IT & ITES
National Skills Qualification Framework (NSQF)
Level – 4
[ Hindi and English Medium ]
(Only for Fresh/Re-appear Candidates)

Time allowed: 2.30 hours ] [ Maximum Marks : 60

• कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुद्रित प्रश्न 35 हैं।
  Please make sure that the printed question paper are contains 35 questions.

• प्रश्न-पत्र में दाखिले हाथ की ओर दिखाये गये कोड नंबर को छात्र पत्रिका 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 अपने लिखें।
  Before beginning to answer a question, its Serial Number must be written.

• उत्तर-पत्रिका के बीच में खाली पत्ता/ पत्ते न छोड़ें।
  Don’t leave blank page/pages in your answer-book.

• उत्तर-पत्रिका के अंतिक्रित कोई अन्य शीट नहीं मिलेगी। अतः आक्सफर्नातुसार ही लिखें और लिखा उत्तर न करें।
  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. Write steps to set up slide show to repeat automatically.

2. Write steps to create a hyperlink to a new document in spreadsheet.

3. Write steps to insert a watermark to a web page.
4. Write steps to create e-mail signatures.

5. Explain various tabs in custom animation dialog box.

6. Write steps to create a chart from pivot table.

7. Write steps to create a template from another template.

8. What are the components of mail merge?

9. What is the need of creating labels?

10. What is client server model?

11. What are snippets?
12. What are the advantages of HTML editors?

13. What is the need of security in an e-mail?


15. What are slicers in spreadsheet?

[Objective Type Questions]

16. Full form of SEO is ............... .

17. ASP is used for creating ............... websites.

18. Adobe dreamweaver is an ............... tool.
19. Full form of PHP is ............... .

20. ................... calendar software format is supported for use with Microsoft Outlook.

21. ................... shortcut 'key' is used to show black screen during presentation.

22. In word processor, envelope option is present in ............... menu.

23. The process of creating macro is called ............... .

24. Shortcut 'key' to launch paste special dialog box is ............... .
25. .............. क्रिया को कॉपी, प्रिंट या फार्वर्ड होने से बचाता है।

.............. restrict spreadsheet from being copied, printed or forwarded.

[ Functional English ]

Note: Fill in the blanks from the options given.

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

27. I hope this record helps you to view my case .............. .

(happily, favorably) 1

28. .............. I help you? (Might, May) 1

29. Science has .............. over the years.

(proved, improved) 1

30. Place the customer contact details .............. the "customer info" label.

(in, under) 1

31. The new micro-computer is very .............. .

(little, small) 1

32. Remove the deleted items .............. the recycle bin.

(in, from) 1

33. Place the manual .............. the table. (on, above) 1
34. Make sure the customers ............... are served too. (outside, over) 1

35. Working as a team helps ............... do our work faster and better. (us, we) 1