

Revision IT 402 IX

Paper marks :- 50 M

Time :- 2 Hrs

classmate

Date

Page

1) Answer the following questions. Section A & Section B.

→ Refer the MCQ questions given below the chapter.

→ Refer the unit Test paper & Sample paper given from "page no. 287".

→ Read Recap zone & fill in the blanks question.

→ Twice read the question before writing any answer.

Q 2) Answer the following questions in 20-30 words each. From section A Employability skills.

1) What is oral communication?

2) What is perspective?

3) What are different types of barriers in effective communication? Explain it.

4) What is difference between feedback & Noise?

5) What are the features of effective communication?

6) What is SWOT analysis? Explain.

7) Explain 4 tips for building self-confidence.

8) What is stress-management?

9) What is self-management?

10) State two difference between RAM and ROM.

11) What are the different types of printers?

12) What are the types of Blogs?

- 13) what are the different ICT Tools ?
- 14) what are the entrepreneurial skills ?
- 15) Think about any business idea. write how it will help you achieve success.
- 16) write 4 objective for entrepreneurship development.
- 17) List any 4 characteristics of Entrepreneurs.
- 18) what are the different biomes ?

Q 3) Answer the Following questions in 20-30 words Each.

“From section B. subject specific skills.”

- 1) what is Information Technology ?
- 2) what are different keys on keyboard.
- 3) what is Rapid Typing ?
- 4) what are the components of the main window in Rapid Typing ?
- 5) what is the Status bar and Title Bar ?
- 6) what is the ribbon in Microsoft word ?
- 7) what is a cell ? what is the use of tables ?
- 8) what are the different options available for page setting in print preview ? Explain any 2.
- 9) what is the use of paragraph spacing ?
- 10) what is page margin ? what is page orientation ?
- 11) what is the use of scroll bars & Ribbon in Excel ?
- 12) what are the different functions in Excel ?
- 13) what is data & time data type ?
- 14) what is a spreadsheet ?
- 15) what is a power point slideshow ?

- 16) What are the key elements of a good presentation?
- 17) What are transitions?
- 18) What is Rehearse Timings?
- 19) Define Themes in power point.
- 20) What is the use of Slide Master?

Q 4) Answer the following questions in 30-80 words each. "Subject specific skills"

- 1) What is BPO? What are types of BPO explain it.
- 2) What is use of IT in education explain.
- 3) What are the Methods of Paragraph indentation explain any two.
- 4) What are the components of word window?
- 5) What are header & footer, and what are their uses?
- 6) How can you create a workbook, saving a workbook & delete an existing worksheet explain in steps.
- 7) Perform the operation on given data.
1. Sum 2. Average 3. Percentage 4. Max 5. Min 6. Count
- 8) What are the different charts in excel? Explain any 2.
- 9) What are the components of Power point window?
- 10) What are the points to make a good presentation?
- 11) What are the slide layouts?
- 12) What are the basic elements of a slide?
- 13) How will you modify Themes?
- 14) How can you save your file in pdf format?
- 15) What is the Mouse? Write the actions of the Mouse.