

# B

**CCE RF  
CCE RR  
Revised & Unrevised**

**NSQF LEVEL-2**

**KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD, MALLESWARAM,  
BANGALORE – 560 003**

**NSQF LEVEL-2 EXAMINATION, MARCH/APRIL, 2019**

**MODEL ANSWERS**

Date : 04. 04. 2019 ]

CODE NO. : **86-EK**

**Subject : Information Technology**  
( Regular Fresh & Regular Repeater )

[ Max. Marks : 60

Gn. Nos.	Value Points	Total
<b>SECTION - A</b>		
I.	Four alternatives are given for each of the following questions / incomplete statements. Choose the correct alternative and write the complete answer along with its question number and alphabet : $7 \times 1 = 7$	
1.	Share workbook option is available under (A) Window group in view tab (B) Changes group in data tab (C) Changes group in review tab (D) Window group in data tab. <b>Ans : C</b> — changes group in review tab	1
2.	The option available under wrap text is (A) square (B) arrow (C) circle (D) triangle <b>Ans : A</b> — square	1
3.	The group of charts that include cylinder, cone and pyramid subtypes is (A) Bar chart, Pie chart (B) Bar chart, Column chart (C) Pie chart, Column chart (D) Area chart, Line chart <b>Ans : B</b> — Bar chart, Column chart	1

**RF & RR (B) - 401**

[ Turn over

Qn. Nos.	Value Points	Total
4.	<p>The actions that can be performed by an user are called</p> <p>(A) notes (B) appointments</p> <p>(C) journals (D) tasks</p> <p><b>Ans : D — tasks</b></p>	1
5.	<p>With reference to database</p> <p>INSERT statement : Insertion of new information :: SELECT statement :.....</p> <p>(A) retrieval of information (B) modification of information</p> <p>(C) deletion of information (D) specifying of information</p> <p><b>Ans : A — retrieval of information</b></p>	1
6.	<p>An option available under Editing group of Home tab in a spreadsheet is</p> <p>(A) Format (B) Autosum</p> <p>(C) Freeze panes (D) Page layout</p> <p><b>Ans : B — Autosum</b></p>	1
7.	<p>The option to be clicked to get two additional options while accepting a meeting request is</p> <p>(A) Accept (B) Decline</p> <p>(C) Propose New Time (D) Tentative</p> <p><b>Ans : C — Propose New Time</b></p>	1
II.	Fill in the blanks with suitable answer : <span style="float: right;">3 × 1 = 3</span>	
8.	<p>The small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters by selecting the option .....</p> <p><b>Ans : Toggle case.</b></p>	1
9.	<p>In a spreadsheet, the option that makes all the tabs hidden from the view is .....</p> <p><b>Ans : Fullscreen.</b></p>	1
10.	<p>In a presentation, Sound option under Media clips is available in ..... tab.</p> <p><b>Ans : Insert.</b></p>	1

Qn. Nos.	Value Points	Total																
III.	The groups available in word processor are given in <b>Column-A</b> and the options under those groups are given in <b>Column-B</b> . Match them. <div style="text-align: right;"><math>4 \times 1 = 4</math></div>																	
11.	Match the following :																	
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><b>Column-A</b></td> <td style="text-align: center; width: 50%;"><b>Column-B</b></td> </tr> <tr> <td>i) Paragraph</td> <td>a) Change styles</td> </tr> <tr> <td>ii) Header &amp; Footer</td> <td>b) Letters</td> </tr> <tr> <td>iii) Page set-up</td> <td>c) Alignment</td> </tr> <tr> <td>iv) Illustrations</td> <td>d) Breaks</td> </tr> <tr> <td></td> <td>e) Font size</td> </tr> <tr> <td></td> <td>f) Clip art</td> </tr> <tr> <td></td> <td>g) Page number</td> </tr> </table> <p><b>Ans :</b></p> <p>i) c) Alignment</p> <p>ii) g) Page number</p> <p>iii) d) Breaks</p> <p>iv) f) Clip art</p>	<b>Column-A</b>	<b>Column-B</b>	i) Paragraph	a) Change styles	ii) Header & Footer	b) Letters	iii) Page set-up	c) Alignment	iv) Illustrations	d) Breaks		e) Font size		f) Clip art		g) Page number	<p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p>
<b>Column-A</b>	<b>Column-B</b>																	
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	e) Font size																	
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	g) Page number																	
IV.	Answer the following questions :	$6 \times 1 = 6$																
12.	How can section break of a word document be viewed ? <b>Ans :</b> Click the show/Hide button on the Home tab in the Paragraph section.	1																
13.	Write any <i>two</i> items that can be added to the header area of a page. <b>Ans :</b> Company name, Page number, Logo, Name of the author. <div style="text-align: right;">(Any <i>two</i>)      <math>\frac{1}{2} + \frac{1}{2}</math></div>	1																
14.	How does assigning names to cells in a worksheet help you ? <b>Ans :</b> Use it for quickly locating specific cells by entering the names. $\frac{1}{2}$ It is helpful when working with large spreadsheets. $\frac{1}{2}$	1																

