VENUS WORLD SCHOOLS
Academic Session-2021-22
Half Yearly Test

Class:-X **Date:-22/9/2021**
Subject:-IT(402) **Max.Marks:-25**

General Instructions:
1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A
Answer any 5 questions out of the given 6 questions on Employability Skills

(1 x 5 = 5 marks)

1) Which of the following Cs is NOT one of the 7Cs?
   a)Completeness   b)Clarity   c)Cooperation

2) Whch of the following is an example of non-verbal communication?
   a)Smell of emon   b)Map of India   c)Bulletin Board

3) MCAfree,Symantec & Kaspersky are examples of :-
   a)OS   b)Antivirus   c)Backup

4) The feeling of sele-awareness enhances our:-
   a)Self-confidence   b)Self-monitoring
   c)Self -regulation   d)All of the above

5) The right button of the desktop contains:-
   a)Start button   b)Notification Area   c)None of these

6) High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress.
   a) Physical   b)Emotional   c) Mental   d) Financial

SECTION B

Answer any 15 questions out of the given 20 questions   **(1 x 15 = 15 marks)**

7) A _____ is a pre-defined combination of font style ,color and size of the text that can be applied to selected text.
a)Style   b)Theme   c)Home

8) Which is the new tab that opens on just inserting a picture or drawing object in Word?
a)Layout tab   b)Arrange tab   c)Format tab

9) The mail merge task pane appears in the _____ side of the screen.
a)Right   b)Left   c)Centre

10) What is the shortcut key for undo of an action?
a)Ctrl+Z   b)Ctrl+Y   c)Ctrl+U

11) If you modify the document ,what button should you press to update the table?
a)In the Table of contents ,click on Update table
b)Just press Ctrl+S   c)None of these

12) In order to use the subtotal feature on a data,you need to first:-
a)Transpose the data   b)Inverse the data   c)Group the data

13) If the links show up as a Google ,then in the HYPERLINK function,the second argument is:-
a)cannot be said   b)Google   c)www.google.com

14) The insert comment option is a part of the:-
a)Context menu of the cell   b)Insert tab   c)Review tab   d)Home tab

15) The macro-enabled workbook is saved with an extension of
a).xlsm   b).xlsx   c).docx   d).docm

16) The "what -if" scenarios feature allows to create
a)Different case of input   b)Predicts the values
c)Finds the minimum and maximum

17) Krishna wants to make a flowchart for his programs in a word document.Which option should he use to accomplish this task efficiently?
a)Drawing/Shapes   b)Symbols
c)Pictures   d)All of these

18) A collection of related records is known as:-
a)Record   b)File   c)Field   d)tuple

19) What is the singular form of data?
a)Datan   b)Datas   c)Datum   d)Dataes

20) _____ means combining data in a spreadsheet from different worksheets into master worksheet.
a. Hyperlinks   b. Consolidating   c. Linking   d. Filter

21) Which of the following is more elaborate form of Goal Seek?
Subtotal   b. Scenario   . Solver   d. Consolidate

22) Scenarios are a tool to test questions.
a) Auto   b) Goal Seek   c) What-if   d) Drop Down

23) Which menu is used to create "Table of Contents" in a document?
a)Styles menu   b)Insert menu   c)Format menu   d)File menu

24) In order to delete an image in writer,Click on the image and press:
a)Delete key   b)Alt key   c)Shift key   d)None of these

25) Which of the following is the name of a DBMS software?
a)Writer   b)Calc   c)Base   d)None of these

26) The combining of data source and main document in word is known as:-
a)combining   b)combing   c)merging

SECTION C
(COMPETENCY BASED QUESTIONS)
Answer any 5 questions out of the given 7 questions   (1 x 5 = 5 marks)

27) Amrita is celebrating her 14 birthday .She wants to invite her friends and family members to the party.Which feature will she use to send the same invite to many people with diiferent addresses without typing it again and again?
a)Mail Merge   b)Letter Wizard
c)Document type   d)None of these

28) Sunita is making a project in spreadsheets. Her friend has told her how to rename a spreadsheet as it will help her identify the worksheet data easily.
She was very excited and told the same to her brother. Her brother told her that in spreadsheets(OpenOffice0, a worksheet can be renamed using _____ ways.
a)2   b)3   c)4   d)1

29) Gaurav has inserted an image in a document. He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task?
a)Clip art   b) Cut   c)Crop   d) Contrast

30) Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees?

a) Macro   b)Link Workbook   c)Change Worksheet   d) Track Changes

31) Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project,which they have created in a spreadsheet.They both want to work simultaneously to complete it on time.Which option they should use to access the same Spreadsheet to speed up their work.

a)Consolidate Worksheet   b)Shared Worksheet
c)Link Worksheet   c)Lock Worksheet

32) Rohit scored 25 out of 30 in ENGLISH ,22 out of 30 in Maths.He wants to calculate the score in IT he needs to achieve 85% in aggregate.suggest him the suitable option out of the following to do so.

a)Macro   b)Solver
c)Goal Seek   d)Sub total

33) Prisha is a book editor. She wants to change the indentation of all paragraphs, and change the font of all titles in the book. Which feature she should use to make the task easy?

a) Styles   b)Templates
c)Table of content   d)Consolidating