

Maximum Marks: 25

Time Allowed: 90 Minutes

A. MCQ: Answer the following questions of the following(15 Marks)

- 1). A sentence contains only one main clause and at least one subordinate clause is called _____.
 - a. compound sentence
 - b. Simple sentence
 - c. Compound sentence
 - d. none of these

- 2). Communication cycle is comprised of _____ components.
 - a. Six
 - b. Four
 - c. Ten
 - d. Eight

- 3). Which of the following is not a type of feedback?
 - a. Summative feedback
 - b. Prescriptive feedback
 - c. specific feedback
 - d. None of these

- 4). Which of the following stress enhances your productivity in terms of output?
 - a. Distress
 - b. Eustress
 - c. Both (a) and (b)
 - d. None of these

- 5). How many necessary skills that we need to hone in order to work independently?
 - a. Five
 - b. Six
 - c. Seven
 - d. Eight

- 6). Unix operating system is an _____ operating system.
 - a. GUI operating system
 - b. Both CUI operating System and distributed operating system.
 - c. Distributed operating system
 - d. Both interactive and distributed operating system.

- 7). What is the location of the template option from file menu?
 - a. File -> New -> Template
 - b. File -> New -> Manage Template
 - c. File -> New -> Templates
 - d. None of these

- 8). After the document has been modified, clicking on which option will update the Table of Contents?
- Delete Index
 - Update Index
 - Modify Index
 - All of these
- 9). What operator of the following is used to join strings present in two or more cells?
- &
 - +
 - :
 - \$
- 10). _____ is called range operator.
- a. &
 - b. +
 - c. :
 - d. \$
- 11). _____ key is the combination of more columns.
- Primary key
 - Secondary key
 - Foreign key
 - Composite key
- 12). How much space does the int data type holds in Base?
- 8 bytes
 - 4 bytes
 - 2 bytes
 - 1 byte
- 13). What is the singular form for data.?
- Delta
 - Datas
 - Datan
 - Datum
- 14). A _____ retrieves records from one or more tables and then displays the result in a formatted readable form.
- Form
 - Tables
 - Queries
 - Report
- 15). _____ cell address is the combination of both relative reference and absolute reference.
- Relative
 - Absolute
 - Mixed
 - None of these
- 16). _____ is the collection of field values.
- Table

- b. Field
- c. Record
- d. None of these

17). There are _____ types of relationship created in between tables.

- a. 1
- b. 2
- c. 3
- d. 4

18). The _____ key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table.

- a. Composite
- b. Foreign
- c. Primary
- d. All of these

19). A _____ is a saved sequence of commands or keystrokes that are stored for later use.

- a. Function
- b. Formulla
- c. Macro
- d. None of these

20). _____ is a non printing character of the following.

- a. #
- b. &
- c. ¶
- d. :

B. Assertion Reasoning Questions: (Answer any of the five Questions - 5 marks)

21). A:Non verbal communication is an act of imparting or interchanging thoughts, posture, opinions, or information using gestures, sign language, facial expressions and body language etc.

R :Also it is a absolute medium that is interpreted same by both sender and receiver.

- a. Both A and R are true
- b. Both A and R are false.
- c. A is true but R is false
- d. A is false but R is true

22). A:Anything that prevents smooth dissemination or comprehension of a message, either at the sender's end or receiver's end, is a barrier to communication.

R :Communication barriers are auto generated.

- a. Both A and R are true
- b. Both A and R are false.
- c. A is false but R is true
- d. A is true but R is false

23). A: Self regulation refers the systematic efforts to direct thoughts, feelings and actions towards the attainment of one's goal.

R :It allows one's to keep a tab on his own emotions resulting as his response to specific event and attune his actions accordingly to accomplish his set goal.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is NOT the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

24). A : Self awareness refers to your knowledge and understanding of yourself i.e your emotions, beliefs, values biases, knowledge base, abilities, motivations, interests etc.

R : Self awareness also includes recognition of own personality, strengths and weaknesses, likes and dislikes.

