



- (v) Arun has downloaded an e-commerce website to buy new products from it. During registering the phone number, he came across the word OTP. Tell him the full form of OTP.  
 (a) One Tap Phone                      (b) One Time password                      (c) Only Time Password
- (vi) Dr. Akshat is a medical practitioner. He needs to perform a surgery for his patient. For that, he is required to monitor the heartbeat of the patient. Which device would be most suitable for this purpose ?  
 (a) ECG    (b) MRI    (c) EEG

**Q.(2) Answer any 5 questions out of the given 6 questions on Digital Documentation.      (1 x 5 = 5 marks)**

- (i) File that contains names and addresses in mail merge is called :  
 (a) Data source    (b) Main document    (c) Letter
- (ii) Which of the following shows the correct sequence of path for deleting a table ?  
 (a) View>Delete Table    (b) Table>Delete>Table    (c) Edit>Delete Table
- (iii) A part of document that appears at the top of every page :  
 (a) Footer    (b) Header    (c) Margin
- (iv) Which of the following is an internet based web application ?  
 (a) Notepad    (b) MS word    (c) Google Docs
- (v) Mayank had deleted some text mistakenly, and he wants to bring the text back. Which option will help him to do so ?  
 (a) Redo    (b) Undo    (c) Redone
- (vi) Mr. Rajan wants to write  $x^2$ . But when he writes this, it shows  $x2$ . Which option should he use to get 2 at its proper place ?  
 (a) Superscript    (b) Strikethrough    (c) Subscript

**Q.(3) Answer any 5 questions out of the given 6 questions on Electronic Spreadsheet.      (1 x 5 = 5 marks)**

- (i) Lata was curious to know the name of the cell with a dark boundary around it. Answer her query.  
 (a) Active cell    (b) cell    (c) Reference cell
- (ii) In OpenOffice Calc, formula starts with :  
 (a) +    (b) =    (c) -
- (iii) Aashika is curious to know what type of data is "2.30E+08". Solve her query by suggesting the right option.  
 (a) Number format data    (b) Scientific format data    (c) User defined data
- (iv) Which of the following is the correct term for a "..... is a mathematical expression to perform calculation on data in cells" ?  
 (a) Numbers    (b) Text    (c) Formula
- (v) What is the name given to the chart that is a combination of columns and lines ?  
 (a) Bubble chart    (b) Column and Line chart    (c) Line chart
- (vi) Tanu wants to know the name of the reference in terms of the position of a formula relative to the cells. Solve her query.

**Q.(4) Answer any 5 questions out of the given 6 questions on Digital Presentation. (1 x 5 = 5 marks)**

- (i) Shortcut key to run the presentation is :  
(a) F5 (b) F6 (c) F7
- (ii) By default, the slide master design is applied to :  
(a) Only active slide (b) All the slides (c) The first slide
- (iii) Aashi wants to copy the slides of the presentation. Which view is used to do the same ?  
(a) Normal view (b) Slide sorter view (c) Reading view
- (iv) Naman wants to know what are Left, Center, Right and Justified are a type of what concept.  
Answer his query.  
(a) Bullets (b) Alignments (c) Spacing
- (v) Which view of Impress is best for rearrangement of slides ?  
(a) Normal (b) Outline (c) Slide Sorter
- (vi) Nishant is working on a presentation. He had inserted an image. Now, he wants to resize the image.  
What are the steps to do so ?

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**Answer any 6 out of the given 8 questions. (2 x 6 = 12 marks)**

**Q.(5)** Describe MRI and ECG in brief.

**Q.(6)** Expand the following :

- (a) CAT (b) EEG (c) BHIM (d) BPM

**Q.(7)** Describe Main document and data source used in mail Merge process.

**Q.(8)** Differentiate between Header and Footer.

**Q.(9)** What is the difference between workbook and worksheet ?

**Q.(10)** What is a cell ? What do you mean by a range of cells ?

**Q.(11)** How can you group and ungroup different drawing objects in a presentation ? Explain.

**Q.(12)** Write the steps to delete and rename slides in a presentation.

**Answer any 6 out of the given 8 questions. (3 x 6 = 18 marks)**

**Q.(13)** Explain any three characteristics of computers.

**Q.(14)** How has IT played an important role in Medical and Education ? Explain

**Q.(15)** Explain the steps to print letters using Mail Merge process.

**Q.(16)** Describe different types of change case options used in Writer.

**Q.(17)** What are the various types of cell referencing used in Calc. Explain.

**Q.(18)** Explain different types of charts used in Calc. (Any three)

**Q.(19)** Describe any three qualities of a good presentation.

**Q.(20)** What are the different types of views in presentation ? Explain.

\*\*\*\*\* ALL THE BEST \*\*\*\*\*