

Paper pattern

Marks - 50 M

Hours - 2 hrs

Revision

Section A :- objective questions - 4M

- ① Go through all MCQ & fill in the blanks questions given below unit 1, 2, 3.

Section B :- objective questions

Go through all MCQ & fill in the blanks questions given below chapters (1-9).

Subjective type questions

Section A :-

- ① 2M questions

Unit 1 :- → Chapter 1-3.

- 1) Ch 1 :- Refer ^{Q.3} 20-30 questions.
 2) Ch 2 :- → Q.3, ^{Ans 13} 20-30 words (Refer)
 3) Ch 3 :- → Q.3 Answer in 50-80 words (Refer)
 this questions & write the answer in 20-30 words

Unit 2 :- → chapter 5-6,

- 1) Ch 5 → Refer Q.4. → Answer in 50-80 word each,
 but write the answer in 20-30 words only.
 2) Ch 6 → Refer Q.4 → Answer in 50-80 words,
 → but write the answer in 20-30 words only.

Unit 3 :- → chapter 7-13

- * Refer only 20-30 words questions from all chapters

Section B

classmate

Date _____

Page _____

2 M questions

Unit 1 : → (Refer page no. 147, 150, 151, 152, 153.)
Go through Applications of IT & (its) Advantages
of IT & various sector.

Unit 2 ! → Go through q. 50-80 words ch 2-3
But write the answer in 20-30 words.
Go through all question.

Unit-3 : → Go through all 2M & 4M
questions from unit 3.

4 Marks questions.

Painting

When you see the print preview, what are different options.

4 Marks questions (Revision)

How can you see the print preview, what are different options. printing

- 1) What is the role of IT in banking?
- 2) What are the types of BPO? Define
- 3) IT in Government and public (Sector) services.
- 4) What are the different keys in a keyboard?
- 5) What is the mouse? write the actions of the mouse?
- 6) What are the student statistics?
- 7) What are the components of the word window?
- 8) (Explain any 8 components)
- 9) What are the steps to close a document?
- 10) Explain the use of following functionality in word a) Thesaurus, find and Replace, Spelling and error, Bold, Italic or underlined in detail.
- 11) What are header & footer, and what are their uses?
- 12) What are the methods for paragraph Indentation? Define ~~any~~ any 2 methods.
- 13) What is the use of superscript & subscript into a word?
- 14) What are the steps to insert tables by grid?