

**B****CCE RR****NSQF LEVEL-2**

**KARNATAKA SCHOOL EXAMINATION AND ASSESSMENT BOARD,  
MALLESHWARAM, BENGALURU – 560 003  
NSQF LEVEL-2 EXAMINATION, JUNE, 2024  
MODEL ANSWERS**

Date : 15. 06. 2024 ]

CODE NO. : **86-EK****Subject : Information Technology**

( English Medium )

( Regular Repeater )

[ Max. Marks : 60

Qn. Nos.	Value Points		Total
	<b>SECTION - A</b>		
<b>I.</b>	<b>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 : <math>7 \times 1 = 7</math></b>		
1.	The Network in which certain computers have special dedicated tasks, providing service to other computers is,  (A) Wide area network (B) Local area network (C) Client server (D) World wide web  <b>Ans.</b> (C) Client server		1

**CCE-II-RR(B)/999/8061(MA)**

[ Turn over

Qn. Nos.	Value Points		Total
2.	Accessibility option is available under (A) Documents (B) All programs (C) Help & support (D) Control panel <b>Ans.</b> (D) Control panel		1
3.	The default value of tab stop position is (A) 0.4" (B) 0.6" (C) 0.3" (D) 0.5" <b>Ans.</b> (D) 0.5"		1
4.	The text or image included at the top of the page are (A) Footers (B) Headers (C) Shortcuts (D) Graphs <b>Ans.</b> (B) Headers		1
5.	The option used to change the colour of the text is (A) text highlight colour (B) clear formatting (C) font colour (D) superscript <b>Ans.</b> (C) font colour		1
6.	Conditional formatting allows you to change the option (A) Number format (B) Font size (C) Border thickness (D) Border size <b>Ans.</b> (A) Number format		1

Qn. Nos.	Value Points		Total
7.	<p>The option used to add the values given in cells automatically without writing any formula is</p> <p>(A) Auto cell                      (B) Auto sum</p> <p>(C) Automatic                      (D) Autorange</p> <p><b>Ans.</b> (B) Auto sum</p>		1
<b>II.</b>	<p><b>Fill in the blanks with suitable answer :</b></p> <p style="text-align: right;"><b>3 × 1 = 3</b></p>		
8.	<p>The expansion of LAN is .....</p> <p><b>Ans.</b></p> <p>Local area network.</p>		1
9.	<p>Meebo is a ..... based instant messaging software.</p> <p><b>Ans.</b></p> <p>Web</p>		1
10.	<p>A database can have ..... tables.</p> <p><b>Ans.</b></p> <p>One or more</p>		1

