Time : 1 Hour   <u>**FIRST-TERM**</u   **IT/ITeS (NSQF)**

Subject Code

S	1	0	7	3

Total No. of Questions : 20   (Printed Pages : 8)   Maximum Marks : 20

INSTRUCTIONS : (*i*)   Every question has four choices (A), (B), (C) and (D) and only one of them is the correct answer.

(*ii*)   On the OMR sheet darken completely with a ball point pen ONLY ONE bubble you consider as the most appropriate answer.

(*iii*)   Multiple markings are invalid.

(*iv*)   Use Blue or Black ball point pen ONLY.

(*v*)   For each question, you will be awarded **ONE** mark, if you have darkened only bubble corresponding to the correct answer. In all other cases, you will get zero mark. There is no negative mark.

(*vi*)   Only one OMR sheet will be provided. Hence sufficient care must be taken while darkening the bubble.

Choose the *correct* alternative from the options given below :

1. Ethnic, religious and social differences which often create misunderstandings when trying to communicate is .... barrier of effective communication. 1

   (A) physical

   (B) cultural

   (C) language

   (D) environmental

2. .... is an example of verbal communication. 1

   (A) Body language

   (B) Giving a lecture

   (C) Hand gesture

   (D) Facial expressions

3. The body reaction to any event that disturbs our normal state of well being is 1

   (A) meditation

   (B) yoga

   (C) stress

   (D) exercise

4. .... is a collection of individual slides that contain information on a particular topic. 1

   (A) Text document

   (B) Spreadsheet

   (C) Presentation

   (D) Database

5. .... are guided text used by the presenter during presentation. 1

   (A) Speaker notes

   (B) Animations

   (C) Text box

   (D) Special characters

6. The feature which makes drawing objects appear as a single object which makes it easier to move, resize, rotate, etc is 1

   (A) Flowchart

   (B) Callouts

   (C) Grouping

   (D) Gallery

7. In Open Office, ... is an extension of PowerPoint Presentation. 1

   (A) .odt

   (B) .ods

   (C) .odp

   (D) .ott

8. Selecting .... option, a line appears in the middle of the selected text. 1

   (A) Bold

   (B) Underline

   (C) Overline

   (D) Strikethrough

9. .... option is used by teacher Seema to organize and present large amount of students information in tabular form which includes Rollno, Name, Std, Div, Address, etc.   1

    (A) Sort

    (B) Merge

    (C) Tables

    (D) Bullets

10. Identify the icon given below used in Open Office Writer.   1

    (A) Bold

    (B) Italics

    (C) Undo

    (D) Redo

11. .... is not an element of communication cycle.   1

    (A) Sender

    (B) Object

    (C) Idea

    (D) Receiver

12. .... is not a characteristic of a good quality presentation.   1

    (A) using limited number of points on each slide

    (B) making correct use of grammar and language

    (C) trying to use dark colors, bold letters with different fonts to highlight certain points

    (D) using many pictures on a single slide

13. Portion of a document that always appears at the top of the page is called as   1

   (A) Header

   (B) Title

   (C) Footer

   (D) Logo

14. .... function includes a long list of common spelling and typing errors, which it corrects automatically.   1

   (A) Numbered list

   (B) Entries page

   (C) Auto correct

   (D) Table of content

15. Ctrl+V command is used to perform .... operation.   1

   (A) Select all

   (B) Cut

   (C) Copy

   (D) Paste

16. Out of 7C's .... refers to using simple words and saying only what is needed.   1

   (A) clear

   (B) concise

   (C) concrete

   (D) courteous

17. Having an inner urge to do something, achieve their goals without any external pressure is 1

   (A) Self awareness

   (B) Self motivation

   (C) Self regulation

   (D) Self development

18. .... is not one of the styles available under Styles and formatting in Word Processing. 1

   (A) Page style

   (B) Character style

   (C) Word style

   (D) Paragraph style

19. $(a + b)^2 = a^2 + 2ab + b^2$ 1

   In the above given Maths formula, to place the text higher than the normal text position.

   (A) Subscript

   (B) Superscript

   (C) Underline

   (D) Overline

20. Rahul wants to open a new document using keyboard. Which shortcut key should he use ? 1

   (A) Ctrl+B

   (B) Ctrl+C

   (C) Ctrl+N

   (D) Ctrl+Y