Qn. Nos.	Value Points	Total
15.	<p>How do you change the colours and effects of the chart in a presentation ?</p> <p><b>Ans :</b> Chart styles under Design Tab. Select a style from chart style and double click on it.</p>	1
16.	<p>Write the two ways of scheduling an appointment using the calendar application.</p> <p><b>Ans :</b> Using :</p> <ul style="list-style-type: none"> <li>* Menu bar <span style="float: right;">½</span></li> <li>* Calendar view <span style="float: right;">½</span></li> </ul>	1
17.	<p>Name two additional tabs that are available after inserting a chart in a spreadsheet.</p> <p><b>Ans :</b> Design, Layout, Format. <span style="float: right;">( Any two )</span> <span style="float: right;">½ + ½</span></p>	1
V.	Answer the following questions :	5 × 2 = 10
18.	<p>How does soundsentry help the users with auditory impairment ? How can soundsentry option be enabled ?</p> <p><b>Ans :</b> Sound sentry generates visual warnings such as blinking title bar or flashing border whenever computer generates sound. <span style="float: right;">1</span> Use sound sentry under sound Tab. Choose the type of visual warning Apply &gt; OK. <span style="float: right;">1</span></p>	2
<b>OR</b>		
	<p>Explain the method of launching and using Google Talk by an user having G-mail account.</p> <p><b>Ans :</b> Instal Google Talk Application from <a href="http://www.google.com/talk">www.google.com /talk</a> click Start&gt;Programs&gt;Google Talk&gt; Google Talk. <span style="float: right;">½</span> ( or double click Google Talk icon if available ) <span style="float: right;">1</span> Sign into Google Talk, window appears and Google talk is ready for use. <span style="float: right;">½</span></p>	2

Qn. Nos.	Value Points	Total
19.	<p>What is a template ? Explain the method to create certificates for your school.</p> <p><b>Ans :</b></p> <p>Template is a sample fill in the blank document that can help in saving time. <span style="float: right;">½</span></p> <p>Go to File &gt; New, select the required certificate, <span style="float: right;">½</span></p> <p>customize the contents by replacing school name, student name etc. 1</p>	2
<b>OR</b>		
	<p>Explain the disadvantages of embedded document.</p> <p><b>Ans :</b></p> <ul style="list-style-type: none"> <li>❖ The embedded objects cannot be printed <span style="float: right;">½</span></li> <li>❖ The person opening your document must have related software to operate the embedded file <span style="float: right;">½</span></li> <li>❖ The size of the document increase <span style="float: right;">½</span></li> <li>❖ If the object is linked, the person opening the document must have a direct connection to the original file location. <span style="float: right;">½</span></li> </ul>	2
20.	<p>Mention the advantage of Sort option. Name the group and tab under which Sort option is available.</p> <p><b>Ans :</b></p> <p>Sort helps to arrange the selected data either in an ascending or descending order. <span style="float: right;">1</span></p> <p>Sort and Filter under Data tab. <span style="float: right;">½ + ½</span></p>	2
21.	<p>Explain the method to track the usage of Microsoft Word application using journal entry.</p> <p><b>Ans :</b></p> <p>Go to Tools &gt; Options</p> <p>Click on Journal options button. <span style="float: right;">½</span></p> <p>Check Microsoft word under Also record files from section and click Ok. <span style="float: right;">½</span></p> <p>Now open word processing software, create a document and save it and close. <span style="float: right;">½</span></p> <p>Open time management software, Select Go &gt; Journals</p> <p>We can see the document created is listed. <span style="float: right;">½</span></p>	2

Qn. Nos.	Value Points	Total
22.	<p>What is the advantage of binary data type in a database ? Write three types of binary data type.</p> <p><b>Ans :</b></p> <p>Binary Data Types are used for storing data in binary formats. They can be used to store photos, music files. <math>\frac{1}{2}</math></p> <ul style="list-style-type: none"> <li>❖ LONGVAR BINARY <math>\frac{1}{2}</math></li> <li>❖ BINARY <math>\frac{1}{2}</math></li> <li>❖ VARBINARY. <math>\frac{1}{2}</math></li> </ul>	2
VI.	Answer the following questions :	4 × 3 = 12
23.	<p>Explain the method of creating a blog account in Wordpress and make it ready for use.</p> <p><b>Ans :</b></p> <p>Open webbrowser, type <a href="http://signup.wordpress.com/signup/">http://signup.wordpress.com/signup/</a> <math>\frac{1}{2}</math></p> <p>We get a page with the fields Blog address, Username, Password, Email address and Language. 1</p> <p>Fill the details click create Blog, Email is received for activating blog account. <math>\frac{1}{2}</math></p> <p>Open Email and click on activation link. <math>\frac{1}{2}</math></p> <p>Once Activate Blog is clicked, we will be redirected to wordpress Blog Account.</p> <p>Now the Blog is ready to use. <math>\frac{1}{2}</math></p>	3
24.	<p>Explain the method of opening and arranging multiple workbook windows in a spreadsheet.</p> <p><b>Ans :</b></p> <p>Click on New window button on the view tab in window group. 1</p> <p>This helps to open a second instance of a workbook in a separate window.</p> <p>To arrange the windows click arrange all button in the window group. <math>\frac{1}{2}</math></p> <p>Arrange windows dialog box appears which contains Tiled, Horizontal, Vertical, Cascade options. 1</p> <p>Click any of them to include only windows displaying views of the current workbook, select windows of active workbook check box. <math>\frac{1}{2}</math></p> <p>Click Ok.</p>	3
<b>OR</b>		

Gn. Nos.	Value Points	Total
	<p>How does conditional formatting useful in maintaining huge amount of data in a spreadsheet ? Name the group and the tab under which this option is available. What is the advantage of the option Highlight cells rules that comes under this option ?</p> <p><b>Ans :</b></p> <p>Conditional formatting allows to change the formatting such as font colour, border, shading of the cells. <span style="float: right;">½</span></p> <p>We can specify the conditions for the values in the cell, if the condition is satisfied, then the formatting of the cell changes. This feature is very useful when working on a profit &amp; loss, temperature variant worksheets. <span style="float: right;">½</span></p> <p>Conditional formatting is available under <span style="float: right;">½</span>  styles group in the Home Tab. <span style="float: right;">½</span></p> <p>Highlight cells rules help us to set various conditions for the selected value like greater than, less than, equal to, between etc. <span style="float: right;">½</span></p> <p>We can format the cells with our own formatting style. <span style="float: right;">½</span></p>	3
25.	<p>Suggest any six tips to make the presentation effective.</p> <p><b>Ans :</b></p> <ul style="list-style-type: none"> <li>❖ Know the topic</li> <li>❖ Use key phrases about the topic</li> <li>❖ Avoid too much text on each slide</li> <li>❖ Limit the number of slides</li> <li>❖ Plan the layout of the slides</li> <li>❖ Avoid fancy fonts</li> <li>❖ Use contrasting colours for text and background</li> <li>❖ Use a slide design template to keep the presentation look consistent</li> <li>❖ Use animations and transitions sparingly</li> <li>❖ Review the presentation. <span style="float: right;">( Any six )</span></li> </ul> <p style="text-align: right;"><span style="float: right;">6 × ½</span></p>	3

