 1.1. The gutter margin is added to
 - (a) Left Margin when printing
 - (b) Right Margin when printing
 - (c) Left and Top when printing
 - (d) Top and Bottom for printing

- 1.2. The following view is not available in the View Tab for slides
 - (a) Slide Sorter
 - (b) Notes Page
 - (c) Print View
 - (d) Reading View

- 1.3. The printer on which output is printed by light beam and particles of ink
 - a) Character Printer
 - b) Laser Printer
 - c) Beam Printer
 - d) Line Printer

- 1.4. The symbol used to make a cell address as absolute
 - (a) #
 - (b) \$
 - (c) %

- (d) !
- 1.5. Which option help us to send same letter to different persons
- (a) Mail Merge
 - (b) Macros
 - (c) Multiple Letter
 - (d) Template
- 1.6. The option used to join number of cells and place the contents in the middle of the joined cell
- (a) Format Cell dialog box and click merge cells
 - (b) Format cell dialog box click merge cell and then center
 - (c) Right click the selected cells select format cell and merge and center
 - (d) Formatting Tool Bar and click merge and center
- 1.7. The main page of a website is called
- (a) Main Page
 - (b) Home Page
 - (c) Index Page
 - (d) Bookmark
- 1.8. Which of the following does not have any limit on the money transfer digitally
- (a) IMPS
 - (b) NEFT
 - (c) UPI
 - (d) RTGS
- 1.9. Which of the following is not a search engine
- (a) Yahoo
 - (b) Bing
 - (c) Google
 - (d) Windows
- 1.10. When a Text Box object is deleted from a slide
- (a) The object is deleted but a text box and text is left on the slide
 - (b) The text box and text both are deleted.
 - (c) The text box is deleted and the text is pasted on the slide
 - (d) The text is deleted and the text box is pasted
2. Each statement below is either TRUE or FALSE. Identify and mark them accordingly in the answer book.
- 2.1. Freeware is software that is available at no monetary cost.
 - 2.2. CTRL + H key is used to hide the window.
 - 2.3. Maximum number of lines supported by Drop Cap is 10.
 - 2.4. Now() function is used to get current date only.
 - 2.5. Sort and Filter option is available in the Home Tab Only.

- 2.6. The text of a cell can be moved to separate cells.
- 2.7. Animation does not exist in slide layout.
- 2.8. Hyperlinks cannot be inserted in slides.
- 2.9. IMPS enables user to transfer money 24x7.
- 2.10. Hacking a computer is illegal and punishable by law.

3. Match the words and phrases in column X with the nearest in meaning in column Y.

Column A	Column B
3.1. Linux	1) F7
3.2. To go to first slide of the presentation	2) BCC
3.3. Open Source Software	3) Operating System
3.4. A security and privacy threat	4) Placeholders
3.5. A collection of worksheets	5) CTRL+HOME
3.6. Short cut key to check spelling and grammar error	6) Formula Bar
3.7. The objects on a slide that holds text	7) Linux
3.8. Copy formatting from one place and apply to another	8) Worm
3.9. To keep addresses hidden while copying mail	9) Format Painter
3.10. The actual contents of the cell are shown in	10) CTRL + PgUp
	11) Workbook

4. Fill in the blanks in 4.1 to 4.10 below, by choosing appropriate words and phrases given in the list below:

(a) Encryption	(b) CTRL + Space	(c) Flipcart	(d) Cookies
(e) Basic Code	(f) ESC	(g) Name Box	(h) CTRL + M
(i) 63	(j) MS SQL	(k) Formula Bar	(l) RAM

4.1	The _____ loses its contents when the power is switch off.
4.2	_____ is an e-commerce website
4.3	The current cell address is displayed in the _____
4.4	. _____ is scrambling of text to secure it during transmission.
4.5	The maximum number of columns supported by a table in a document _____
4.6	_____ .is the key used to insert new slide in a presentation.
4.7	_____ is the information stored on a user’s computer when he visit a website

4.8	A slide show can be stopped by pressing _____ key.
4.9	_____ is a language used to build macros in a document
4.10	_____ is the short cut key to highlight entire column

PART TWO
(Answer any FOUR questions)

- 5.
- (a) Describe the AutoCorrect Feature with example.
 - (b) What is the difference between primary memory and secondary memory? Briefly explain various types of primary and secondary storage devices.
 - (c) Write a short note on slide Handout Master.
- (4+8+3)
- 6.
- (a) Define Network Topology. Explain the various types of topologies.
 - (b) Define cell referencing. Explain different types of cell referencing with example.
- (7+8)
- 7.
- (a) Explain in detail the Bookmark and Hyperlinks feature.
 - (b) What are the advantages of presentation package? Give example of one such package. How can we create a transition and animation in a presentation?
- (7+8)
- 8.
- (a) Briefly explain the different types of instant messaging services available.
 - (b) What are the different types of charts options available? Briefly explain the procedure to create a pie chart.
 - (c) Define e-mail. Explain the advantages and disadvantages of e-mail.
- (5+5+5)
9. Briefly explain the following(Any three):
- (a) Cache Memory
 - (b) Internet of Things
 - (c) Compiler and Interpreter
 - (d) Internet Banking
 - (e) Netiquette
- (5*3=15)