- a. Both A and R are true but R is not the correct explanation of A.
- b. A is true but R is false
- c. A is false but R is true
- d. Both A and R are true and R is the correct explanation of A.

25). A: An operating system is a special type of software that manages the hardware and software resources of a computer and works as an interface in between computer and user.

R : Without absence of any software computer can work with a shortage of an application but without operating System, computer even can not start.

- a. Both A and R are true but R is not the correct explanation of A.
- b. A is true but R is false
- c. Both A and R are true and R is the correct explanation of A.
- d. A is false but R is true

26). A: Folder is the container of files and subfolder. It organizes the files to make file handling process easier.

R : Without folder files can not be stored in any storage device.

- a. Both A and R are true but R is not the correct explanation of A.
- b. A is true but R is false
- c. Both A and R are true and R is the correct explanation of A.
- d. A is false but R is true

27). A : Fill format mode is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time.

R : This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.

- a. Both A and R are true but R is not the correct explanation of A.
- b. Both A and R are true and R is the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

28). A : A template is a model that you use to create other documents. Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

R : All documents in OpenOffice.org are based on templates. You can create a specific template for any document Type(text, spreadsheet, drawing, presentation).

- a. Both A and R are true but R is not the correct explanation of A.
- b. Both A and R are true and R is the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

29). A : Data Consolidation allows you to gather together your data from separate worksheets into a master worksheet.

R : In other words, the Data Consolidation function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily

- a. Both A and R are true but R is not the correct explanation of A.
- b. Both A and R are true and R is the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

30). A: Scenarios are a tool to test “what-if” questions. Each scenario is named, and can be edited and formatted separately.

R: A scenario is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the Navigator or a drop-down list which can be shown beside the changing cells

- a. Both A and R are true but R is not the correct explanation of A.
- b. Both A and R are true and R is the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

31). A: Database servers are dedicated computers that hold the actual databases and run only the DBMS and related software.

R: Typically databases available on the database servers are accessed through command line or graphic user interface tools referred to as Frontends; database servers are referred to as Back-ends.

- a. Both A and R are true but R is not the correct explanation of A.
- b. Both A and R are true and R is the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

32). A: Data integrity means that the data is accurate and consistent in the database. Data Integrity is very important as there are multiple databases in a DBMS.

R: All of these databases contain data that is visible to multiple users.

- a. Both A and R are true but R is not the correct explanation of A.
- b. Both A and R are true and R is the correct explanation of A.
- c. A is true but R is false
- d. A is false but R is true

Case Based Questions (Answer any of the 5 Questions: 5 Marks)

33). Two friends ‘A’ and ‘B’ were playing in the play ground but suddenly ‘A’ used slang word to ‘B’ and both are quarreled. B could not control his stress he thrown a stone to ‘A’. Also, A attacked to B as same.

Q. In this situation both A and B were unable to control their stress. What will be called the stress of both A and B?

- a. Internal Stress
- b. Survival Stress
- c. Environmental Stress
- d. Overwork related stress.

34). Lenin a student of class X, his school headmaster gave him a letter of parent-teacher meeting schedule through him to his father, after the school hour. Suddenly he faced the rain on the way while he returns to home. He reached home he saw the letter given by School head master was partially damaged and writing was blurred as used ink washed out. So, his father could not read the schedule what is written in view of parent teacher meeting properly and Lenin’s father not able to attend the meeting.

Q. In the above situation the communication could not be successful. Find out the type of barrier from the following.

- a. Inter-personal communication barrier
- b. Environment based Communication barrier.
- c. Non-environmental communication barrier
- d. None of these

35). Jeeban from Tamilnadu and Ranjan from Odisha are two friends,. Jeeban's father is an employee of Central Excise

department in Bhubaneswar and Ranjan's father also is working in same department in Bhubaneswar. Jeeban had travelled to Bhubaneswar in last summer so as his father is working there. One day both's father were in market with Ranjan and Jeeban. On this day at same spot in market their friendship is made. Ranjan knows Odia and Jeeban knows Tamil language so both are unable to do conversation in English. Only by using few words in Hindi and English they were communicating. After few days Jeeban returned to Tamilnadu and sent a letter in Tamil language to Ranjan, Ranjan got the letter but could not understand what is written but Ranjan also sent return message to Jeeban in Odia. In this situation communication could not be succeeded.

