ANANDALAYA
PERIODIC TEST – 1
Class : X

Subject: Information Technology (402)   MM :20
Date   : 13-07-2023   Time: 1 Hour.

General Instructions:
   1. This Question Paper consists of 15 questions in two sections: Section A & Section B.
   2. Section A has 10 objective type questions whereas Section B contains 5 subjective type questions.

Section A : (Objective Type Questions)

Select the best appropriate answer for the statements given below:

1. _____ is the receiver's acknowledgement and response to the message.   (1)
    (A) Feedback   (B) Backfeed   (C) Feed   (D) Information

2. Ananya is the manager of a Store and many workers are working under her. Which of the   (1)
    following method is effective to inform everyone about the change in duty hours?
    (A) Face to Face   (B) E-mail   (C) Notices / Posters   (D) Business Meetings

3. _____ includes sounds, words, language and speech.   (1)
    (A) Verbal communication   (B) Non-Verbal communication
    (C) Both of the above   (D) None of the above

4. What are the types of words that we should use for verbal communication?   (1)
    (A) Acronyms   (B) Simple   (C) Technical   (D) Jargons

5. When we greet someone by raising/waving hand, then we are communicating by non verbal   (1)
    method using _____
    (A) Eye contact   (B) Expressions   (C) Gestures   (D) None of the above

6. Which one of the following styles includes header and footers, border and margins?   (1)
    (A) Character Style   (B) Page Style
    (C) Presentation Style   (D) Frame style

7. Which of the following option is not available in Graphics mode of picture toolbar?   (1)
    (A) Grayscale   (B) Black/White
    (C) Watermark   (D) Original

8. Which option helps us to take only particular section/part of image?   (1)
    (A) Crop   (B) Background
    (C) Wrap   (D) None of the above

9. _____ feature of Writer help us to build an automated index from heading.   (1)
    (A) Table of Contents   (B) Style   (C) Template   (D) None of the above

10. The E# button in Entries tab of Insert Index / Table represent.   (1)
    (A) Entry Text   (B) Chapter number   (C) Tab Stop   (D) Page Number

Section – B : (SUBJECTIVE TYPE QUESTIONS)

11. What do you mean by feedback? What is the importance of feedback? (2)

Ans:

12. Write down the common communication barriers you may come across, when you move to a new city or country. (2)

Ans:

13. Explain any four Graphic filters. (2)

14. Give any four styles supported by OpenOffice.org (2)

Ans:

15. What are templates? What are the advantages of using templates? (2)

Ans: