PERIODIC TEST-2

INFORMATION TECHNOLOGY 402

Class 10 - Information Technology (402)

Time Allowed: 1 hour and 30 minutes   **Maximum Marks: 40**

1. Which of the following is the most important part of speech? **[1]**

   a) Adverb   b) Verb

   c) Noun   d) Adjective

2. What is a compound-complex sentence? **[1]**

   OR

   How interpersonal barriers arise?

3. **Assertion (A):** A different tone can change the perceived meaning of a message. The tone gives emphasis to the **[1]** message and shows how clearly it can be true.

   Reason (R): The human face can produce thousands of different expressions. It is said that what we cannot say, our face expresses it. Our face conveys basic information to the outside world.

   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.

4. In ABC technique, C stands for _____. **[1]**

   a) Clarity   b) Consequences

   c) Correctness   d) None of these

   OR

   _____ is a practice where an individual is supposed to focus his/her mind.

   a) Physical Exercise   b) Nature Walk

   c) Meditation   d) Yoga

5. Stress causing agents are: **[1]**

   a) Financial   b) Physical

   c) All of these   d) Mental

6. What should you never do when cleaning a computer? **[1]**

   a) Never use a vacuum cleaner   b) All of these

   c) Never eat or drink around the computer   d) Never unplug the electricity

7. Define copying. **[1]**

8. **Assertion (A):** An operating system (OS) is hardware component of a computer system that is responsible for **[1]** the management and coordination of all its activities. It shares the resources of the computer.

   Reason (R): The OS decides which process gets the processor, when and for how much time.

   a) Both A and R are true and R is the correct   b) Both A and R are true but R is not the

explanation of A.   correct explanation of A.

c) A is true but R is false.   d) A is false but R is true.

9. Which of the following feature of Writer help us to create a letter for multiple people with personalized touch? **[1]**

a) Mail Merge   b) Letter Merge

c) Template   d) Style

10. Which tab contains the Close Header and Footer option? **[1]**

a) Insert   b) Home

c) Page layout   d) Design

11. **Assertion (A):** The mail merge task pane first asks us to specify the type of main document we will use for the **[1]**
mail merge.

Reason (R): Drawing objects are the built-in graphics in MS Word. We can add a variety of objects to the document, including arrows, callouts, squares, stars and flowchart shapes,

a) Both A and R are true and R is the correct   b) Both A and R are true but R is not the
explanation of A.   correct explanation of A.

c) A is true but R is false.   d) A is false but R is true.

12. How many characters can be typed in a single cell in Excel? **[1]**

a) 32000   b) 1024

c) 256   d) 32,767

13. State True or False: **[1]**

(i) You can insert only text as a header.

14. Describe by giving some examples of each, the following three parts of speech: pronoun, adverb and **[2]**
conjunction.

15. What are the personal signs of stress? **[2]**

16. What are the alignments available in a word document? **[2]**

<div align="center">OR</div>

Explain the role of text editing in MS word.

17. You can make your documents professional and polished by utilising the header and the footer sections. **[2]**

  i. What is a header?

 ii. Can you insert a date or time into a header?

18. For what purpose pie charts are useful? **[2]**

19. What are the eight parts of speech? Give one example of each. **[4]**

20. What are the techniques that are used to manage stress? **[4]**

21. Explain the features of word processors in detail. **[4]**

<div align="center">OR</div>

Explain the features of spreadsheet application or MS Excel in detail.

Question No. 22 to 26 are based on the given text. Read the text carefully and answer the questions:

The Subtotal function in Excel is like Auto Sum on steroids. Instead of spending your much-deserved Tea break inserting

formulas and rows into a worksheet, use the Subtotal function to quickly do all the hard work for you. The Subtotal

function can be used to determine the sum, product, count, average, max, min, and other calculations, of sections. To use the Subtotal function:

i. Open the worksheet containing the data you wish to summarize using Subtotal.

ii. Ensure the data is sorted according to the criteria you wish to subtotal it.

iii. Select the celt range, including headings, you wish to organize using the Subtotal function.

iv. Click on the Data tab on the Ribbon. In the Outline group, click on the Subtotal button. This will launch the Subtotal dialog box.

v. In the first box, under the At Each Change in heading, select the heading that represents the group of numbers you wish to apply the Subtotal to.

vi. Select the function you wish to use in the Subtotal, for example, Sum.

vii. Select which column to add the Subtotal to.

viii. Tick the option boxes for replacing current subtotals, inserting a page break, or inserting a summary below the data. This will depend on how you wish the Subtotals and groupings to display and it is worth experimenting with different options.

ix. Press OK to apply the subtotals.

22. Sally impressed her boss by creating an Outline of data in a worksheet with each section containing a Subtotal. **[1]** Her boss wishes to print each of the 300 sections and their totals on a separate page. Which of the following options will succeed in doing this in most efficient way?

   i. Insert manual page breaks by using the Insert Page Break function Located tinder the Page Layout tab on the Ribbon.

   ii. This is a print setting. Set the printer to print each page on a separate piece of paper.

   iii. Select the data, launch the Subtotal dialog box and tick the box for Page Break between Groups.

   iv. All of these

   a) i   b) iii

   c) ii   d) iv

23. Where would you find the Subtotal function? **[1]**

   i. Under the Formula tab on the Ribbon in the Function Library group.

   ii. Under the Home tab on the Ribbon in the Quick Bum gallery.

   iii. Under the Insert tab on the Ribbon in the Outlining group.

   iv. Under the Data tab on the Ribbon in the Outlining group.

   a) iii   b) i

   c) ii   d) iv

24. How can you remove Subtotals that have been applied using the Outline tool? **[1]**

   i. Select the worksheet, click on the Ungroup button and select Remove Outline.

   ii. Select the worksheet, click on the Ungroup button and select Remove All.

   iii. Click on the Subtotal button and in the Subtotal dialog box select Remove All.

   iv. All of these

   a) iv   b) iii

c) i   d) ii

25.   Kristy wishes to add the average sales for each salesperson per product to a worksheet. Where can she find the   **[1]**
       option to insert Subtotals as averages?

   i. In the Subtotal dialog box, she needs to change the option below the label, Use Function, to Average.

   ii. After grouping sections using the outline tools, she needs to change the function in each formula from Sum
       to Average.

   iii. She needs to insert the formula: = Average into the Outline dialog box.

   iv. None of these

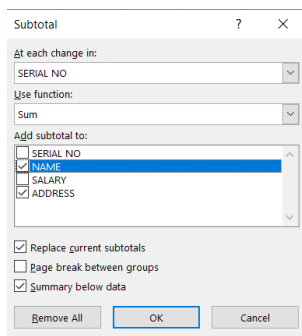   a) iii   b) i

      c) ii   d) iv

26.   Study the given figure. Are the options listed in the area in figure the only options for places to add a Subtotal to   **[1]**
       in Excel?

   i. Yes. these are built into the Outline function in Excel and cannot be changed.

   ii. No, these are the default options only. If you right-click and select Add Option, you can manually add more
       options.

   iii. It only applies to the current worksheet. Hew worksheets will allow you to create new options.

   iv. No. These options are based on the column headings in the worksheet which are included in the cell
       range selection. If you change the column headings, these options will change to match the new column
       heading.

      a) iii   b) iv

      c) ii   d) i