

Total No. of Printed Pages—4

21/VC/(IT/ITeS)

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INFORMATION TECHNOLOGY (IT/ITeS)

(Vocational Course)

Full Marks : 30

Time : 1 hour

The figures in the margin indicate full marks for the questions

PART—A

(Employability Skills)

(Multiple Choice Questions)

Choose the correct option :

1. Which of the followings is not an element of communication within the communication process cycle? 1
 - (a) Channel
 - (b) Receiver
 - (c) Sender
 - (d) Time

2. What makes you complete work or studies without others cheering you? 1
 - (a) Self-confidence
 - (b) Communication
 - (c) Self-motivation
 - (d) Self-esteem

(2)

3. Which of the following functions is not performed using a mouse? 1

- (a) Turn on
- (b) Hover
- (c) Right click
- (d) Drag and drop

4. Ravi's customer comes to his store and starts shouting at him. He does not get angry. He listens to what his customer is saying. He is

- (a) hardworking
- (b) confident
- (c) patient
- (d) prying new

1

(Short Answer-type Questions) (20-50 words each)

5. Define sustainable development. 2

6. Define verbal communication. 2

7. How do ICT skills help us? 2

(3)

PART—B

(IT/ITeS)

(Multiple Choice Questions)

Choose the correct option :

- 8.** Which is not the style category from the followings? 1
(a) Page
(b) Paragraph
(c) Frame
(d) Bullets and numbering
- 9.** A ____ is a collection of logically related data item stored in an organized manner. 1
(a) document
(b) spreadsheet
(c) database
(d) notepad
- 10.** Which is not the type of relationships between two tables in a relational database? 1
(a) One-to-one
(b) One-to-many
(c) Many-to-many
(d) Many-to-one
- 11.** ____ safety refers to the working environment at a company and encompasses all factors that impact the safety, health and well-being of employees. 1
(a) Office
(b) Organization
(c) Workplace
(d) Area

(4)

(Very Short Answer-type Questions)
(1 word or 1 sentence each)

- | | |
|--|---|
| 12. What is a style? | 1 |
| 13. What is sharing a spreadsheet means? | 1 |
| 14. What is editing a table means? | 1 |
| 15. What is resizing an image means? | 1 |

(Long Answer-type Questions) (60–100 words each)

Answer *any* **three** questions

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|---|---|
| 16. What is fill format? Write the steps of how to use fill format in writer. | 4 |
| 17. What is consolidate data? Write the steps to consolidate data. | 4 |
| 18. Define data model. Explain the different data models. | 4 |
| 19. Explain the commonly used data types. | 4 |
| 20. Explain the health related musculoskeletal problems with solution. | 4 |
| 21. Explain the commonly occurring accidents in organizations. | 4 |

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