

1. Could you get me ____ glass of milk ?
(a) a (b) the
(c) an (d) to
2. I would like to cancel ____ Mushroom Pizza I ordered.
(a) a (b) an
(c) the (d) no article needed
3. Neha gave me a pen set as a return gift on ____ birthday.
(a) herself (b) her
(c) she (d) none
4. Which one of the following is in Present Continuous Tense?
(a) Everybody will have a great time at the party.
(b) Everybody is having a great time at the party.
(c) Everybody have a great time at the party.
(d) Everybody will be having a great time at the party.
5. ____ is not the type of wireless internet connectivity.
(a) Wi-Fi (b) DSL
(c) 3G (d) WiMAX
6. When ____ is turned on, computer emits sound cues when the locking keys are pressed.
(a) Enter Key (b) Toggle Keys
(c) Filter Keys (d) Function Keys
7. Autosum is used for ____ the values given in cells automatically without writing the formula to perform the operation.
(a) Multiplying (b) Adding
(c) Comparing (d) Editing
8. Conditional Formatting option is available under ____ group in the Home tab.
(a) Editing (b) Cell
(c) Styles (d) Number
9. Audio Clips are used for playing ____ while making presentations.
(a) Slides (b) Animation
(c) Sound (d) Movie
10. You can categorize appointments in time management software by giving specific ____ to appointments.
(a) telephone calls (b) color
(c) entry (d) time
11. A ____ is an appointment to which you invite people or reserve resources.
(a) notes (b) meeting
(c) journal (d) email
12. A/An ____ statement is used to add records in a table.
(a) Alter (b) Update
(c) Select (d) Insert

Section - B

13. Identify the tense in the following sentences and convert them into present perfect tense:-
(i) I worked here for 3 years.
(ii) She will be doing her job well.
14. Explain any two terms and phrases for giving directions.
15. Give meaning of following terms :-
(i) Broker
(ii) Commission
16. Differentiate between header and footer. List any two items that may be included in header and footer.

OR

Explain templates and the benefits of using the templates.

17. Ramesh wants to give special effects while slide changes in a presentation. Suggest him an appropriate way to do so. Also, suggest an appropriate way to animate the slide objects in a slide.

OR

In how many ways, you can insert a movie in the presentation? Mention them.

18. Explain journal entry and list any two activities that may be recorded using Journal Entry.
19. Explain RDBMS and Data Servers.
20. Explain forms and reports with respect to Databases.

Section-C

21. Explain the following terms :

- (a) LAN
- (b) WWW
- (c) MODEM

22. Explain following three terms:

- (a) Font shrink
- (b) Superscript
- (c) Toggle Case

23. Mention any three benefits of section break with reference to word documents.

24. Explain following with respect to spreadsheets :-

- (a) Page Break Preview
- (b) Conditional Formatting
- (c) Bar Chart

25. Kamakshi is preparing a Digital Presentation. Give her three tips for making an effective presentation.

26. Write the answers based on the following table :-

Table : Employee

Empid	Name	Deptid	Qualification	Sex
1	Deepali Gupta	101	MCA	F
2	Rajat Tyagi	101	BCA	M
3	Hari Mohan	102	B.A	M
4	Harry	102	M.A	M
5	Sumit Mittal	103	B.Tech	M
6	Jyoti	101	M.Tech	F

- (a). Suggest a suitable data type for the field Empid and Name in the table Employee.
- (b). Write a query to display all the records of the table for deptid =101.
- (c). Add a new record with the following details:
(7, 'Chandan Makhija', 102, 'MCA', 'M')

Section - D

27. Explain the purpose of a blog. Mention any one free blog providing website. Also give any three guidelines for managing strong passwords.
28. Consider the following spreadsheet and answer the questions that follow :

	A	B	C	D	E	F
1	Region	Sales 2008	Sales 2009	Sales 2010	Sales 2011	
2	New Delhi	56	67	85	87	
3	Mumbai	66	77	54	91	
4	Chennai	74	85	67	77	
5	Calcutta	75	65	47	63	
6						

- (a). Calculate the Total sale for the year 2008 in cell B6.
- (b). Write formula/expression to find difference in sales of Mumbai and Delhi for the year 2009 as sales of New Delhi-sales of Mumbai.
- (c). Write formula/expression to find the average sale of year 2010 .
- (d). Write expression to find the total sale for the year 2010 and 2011 in Mumbai in cell G3.
- (e). Name the chart that may be used to show the relationship of the changes in the data over a period of time.