Qn. Nos.	Value Points	Total
26.	<p>Explain the steps to create a database in open office Base Application.</p> <p><b>Ans :</b></p> <ul style="list-style-type: none"> <li>❖ Click start &gt; programs&gt; open office.org 3.4.1&gt;openoffice.org Base 1</li> <li>❖ Select the option. Create a new database ½</li> <li>❖ Click Finish ½</li> <li>❖ Specify a name for the database in the Save As dialog box; in the File name field and click save. 1</li> </ul>	3
VII.	Answer the following questions :	2 × 4 = 8
27.	<p>Explain the following with reference to database :</p> <p>i) Numeric data type</p> <p>ii) Primary key.</p> <p><b>Ans :</b></p> <p>i) Numeric data types are used for describing numeric values for the field used in the table of a database. 1</p> <p>They can be used for storing information such as roll number, year of admission etc. ½</p> <p>The different types of numeric data types are TINYINT, INTEGER, REAL FLOAT .....( Any one ) ½</p> <p>ii) A primary key is a unique value that identifies a row in a table. 1</p> <p>It is a unique field. They are also indexed in the database making it faster for the database to search for a record. 1</p>	4



Gn. Nos.	Value Points	Total
28.	<p>Explain four types of views available in a spreadsheet.</p> <p><b>Ans :</b></p> <ul style="list-style-type: none"> <li>❖ <i>Normal view</i> : The default view of the spreadsheet. It is a collection of cells arranged in the work area. 1</li> <li>❖ <i>Page layout</i> : we can quickly fine tune a worksheet that contains huge amount of data. 1</li> <li>❖ <i>Page Break Preview</i> : We can set the area that is to be set as a page after inserting page break 1</li> <li>❖ <i>Custom view</i> : To view the selected area of a document</li> <li>❖ <i>Fullscreen</i> : Makes the workbook cover the entire screen. 1</li> </ul> <p style="text-align: right;">( Any four )</p>	4
<b>OR</b>		
	<p>Explain any four page layout options that are helpful while printing a spreadsheet having huge amount of data.</p> <p><b>Ans :</b></p> <ul style="list-style-type: none"> <li>❖ <i>Margins</i> : We can select the predefined margin or we can define our own margin settings by clicking custom margins and set the margin values manually. 1</li> <li>❖ <i>Orientation</i> : We can select either landscape or portrait page.</li> <li>❖ <i>Size</i> : We can set the size of the page 1</li> <li>❖ <i>Print area</i> : We can set up the print area by clicking set print area to set the selected to get printed 1</li> <li>❖ <i>Background</i> : Specify background for the sheet using background option under page set-up in the page Layout Tab. 1</li> </ul> <p>( * Hide or display grid lines ( Any four )</p> <p>* Page Headers and Footers can also be explained. )</p>	4



Gn. Nos.	Value Points	Total
III.	Answer the following question :	2
33.	<p>Mention any four points that should be included under personal information while writing your resume.</p> <p><b>Ans :</b></p> <ul style="list-style-type: none"> <li>❖ Gender</li> <li>❖ Date of birth</li> <li>❖ Place of birth</li> <li>❖ Nationality</li> <li>❖ Marital status</li> <li>❖ Languages known. ( Any four )</li> </ul>	<p>4 × ½</p> <p>2</p>
IV.	Answer the following question :	4 × 1 = 4
34.	<p>Fill in the blanks with the appropriate prepositions given in the bracket.</p> <p>i) Stand ..... that chair and get me the box from the shelf. ( on, in )</p> <p>ii) Take these vegetables ..... the kitchen. ( to, into )</p> <p>iii) Thank you ..... your co-operation. ( of, for )</p> <p>iv) My friends wanted to share a drink ..... me. ( with, from )</p> <p><b>Ans :</b></p> <p>i) on 1</p> <p>ii) into 1</p> <p>iii) for 1</p> <p>iv) with 1</p>	4
<b>OR</b>		

Qn. Nos.	Value Points	Total
	<p>Fill in the blanks with the appropriate word given in the brackets :</p> <p>i) Radha ..... moved to a new city. ( <i>recently, daily</i> )</p> <p>ii) There is a ..... monument near our house. ( <i>history, historical</i> )</p> <p>iii) Jaipur is one of the ..... planned cities in India. ( <i>best, good</i> )</p> <p>iv) 'Sangai' is an endangered species which cannot be found ..... else on earth. ( <i>everywhere, anywhere</i> )</p> <p><b>Ans :</b></p> <p>i) recently</p> <p>ii) historical</p> <p>iii) best</p> <p>iv) anywhere.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>4</p>