IT & ITES
National Skills Qualification Framework (NSQF)
Level – 2
[ Hindi and English Medium ]
(Only for Fresh/Re-appear Candidates)

Time allowed: 2.30 hours | Maximum Marks: 60

- कुप्तया जांच कर ले कि इस प्रश्न-पत्र में मुद्रित पृष्ठ ६ तथा प्रश्न ३९ हैं।

Please make sure that the printed pages in this question paper are 8 in number and it contains 39 questions.

- प्रश्न-पत्र में दालिते हाथ की ओर दिए गये कोड नम्बर को छात्र उत्तर-पुस्तिका के मुख्य-पृष्ठ पर लिखें।

The Code No. on the right side of the question paper should be written by the candidate on the front page of the answer-book.

- कुप्तया प्रश्न का उत्तर लिखना शुरू करने से पहले, प्रश्न का क्रमांक अवश्य लिखें।

Before beginning to answer a question, its Serial Number must be written.

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(2)

- Don’t leave blank page/pages in your answer-book.

- Except answer-book, no extra sheet will be given. Write to the point and do not strike the written answer.

- Candidates must write their Roll Number on the question paper.

- Before answering the questions, ensure that you have been supplied the correct and complete question paper, no claim in this regard, will be entertained after examination.

Note: (i) Attempt any two questions from question numbers 1 to 3. Rest are compulsory.
Marks of each question are indicated against them.

Answer the questions according to their marks.

1. Write steps to hide a row and freeze a column.

2. Explain various views in Spreadsheet.

3. Write steps to insert shapes and symbols to a document.

4. Write steps to insert object to a document.

5. Write steps to link cells from different worksheet.
6. Write steps to filter data in spreadsheet based on some condition.

7. What are Animations? Write steps to add animation to a presentation.

8. What is a Journal Entry? What activities are recorded in it?

9. Give syntax and example of CREATE TABLE SQL statement.

10. Define Database.

11. Define Primary Key.
12. What is Tuple?

13. Name any two binary types in DBMS.


15. What is DDL?

16. What is the use of calendar software?

17. How an appointment is categorized by calendar software?

18. What should be the characteristics of speaker notes?

19. What is slide transition?
20. What is Bar Chart?

21. What is XY Chart?

22. What options can be set using page layout option in Spreadsheet?

23. What is a document template?


25. What are features of instant messaging?

26. What is the use of filter keys?

27. What is descriptive writing?
28. What is Landmark?

29. What are various types of recount?

[ Objective Type Questions ]

30. Full form of WAN is ............ .

31. Full form of DSL is ............ .

32. Full form of DML is ............ .

(Functional English)

*Fill in the blanks from the options given:*

33. For dessert, ............... plate of kheer will do.
   (a) an           (b) the
   (c) a            (d) none
34. Can we sit on .......... upper floor?  1
   (a) a  (b) an
   (c) the  (d) none

35. It was .......... who wanted to go to the beach.  1
   (a) he  (b) himself
   (c) myself  (d) none

36. I now live .......... in the heart of Delhi.  1
   (a) comfortable  (b) comfortably
   (c) daily  (d) none

37. Walk .......... you reach the traffic point.  1
   (a) till  (b) before
   (c) after  (d) none

38. I haven’t seen them .......... last July.  1
   (a) from  (b) on
   (c) since  (d) none

39. Vikrant keeps borrowing money .......... me.  1
   (a) at  (b) with
   (c) on  (d) from