Q. What element/s of this communication in between Jeeban and Ranjan is/are shortage for successful communication?

- a. Encoding and Idea
- b. Channel and feedback
- c. Decoding and feedback
- d. Both encoding and decoding

36). Rakesh a business man, he has been using a laptop computer from last five years. He uses computer for his business work such as writing letters, creating sales order and purchase order, maintaining accounts of daily transaction etc but he has no technical knowledge of computer. His laptop was working in earlier days faster, but now days he is facing problem to work because his laptop is became slow in processing.

Q. What should he do in this case with his laptop without modifying any hardware and software to retain faster in Processing. Suggest your answer?

- a. He should remove all the files and folders from his computer.
- b. He should use disk cleanup to remove unnecessary files and free up storage device.
- c. He should use disk defragmenter to rearrange fragmented files for long days he has been using and speed up his computer.
- d. Both (b) and (c)

37). There are more than one thousands of students in your school taken admission. So as the conveniency of providing computer uses and practical facility to all the students, there are three computer labs with twenty computers available in each. Also, computers are installed in different departments of the school. To normalize the cost of software all the computers in the school have connected to network having central server with installed windows server operating system.

Q. What type of operating system is used in your school in the above case?

- a. GUI operating system
- b. Both CUI operating System and distributed operating system.
- c. Distributed operating system
- d. Both interactive and distributed operating system.

38). Deepak a whole seller, he decided to send letters to the debtors to pay the amount due on them. He instructed to his computer operator to prepare the individual letter to send to the debtors. But computer operator counted there are 1600 costumers, so he thought it is not possible to type one by one individual letters for the listed costumers. To make his work easier and faster, he went for the mail merge method to make letters to the costumers. At last, he prepared the letters, printed out it and distributed it through courier service.

Q. What are the documents required for mail merge operation in the above case?

- a. Main document and Data source
- b. Letter and Adress list
- c. Recipient list and Address list
- d. Recipient list and Data source

39). Om Prakash, working as office clerk in a Store house. Everyday prepares sales order and purchase order. To make his work he prepared document model for both purchase and sales order. He used such document model every day for his work.

Q. What is called to the document model for purchase order and sales order in the above case?

- a. Document style
- b. Document template
- c. Document mail merge
- d. None of these

40). Vinod, a sales marketing agent of State Bank of India, who is working for Jharsuguda Branch. His most of the queries comes from the costumers those who wants do long term fixed deposit. He explain the detail of total amount as per the principal , rate of interest and numbers of year. When any variance of any variable out of the principal, rate of interest and no of year is there, he faced the problem to calculate exact total amount as soon. One of his friend proposed him to used spreadsheet software to make his calculation easier and faster.

Q. What feature of spread sheet software is reflected in the above case ?

- a. Scenario
- b. Data validation
- c. Function
- d. Goal seek

41). Rajesh is working as a office clerk in DAV Public School, CS Pur, Bhubaneswar. He creates a database table to store student information as per the following structure.

Admn_no	Integer
Roll_no	Integer
Name	Char
Fname	Char
Mname	Char
address	Char

Q. On the above case, which field are called the unique fields of the database table?

- a. Name field
- b. Fname field
- c. Roll_no field
- d. Both Roll_no and Admn_no field

42). Raj is working as a in DAV Public School. He was instructed to record examination marks of all the students of the school in examination register. Sometimes he repeatedly also entered marks of the same students again. This mistake of repeated entry of marks found at last when verified. To avoid this problem and make the marks entry faster, he took suggestion from a computer expert to do the work in computer. He was suggested to use a DBMS software for creating a database table and feeding student's examination marks in to it.

Q. What characteristic of DBMS found in the above case to stop repeated entry of data in database table?

- a. Data inconsistency
- b. Data relationship
- c. Data security
- d. Avoid Data redundancy