IT & ITES
National Skills Qualification Framework (NSQF)
Level-4
[ Hindi and English Medium ]
(Only for Fresh Candidates)
(For the Student of Centre of Excellence)

Time allowed: 2.30 hours ] [ Maximum Marks : 60

- कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुख्त प्रश्न 35 हैं।

Please make sure that the printed question paper contains 35 questions.

- प्रश्न-पत्र में दाहिने हाथ की ओर दिखे गये कोड नंबर 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.

- कृपया 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.

- उत्तर-पुस्तिका के बीच में खाली पृष्ठ/पृष्ठ न छोड़ें।

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

- उत्तर-पुस्तिका के अतिरिक्त कोई अन्य शीट नहीं मिलेगी। अतः आवश्यकतानुसार ही लिखें और लिखा उत्तर न काटें।
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**.

(ii) Marks are indicated against each question.

(iii) Answer the questions according to their marks.

1. **क्लाईंट साइड/सर्वर साइड स्क्रिप्टिंग का वर्णन करें.** 6
   
   Explain client side/server side scripting.

2. **पिवोट चार्ट बनाने के चरण लिखें.** 6
   
   Write steps to create a pivot chart.
3. What is the need of providing timing in a slide-show? Write steps to define specific timing to all slides.

4. Write steps to customize a slide show.

5. Explain the formats supported by calendar software.

6. Write steps to insert comments in spreadsheet.

7. What is an outline in word processor? Write steps to create it.

8. Write steps to specify envelope orientation in a document.

9. What are the uses of mail merge?

10. What is the use of CSS templates?
11. What is Web hosting service?

12. Explain three views present in MEW HTML editor.

13. On what basis e-mails can be grouped?

14. List three scenarios where back-up need to be performed.

15. What is the use of hyperlinks in spreadsheet?

[Objective Type Questions]

16. Full form of FTP is ................. .

17. Full form of HTTP is ................. .
18. Snippets can be accessed from ............... menu.

19. .NET is used to enable software as a ............... .

20. Stationery add-on does not include ............... .

21. short cut key is used to start slide show.

22. File extension for word processor template is ............... .

23. Execution of macro is called ............... .

24. Paste special option is present in ............... menu.

25. In spreadsheet, ............... are applied to display selective data.
Note: Fill in the blanks from the options given.

26. My main job is that of a team leader, .............. I also answer calls sometimes. (but, so) 1

27. I would like to .............. you for a grant of leave. (beg, request) 1

28. I hope this record helps you to view my .............. case .............. . (happily, favorably) 1

29. Would you like .............. to help you? (Me, I) 1

30. We need to fight for .............. rights. (our, ours) 1

31. Cooks are employed to prepare lunch .............. for .............. . (ours, us) 1

32. Keep the yellow folders separate .............. the blue ones. (with, from) 1

33. The manual will tell you where .............. put each cable. (at, to) 1

34. The software designer lives .............. the end of the street. (in, at) 1
35. Be extra careful .............. opening certain emails. (while, during)