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Total No. of Questions : 20]   [Total No. of Printed Pages : 4

(handwritten: GGHSS Magam
Class :- 10th (Soft zone)
Subject :- IT & ITEs
Exam :- AIR-2023
(9419877030)

XARJKUT23
9326
IT/ITEs
(Vocational)

Time : 2½ Hours]   [Maximum Marks : 60

Section–A

(Employability Skills)

(Long Answer Type Questions)   6

1. Explain the following :

   (i)   Worm

   (ii)   Virus

   (iii) Trojan Horse

Or

   Explain the different types of keys on keyboard.

(Short Answer Type Questions)   3 each

2. Write any *three* functions of an Entrepreneur.

3. What are the methods of communication ?

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(Very Short Answer Type Questions)   2 each

4. What do you mean by Feedback ?

5. What is Operating System ? Give example.

(Multiple Choice Questions)   1 each

6. (i)   What are the types of words we should use for verbal communication ?

   (A) Acronym   (B) Simple ✓

   (C) Technical   (D) Jargons

   (ii)   Which of the following trap small children into inappropriate relations ?

   (A) Online predators ✓   (B) Worms

   (C) Trojan Horse   (D) Anti-virus

   (iii) How many sustainable development goals are given by the UN ?

   (A) 18   (B) 17 ✓

   (C) 15   (D) 20

   (iv)   What is the term used when you press and hold the left mouse key and move the mouse around ?

   (A) Highlighting   (B) Dragging ✓

   (C) Selecting

   (D) Moving

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(3)

Section–B

(Vocational Skills)

(Long Answer Type Questions) 6

7. Define the following :

    (i)   Primary key

    (ii)   Foreign key

    (iii)   Candidate key

Or

Define the following :

    (i)   Query

    (ii)   Report

    (iii)   Form

(Short Answer Type Questions) 3 each

8. Give any *three* advantages of DBMS.

9. How to compare 2 Excel workbooks ?

10. What are the ways of inserting an image in a document ?

11. What are the safety rules to follow at workplace ?

(Very Short Answer Type Questions) 2 each

12. What is Relative hyperlink ?

13. What is Scenario ?

14. Define Query.

15. What do you mean by First aid ?

16. What are two different categories of styles ?

17. Define Image Resizing.

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18. What is anchor to an image in a document ?

19. Define Macro.

(Multiple Choice Questions)   1 each

20. (i)   .... is a container in which we store files.

   (A) App   (B) File

   (C) Folder   (D) Path

(ii)   A field that uniquely identifies records in a table is known as :

   (A) Primary key   (B) Candidate key

   (C) Foreign key   (D) Alternate key

(iii)   Which of the following is not a 'What-if Analysis tool' ?

   (A) Scenario   (B) Track change

   (C) Solver   (D) Goal seek

(iv)   File extension of saving a file in MS Excel :

   (A) .xlsx   (B) .docx

   (C) .otd   (D) .ppt

(v)   Which of the following is not a type of styles in libre writer ?

   (A) Character Style   (B) Page Style

   (C) Color Style   (D) List Style

(vi)   What is the purpose of first aid ?

   (A) To sustain life

   (B) To promote speedy recovery

   (C) To prepare for further medical treatment

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Total No. of Questions : 20]   [Total No. of Printed Pages : 7

(handwritten) 4/GHSS magam
Class:- 10th (Hard Zone)
Sub:- IT & ITeS
Exam:- A/R-2023

10ᵗʰ ARJKLK23
9419
IT/ITEs
(Vocational)

Time : 2½ Hours]   [Maximum Marks : 60

Section–A

(Employability Skills)

(Long Answer Type Questions)   6

1. Discuss about the various threats to a computer system.

Or

Define Software. Discuss system software and application software.

(Short Answer Type Questions)   3 each

2. Define Communication. What are the different parts of communication ?

3. Define ICT and name various ICT devices.

(Very Short Answer Type Questions)   2 each

4.   Define Verbal Communication.

5.   What do you mean by self-management ?

(Multiple Choice Questions)   1 each

6.   (i)   Which of the following is not an element of communication within the communication process cycle ?

(A) Channel

(B) Receiver

(C) Sender

(D) Time

(ii)   To apply leave at work, which method of communication will you use ?

(A) E-mail

(B) Poster

(C) News letter

(D) Blog

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(iii) Which of the following is an example of oral communication ?

    (A) Newspapers

    (B) Letters

    (C) Phone

    (D) E-mail

(iv) Which short-cut key is used to print a file ?

    (A) Ctrl + V

    (B) Ctrl + X

    (C) Ctrl + S

    (D) Ctrl + P

Section–B

(Vocational Skills)

(Long Answer Type Questions)   6

7. Define DBMS. What are the various advantages of DBMS ?

Or

What is data model ? Discuss the various data models used for database design.