Qn. Nos.	Value Points			Total																
III.	<b>Description of the statements are given in Column "A" and statements are given in Column "B" match them and write the answer with alphabet :</b>																			
11.	<table border="1"> <thead> <tr> <th data-bbox="391 558 816 604">Column-A</th> <th data-bbox="816 558 1133 604">Column-B</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 604 816 684">(i) Retrieval of information from the database</td> <td data-bbox="816 604 1133 684">(a) Merge statement</td> </tr> <tr> <td data-bbox="391 684 816 800">(ii) Insertion of new information into the database</td> <td data-bbox="816 684 1133 800">(b) Call statement</td> </tr> <tr> <td data-bbox="391 800 816 882">(iii) Deletion of information into the database</td> <td data-bbox="816 800 1133 882">(c) Save point statement</td> </tr> <tr> <td data-bbox="391 882 816 997">(iv) Modification of information in the database</td> <td data-bbox="816 882 1133 997">(d) Insert statement</td> </tr> <tr> <td data-bbox="391 997 816 1043"></td> <td data-bbox="816 997 1133 1043">(e) Select statement</td> </tr> <tr> <td data-bbox="391 1043 816 1092"></td> <td data-bbox="816 1043 1133 1092">(f) Delete statement</td> </tr> <tr> <td data-bbox="391 1092 816 1171"></td> <td data-bbox="816 1092 1133 1171">(g) Update statement</td> </tr> </tbody> </table>	Column-A	Column-B	(i) Retrieval of information from the database	(a) Merge statement	(ii) Insertion of new information into the database	(b) Call statement	(iii) Deletion of information into the database	(c) Save point statement	(iv) Modification of information in the database	(d) Insert statement		(e) Select statement		(f) Delete statement		(g) Update statement	<p data-bbox="391 1182 461 1209"><b>Ans.</b></p> <p data-bbox="391 1226 776 1255">(i) (e) Select statement</p> <p data-bbox="391 1272 776 1302">(ii) (d) Insert statement</p> <p data-bbox="391 1318 776 1348">(iii) (f) Delete statement</p> <p data-bbox="391 1365 792 1394">(iv) (g) Update statement</p>	<p data-bbox="1170 1247 1187 1276">1</p> <p data-bbox="1170 1283 1187 1312">1</p> <p data-bbox="1170 1318 1187 1348">1</p> <p data-bbox="1170 1354 1187 1383">1</p>	4
Column-A	Column-B																			
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(iv) Modification of information in the database	(d) Insert statement																			
	(e) Select statement																			
	(f) Delete statement																			
	(g) Update statement																			
IV.	<b>Answer the following questions :</b>																			
12.	<p data-bbox="391 1472 792 1501">What is computer network ?</p> <p data-bbox="391 1528 461 1558"><b>Ans.</b></p> <p data-bbox="391 1585 1127 1747">A computer network is a collection of computers and other hardware components interconnected by communication channels that allows sharing of resources and information.</p>			1																

Qn. Nos.	Value Points		Total
13.	<p>Why do we use text highlight in word document ?</p> <p><b>Ans.</b></p> <p>Use this option to change the background colour.</p>		1
14.	<p>In which tab is clipart option available in word document ?</p> <p><b>Ans.</b></p> <p>Insert tab</p>		1
15.	<p>What is the use of custom view ?</p> <p><b>Ans.</b></p> <p>To view the selected area of a document.</p>		1
16.	<p>How to remove page break in spreadsheet ?</p> <p><b>Ans.</b></p> <p>Remove the page break by clicking the remove page break in breaks drop down list.</p>		1
17.	<p>Write the use of line chart in a spreadsheet.</p> <p><b>Ans.</b></p> <p>Line chart use to shows the relationship of the changes in the data over a period of time.</p>		1

Qn. Nos.	Value Points		Total
<b>V.</b>	<b>Answer the following questions :      5 × 2 = 10</b>		
18.	<p>Write the steps for inserting symbol in word processing.</p> <p><b>Ans.</b></p> <p style="text-align: center;">Open a new document</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Select insert tab</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">In symbol group click on the option symbol</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Select the symbol from list to be inserted symbol into document</p>	<p style="text-align: center;">½</p> <p style="text-align: center;">½</p> <p style="text-align: center;">½</p> <p style="text-align: center;">½</p>	2
<b>OR</b>			
	<p>Write the uses of the following character formats :</p> <p>(a) Clear formatting</p> <p>(b) Toggle case.</p> <p><b>Ans.</b></p> <p>(a) <u>Clear formatting</u> :</p> <p>❖ Is used to clear the formatting of a selected text.</p> <p>(b) <u>Toggle case</u> :</p> <p>❖ The small letters in text will be converted into capital letter</p> <p>❖ The capital letters in text will be converted into small letter.</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">½</p> <p style="text-align: center;">½</p>	2



Qn. Nos.	Value Points		Total
	<p>How to start e-mail program ? Write any two views that are supported by calendaring software.</p> <p><b>Ans.</b></p> <p style="text-align: center;">Start the email program by start</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Program</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Microsoft Office</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Microsoft Outlook</p> <p style="text-align: center;">Two views are : Day, Week.</p>	1	2
22.	<p>Write the use of the following in DBMS.</p> <p>(a) Flat file</p> <p>(b) Relational.</p> <p><b>Ans.</b></p> <p>Flat file : Data is stored in a single table. Usually suitable for less amount of data.</p> <p>Relational : Data is stored in multiple table and are linked using a common field. Relational is suitable for medium to large amount of data.</p>	1	2



