



विद्या सर्वार्थ साधिका

ANANDALAYA
PT-2 EXMINATION
Class : X

Subject: Information Technology (402)
Date : 20-09-2023

MM :20
Time: 1 Hour.

General Instructions:

1. This Question Paper consists of two sections – Section A & Section B.
2. Section A has 10 Objective type questions carrying one mark each and Section B contains 5 Subjective type questions carrying 2 marks each.

Section A : (Objective Type Questions)

Select the best appropriate answer for the statements given below:

1. Which of the following transmits/sending the message through one medium or another? (1)
(A) Receiver (B) Listner (C) Sender (D) None of the above
2. Suman need to apply leave at work. Which method of communication will she use? (1)
(A) E-mail (B) Poster (C) Newsletter (D) Blog
3. _____ includes a series of postures and breathing exercises to control body and mind. (1)
(A) Meditation (B) Yoga
(C) Physical Exercise (D) None of the above
4. Which of the following is not a Stress management technique? (1)
(A) Taking Nature Walk
(B) Focusing on negative aspects of life.
(C) Maintaining a positive attitude towards life.
(D) Practicing a hobby like gardening
5. Flip Vertically option in picture toolbar will make the image as the _____ (1)
(A) mirror placed at the left of the image
(B) mirror placed at the right of the image
(C) mirror placed at the top of the image
(D) mirror placed at the bottom of the image
6. _____ refers to the relation of graphics to the surrounding text. (1)
(A) Anchoring (B) Text Wrapping
(C) Graphic Wrapping (D) All of the above
7. _____ 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
8. _____ allows you to gather data from different worksheets into a master worksheet. (1)
(A) Data Consolidation (B) Goal Seek
(C) Solver (D) Total data
9. Scenarios are tool to test _____ questions. (1)
(A) if else (B) what else (C) what if (D) if
10. A _____ is a saved sequence of commands or keystrokes that are stored for later use (1)
(A) Solver (B) Autosum (C) Consolidate (D) Macro

Section – B : (SUBJECTIVE TYPE QUESTIONS)

11. Social media chats, reports, SMS are examples of what type of communication? Explain. (2)

Ans:

12. In SMART goals, what does 'S' stand for? Explain (2)

Ans:

13. Differentiate styles and templates in Digital Documentation. (2)

14. Paramarth scored 130 in Term1 and 140 in Term2 (out of 150). How much will he score in Term3 so that the aggregate becomes 80%. Which option will help him to find? , Define that Option in reference to Spreadsheet. (2)

Ans:

15. Write any four statistical functions available in Consolidate dialog box. (2)

Ans:
