402 IT Practice Paper–4

SECTION A: OBJECTIVE TYPE QUESTIONS

Q1. **Answer any 4 out of the given 6 questions on Employability Skills**

   i. d

   ii. b

   iii. a

   iv. a

   v. b

   vi. a

Q2. **Answer any 5 out of the given 6 questions**

   i. c

   ii. a

   iii. d

   iv. a

   v. a

   vi. a

Q3. **Answer any 5 out of the given 6 questions**

   i. b

   ii. b

   iii. a

   iv. a

   v. b

   vi. b

Q4. **Answer any 5 out of the given 6 questions**

   i. c

   ii. d

   iii. a

   iv. b

   v. a

   vi. b

Q5. **Answer any 5 out of the given 6 questions**

   i. a

   ii. d

   iii. c

   iv. d

   v. a

   vi. a

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer each question in 20 – 30 words.

Q6.
Time management is the ability to plan, organise and control how you spend the hours of your day well and do all that you want to do. Time management is the thinking skill that guides you to complete tasks on time, make a daily timetable and try analysing how long it will take you to do something.
Four steps to follow for effective time management:
a. Organise and plan your day to day activities.
b. Prioritise to do list and rank them in the order.
c. Control your actions and activities like wasting time on phone.
d. Track to identify time wasting activities.

Q7.
Worms: These are viruses that replicate themselves and spread to all files once they attack a computer. This makes it very difficult to remove them.

Trojan Horse: A Trojan Horse disguises itself i.e., it appears to be a useful software program but once it reaches a computer it starts behaving like a virus and destroys data.

Q8.
a. Ctrl + P
b. Ctrl + Z
c. Ctrl + X
d. Ctrl + N

Q9.
a. By using local material/products
b. By creating jobs for people

c. As entrepreneurs grow their business, the people working for them and in related businesses also grow. They have more money to live a better quality of life.

Q10.

Many people assume that entrepreneurs are born not made. But this is not true, entrepreneurship can be learned. It may be in the genes but, it takes self-awareness and hard work to develop the skills that entrepreneurs have.

Answer any 4 out of the given 6 questions in 20 – 30 words each

Q11.
Select the object using one of the eight handles around it and drag it to its new position.
● For a scaled resizing, use drag and drop by selecting one of the corner handles and while pressing Shift key drag the handle to its new position.
● To control the size of the object, select **Format → Object → Position and Size** from the menu bar.
● Select Position and Size dialog box to adjust the width and height independently.
● If the **Keep ratio** option is selected, then the two dimensions also adjust for proportion to be maintained to have a scaled resizing.

Q12.

The Freeze Panes tool allows you to lock your column and/or row headings so that, when you scroll down or over to view the rest of your sheet, the first column and/or top row remain on the screen.

Q13.

When we click on More Settings, it displays Link to source data.

It is used to link the data. Any value if modified in the source range then automatically will get updated in the target range. The corresponding cell references in the target range are inserted in consecutive rows which are ordered. If this option is not selected the consolidated report will not get updated when we edit the data in sheets.

Q14.

No, there can be only one primary key in a table. Primary key is that field of a table which contains unique values and thus its values cannot be repeated. For example, in a STUDENT table there can be various fields such as roll number, name, age, marks, etc. So here, roll number can be made the primary key because other fields may contain duplicate values, i.e., two students of a particular class can have same name as well as marks.

Q15.

Sip, Puff and Breath Switches provide input to the computer through Serial Ports.

Q16.

Computer Accessibility refers to the user support of a computer system for all the users even if they have some disability. This is mainly a software technique where a combination of hardware and software lets a person with a disability or impairment to use a computer. It is known as Assistive Technology.

Answer any 3 out of the given 5 questions in 50– 80 words each
Q17.
The two advantages each of the following features in writer:
a. **Table of Contents:**
i. **Arrange your content:** When you're creating or editing a document, a TOC helps outline and organize your thoughts so you don't leave out anything important.
ii. **Make the document easier to access:** Readers can directly reach the topic required using the index.
b. **Labels:**
i. **Create database:** It helps in keeping a mailing address information at one place.
ii. **Reuse the address details:** We can reuse the address detailed structure already saved for future mails.
c. **Grouping objects:**
i. **Easy to move objects:** Enhances faster and easier way of moving objects than moving one by one. The alignment of the object will not change when you move the objects.
ii. E**asy to copy:** We can copy paste all the objects together to a new destination.
d. **Text Wrapping:**
I. **Focus:** Wrapping text around graphic objects or images, can give your documents a more polished look and help focus attention on the content as well.
ii. **Integrate:** Wrapping styles that give you control over how the image integrates with the content.

Q18.

a. Primary key in Employee table will be Emp_ID as it is the unique field that will identify the records.

b. In employee table other fields like GatePass_No, License_no, Dept_id are all candidate Keys as they can also be unique.

c. In Department table Dept_id is the foreign key since it can point to primary key of other table.

Q19.

Multiple Operations is a planning tool for 'what-if' questions, but it is different from Scenario. A multiple operation combines a series of formulas with a variable and a series of values. The result of each formula with each value is shown in the table. A separate set of cells give the alternative results for the formulas used. For example, let's say ABC Company produces toys that you sell for Rs. 10 each (cell B1). Each toy costs Rs. 2 to make (cell B2), in addition to which you have fixed costs of $10,000 per year (cell B3). How much profit will you make in a year if you sell a particular number of toys?

Q20.

a. Select * from Teachers where subject = "COMPUTER";

b. Select * from teachers where salary >= 20000 and salary <= 35000;

c. Select Subject from Teachers where age > 40;

d. Select * from Teachers order by name

Q21.

Online threats are a category of cybersecurity risks that may cause an undesirable event or action via the Internet.

As we connect our system to a network it is prone to risks of unauthorized intrusion. With increasing dependence on Internet for almost every simple task leakage of personal data is obvious.

The popularity of net banking and various e-payment schemes is attracting to hackers to intrude in different ways. Stealing of other's data and to make money out of it has become business. Online threats such as phishing, e-mail and chat spoofing, etc. have increased the chances of cyber attacks.

Three ways to secure from online threats are:

a. Don't download the attachment from unknown emails.

b. Before you purchase anything on a website, ensure that the website's URL starts with "https://". The "s" at the end ensures the security of online transaction.

c. Strong passwords are an effective way of protecting your devices and online accounts. Use long one passwords, avoid common phrases, and change your passwords regularly.