Qn. Nos.	Value Points		Total
<b>VI.</b>	<b>Answer the following questions :      4 × 3 = 12</b>		
23.	<p>Write the steps for inserting the objects in word document.</p> <p><b>Ans.</b></p> <p style="text-align: center;">Open new word document</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Select insert tab</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Click object under text section. A dialog box will be displayed.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Select create from file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Browse and select file such as a spread sheet PDF, image, word</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Click open and click OK</p>	<p>1/2</p> <p>1/2</p> <p>1/2</p> <p>1/2</p> <p>1/2</p> <p>1/2</p>	3
24.	<p>Write the steps to insert animations in slide in digital presentation.</p> <p><b>Ans.</b></p> <p style="text-align: center;">Open a new file using presentation software</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Click animation tab</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Select the graphical object</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Click animate under Animation group</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Select animation effect under animate dropdown list</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Play the slideshow to preview the effect</p>	<p>1/2</p> <p>1/2</p> <p>1/2</p> <p>1/2</p> <p>1/2</p> <p>1/2</p>	3
	<b>OR</b>		

Qn. Nos.	Value Points		Total
	Write the effects of uses of inserting an animation in digital presentation. <b>Ans.</b> 1. Helps focus audience attention on information 2. Control the flow of information epically while explaining a diagram 3. Revel concepts one by one.	1  1  1	3
25.	Mention any six categories in the time management software. <b>Ans.</b> ❖ Campus closed snow or Holiday ❖ Classes ❖ Important ❖ Meeting ❖ Misc ❖ Personal ❖ Prof Dev ❖ Sick ❖ Training various ❖ Tutorials ❖ Vacation ❖ Very important ❖ www ❖ Yoga meditation Pilates wellness ❖ All categories ( Write any 6 )	½  ½  ½  ½  ½  ½	3
26.	Write the data type for the following names in DBMS : (a) BOOLEAN (b) TINYINT (c) SMALLINT (d) NUMERIC (e) CHAR (f) LONGVARBINARY <b>Ans.</b> (a) Yes/No (b) Tiny integer (c) Small integer (d) Number (e) Text (f) Image	½ ½ ½ ½ ½ ½	3

Qn. Nos.	Value Points		Total
<b>VII.</b>	<b>Answer the following questions :</b> <b>2 × 4 = 8</b>		
27.	<p>Explain the following charts in spreadsheet :</p> <p>(a) Bar chart</p> <p>(b) Column chart</p> <p>(c) Area chart</p> <p>(d) XY ( scatter ) chart</p> <p><b>Ans.</b></p> <p>(a) <u>Bar chart</u> : A bar chart emphasizes ( horizontal bars) the comparison between items at a fixed period of time. this chart type includes cylinder, cone, and pyramid subtypes.</p> <p>(b) <u>Column chart</u> : A column chart, unlike a bar chart to which it is often compared, emphasizes variation over a period of time. this chart type includes cylinder cone and Pyramid subtypes.</p> <p>(c) <u>Area chart</u> : An area chart shows the relative importance of values over time.</p> <p>(d) <u>XY ( scatter )</u> : charts Scatter charts are useful for showing a correlation among the data points that may not be easy to see from data alone.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	4
	<b>OR</b>		