Turn Over

(Short Answer Type Questions)   3 each

8. Discuss Styles. What are the different style categories ?

9. Discuss Query in DBMS with an example.

10. Discuss the types of Accidents.

11. Discuss the various safety rules of follow at workplace.

(Very Short Answer Type Questions)   2 each

12. What is First Aid ?

13. Define Image Resizing.

14. Define 'Table of Contents'.

15. What do you mean by 'Heading of a Document' ?

16. What is the use of 'Consolidate Function' ?

17. Define 'Macro'.

18. What is the use of Hyperlink ?

19. Define 'Data'.

(5)

20. (i)   The last option in style action button of style menu is :

(A) Overwrite

(B) Frame

(C) Load styles

(D) Page or numbering

(ii)   .... is the process to extract useful information for making

effective decisions in LibreOffice Calc :

(A) Data consolidation

(B) Subtotal

(C) Data analysis

(D) None of these

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Turn Over

(iii) Which of the following is a what if analysis tool ?

(A) Primary key

(B) Goal seek

(C) Macro

(D) None of these

(iv) LibreOffice Calc is :

(A) Word processor

(B) Spread sheet

(C) Presentation software

(D) Animation software

(v) Which of the following functions help to summarize data in LibreOffice Calc ?

(A) Subtotal function

(B) Goal seek

(C) Relative hyperlink

(D) Average function

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(vi)   Basic unit of any DBMS is :

(A) Forms

(B) Queries

(C) Tables

(D) Reports

Total No. of Questions : 20]   [Total No. of Printed Pages : 4

(handwritten: lyHSS Magam / Class :- 10th / Sub :- IT & ITes / Exam :- A|P-8|A-2023)

XAPBIAJKLK23
9934
IT/ITES
(Vocational)

Time : 2.30 Hours]   [Maximum Marks : 60

Section–A

(Employability Skills)

(Long Answer Type Questions)   6

1. Discuss Computer Security. What are the various ways by which we can protect our data ?

Or

Discuss the qualities of a successful entrepreneur.

(Short Answer Type Questions)   3 each

2. Define Self-Management. Discuss the importance of Self-Management.

3. Discuss the uses of ICT at workplace.

(2)

(Very Short Answer Type Questions)   2 each

4. Define Writing Skills.

5. Why is feedback important in the process of communication ?

(Multiple Choice Questions)   1 each

6. (i)   You say 'Good Morning' when it is :

        (A) 11 AM   (B) 9 AM

        (C) 8 AM   (D) All (A), (B) and (C) ✓

    (ii)   Which of these are question words ?

        (1) What   (2)   Want

        (3) How   (4)   Here

        (A) (1), (2) and (4)   (B)   (1), (3) and (2)

        (C) (1) and (3) ✓   (D)   (1) and (4)

    (iii) Which of the following is a quality of a self-confident person ?

        (A) Patient   (B)   Compassionate

        (C) Committed ✓   (D)   Careless

    (iv)   Which shortcut key is used to save a file ?

        (A) Ctrl + S ✓   (B)   Ctrl + P

        (C) Ctrl + V   (D)   Ctrl + X

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Section–B

(Vocational Skills)

(Long Answer Type Questions) 6

7. Discuss Data type. Define any *four* commonly used data types from the list given below :

   (a) Binary data type   (b) Boolean data type

   (c) Date data type   (d) Text data type

   (e) Numeric data type

Or

Define relationship between tables in RDBMS. Discuss various types of relationships in a relational database.

(Short Answer Type Questions) 3 each

8. Define templates. What are the advantages of using templates ?

9. Define the following :

   (a) Table   (b) Forms

   (c) Reports

10. Discuss the fire safety rules.

11. Explain electrical safety rules.

(Very Short Answer Type Questions) 2 each

12. Define Emergency.

13. What is 'Fill Format' ?

14. What are Styles ?

15. Define 'Image Cropping'.

16. Define 'Data Analyzing'.

(4)

17. What is 'Hyperlink' ?

18. What is the purpose of 'Goal Seek' ?

19. Define 'Information'.

(Multiple Choice Questions)   1 each

20. (i)   File extension of Libre office writer document is :
    (A) .odt   (B) .word
    (C) .doc   (D) .jpeg

    (ii)   The intersection of rows and column is called :
    (A) Sheet   (B) Cell
    (C) Workbook   (D) Spreadsheet

    (iii) .... is used to combine information from multiple sheets
           of the spreadsheet into one place.
    (A) Macro   (B) What-if-Analysis
    (C) Consolidate Function   (D) Column Labels

    (iv)   A field that uniquely identifies records in the table is known
           as :
    (A) Candidate key   (B) Primary key
    (C) Special key   (D) Function key

    (v)   Libre office calc is a :
    (A) System software   (B) Word processor
    (C) Operating system   (D) Electronic spreadsheet

    (vi)   In spreadsheet data is stored in :
    (A) Linear files   (B) Batches
    (C) Rows and Columns   (D) None of these

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