Qn. Nos.	Value Points		Total
	<p>Explain the following views in spreadsheet :</p> <p>(a) Normal view (b) Full screen view (c) Page layout (d) Page break preview</p> <p><b>Ans.</b></p> <p>(a) Normal view :The default view of the spreadsheet application is the normal. It's a collection of cells arranged in the work data.</p> <p>(b) Full screen view : Selecting this option makes the workbook cover the entire screen. All tabs are hidden from view. to get back the tabs, click on file &gt; Restore.</p> <p>(c) Page layout : You can select the page layout view in order to quickly fine tune a worksheet that contains many chart of huge amounts of data and achieve professional looking result.</p> <p>(d) Page break preview : This option is similar to the page layout option except you can set the area that is to be set as a page after inserting page break.</p>	<p>1 1 1 1</p>	4
28.	<p>Explain how the worksheet data is shared in a spreadsheet</p> <p><b>Ans.</b></p> <p>Spreadsheet software allows the user to share the workbook and place it in the network location where several users can access it simultaneously.</p> <p>Open new spreadsheet ↓ Select Review tab ↓ Click option changes group ↓ Click on share work book ↓ A dialog box appears ↓ Click Ok.</p>	<p>1 ½ ½ ½ ½ ½</p>	4

Qn. Nos.	Value Points		Total
<b>SECTION - B</b>			
<b>I.</b>	<b>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 : <math>3 \times 1 = 3</math></b>		
29.	Identify the passive voice of the given sentence : "Ravi had to revise the document" (A) Ravi had to revised tin the document (B) Ravi has to revised in the document (C) The document was revised by Ravi (D) The document had to be revised by Ravi <b>Ans.</b> (D) The document had to be revised by Ravi		1
30.	The pronoun in the following is (A) himself (B) be (C) do (D) like <b>Ans.</b> (A) himself		1
31.	The simple past tense among the following sentences is : (A) It were beautiful summer day (B) It was a beautiful summer day (C) It is a beautiful summer day (D) It had beautiful summer day <b>Ans.</b> (B) It was a beautiful summer day		1
<b>II.</b>	<b>Fill in the blank with suitable word given in the brackets : <math>1 \times 1 = 1</math></b>		
32.	I went to see her ..... she wasn't at home. ( and, but ) <b>Ans.</b> but		1

Qn. Nos.	Value Points		Total
<b>III.</b>	<b>Answer the following question :</b>	<b>1 × 2 = 2</b>	
33.	<p>Define the following :</p> <p>(a) Intersection</p> <p>(b) Fork</p> <p><b>Ans.</b></p> <p>(a) Intersection also known as "junction" and "crossroad", it is a place where two or more roads meet</p> <p>(b) Fork : the point at which a road is divided into branches</p>	<p>1</p> <p>1</p>	2
<b>IV.</b>	<b>Answer the following questions :</b>	<b>4 × 1 = 4</b>	
34.	<p>Fill in the blanks with the appropriate word given in the brackets.</p> <p>(i) I'm very excited about meeting my friend today ..... Dilli Haat in the evening at 4. ( <i>on, at</i> )</p> <p>(ii) My friend stays in INA colony near Dilli Haat, whereas my house is quite far ..... it.</p> <p style="text-align: right;">( <i>across, from</i> )</p> <p>(iii) The hot momos served there are so tasty I can't wait ..... eat them ! ( <i>for, to</i> )</p> <p>(iv) I must hurry up and get ..... it or my plans for a great evening will be spoilt. ( <i>onto, in</i> )</p> <p><b>Ans.</b></p> <p>(i) at</p> <p>(ii) from</p> <p>(iii) to</p> <p>(iv) onto</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	4

Qn. Nos.	Value Points		Total
<b>OR</b>			
	Fill in the blanks with the appropriate word given in the brackets : (i) Nishi : ..... I come in, Ma'am ? <div style="text-align: right;"><i>( May, Might )</i></div> (ii) Interviewer : It is Nishi, ..... ? <div style="text-align: right;"><i>( is it, isn't it )</i></div> (iii) Interviewer : ..... salary are you expecting ? <div style="text-align: right;"><i>( What, How much )</i></div> (iv) That is reasonable ..... will you join ? <div style="text-align: right;"><i>( when, where )</i></div> <b>Ans.</b> (i) may (ii) isn't it ? (iii) How much (iv) when		
		1 1 1 1	4