BK BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
SENIOR SECONDARY CO-ED DAY CUM BOYS' RESIDENTIAL SCHOOL
PERIODIC TEST - II (2024-25)
INFORMATION TECHNOLOGY-802

Class: XI (SUBJECT-5)
Date:
Name: ……………

MARKING SCHEME

Duration: 1 Hour
Max Marks: 25
Adm. No. :

General Instructions:
1. *Please read the instructions carefully.*
2. *This Question Paper consists of 21 questions in two sections: Section A, B & Section C.*
3. *Section A has Objective type questions whereas Section B contains short questions Section C contains long questions.*
4. *All questions of a particular section must be attempted in the correct order.*
5. ***SECTION A - OBJECTIVE TYPE QUESTIONS (12 MARKS):***
    - i. *This section has 12 questions. All compulsory.*
    - ii. *Marks allotted are mentioned against each question/part.*
    - iii. *There is no negative marking.*
    - iv. *Do as per the instructions given.*
6. ***SECTION B – SHORT QUESTIONS (8 MARKS):***
    - i. *This section has 6 questions. Answer any 4.*
    - ii. *Do as per the instructions given.*
    - iii. *Marks allotted are mentioned against each question/part.*
7. ***SECTION C – LONG QUESTIONS (5 MARKS):***
    - i. *This section has 3 questions. Answer any 2.*
    - ii. *Do as per the instructions given.*
    - iii. *Marks allotted are mentioned against each question/part.*

SECTION A: OBJECTIVE TYPE QUESTIONS

I.   MCQ (Multiple Choice Questions)   **12 x 1 = 12 Marks**

1. What type of software is OpenOffice writer?
    a. Graphic design software
    b. Video editing software
    c. **Word processing software**
    d. Web browsing software

2. Which tab in open office writer is used for commands like create,save,print,open and close?
    a. Format tab
    b. Insert tab
    c. Home tab
    d. File tab

3. What is the purpose of word processing software?
    a. Creating and editing text document
    b. Editing image
    c. Creating spreadsheet

d. Managing database
4. Which tab in open office writer is used for commands like cut,copy,paste,find & replace,undo,and redo changes?
   a. **Edit tab**
   b. View tab
   c. Tools tab
   d. Format tab
5. Which software from LibreOffice is for spreadsheets?
   a. Write
   b. Excel
   c. Presentation
   d. **Calc**
6. Which menu of open office Calc will need to be used for using macros?
   a. Insert
   b. Format
   c. **Tools**
   d. Window
7. Which type of data entered in spreadsheets is meant for calculation purpose?
   a. Text
   b. **Numbers**
   c. Values
   d. Symbol
8. In copying data and moving the data, the common part is the.
   a. **Paste operation**
   b. Format
   c. Undo
   d. Autofill
9. With OpenOffice ………..you can explore a wide a wide range of slide transition effects and animation options.
   a. Calc
   b. Writer
   c. **Impress**
   d. Draw
10. Which element of the Impress interface is present at the bottom of your window?
    a. Menu bar
    b. Work area
    c. Scroll bar
    d. **Status bar**
11. One of the ways of viewing master slides is.
    a. **View>Master>Slide Master**
    b. View>Slide master

    c. Slide Master Icon

    d. None of these

12. What function key is used to start the slide or to show the slide on the full screen?

    a. F4

    b. F5

    c. F6

    d. F7

SECTION B: SHORT QUESTIONS

II. **Short answer type questions.(Answer any 4 out of 6)** 4 **x 2 = 8 Marks**

13. What can a presentation software be used for?

Ans- Presentation software is used to create and deliver visual and multimedia displays for various purposes. Its key uses include:

1. Business Presentations:
   Communicate ideas, proposals, sales pitches, or performance reports to colleagues, clients, or stakeholders.
2. Educational Content:
   Create visually engaging lessons, lectures, or training materials for students or trainees.
3. Marketing and Sales
4. Event presentation

14. What are the different tabs in open office impress? Explain any two.

Ans-Normal Tab:
Used for creating and editing slides. It provides a full view of the current slide and allows you to work with its text, images, and other elements.

Outline Tab:
Displays the text content of all slides in outline form. This is useful for editing or reorganizing the slide text without being distracted by design elements.

15. Describe how the autofill feature of Calc works?

Ans-Type a value in a cell (e.g., a number or text).

Click on the cell to select it.
Hover your mouse over the small square at the bottom-right corner of the selected cell (called the fill handle).

Drag the fill handle across the cells where you want to copy or continue the sequence.
Calc will either replicate the value or extend a recognizable pattern.

16. What is a relative referencing? Explain with example.

Ans- Relative referencing in spreadsheets refers to cell references in a formula that change dynamically when the formula is copied or moved to another cell. The reference is relative to the position of the formula, making it adaptable to different rows or columns.

- If you copy the formula in C1 down to C2, C3, and so on, the references automatically adjust for each row:

    In C2, the formula becomes =A2 * B2

    In C3, the formula becomes =A3 * B3

    This happens because the references are relative to the row of the formula.

17. What is the difference between Ctrl+C,Ctrl+V,Ctrl+X and Ctrl+S

    Ans- Copy,paste,Cut and to save the file

18. What is word processing software? Write the purpose of using word processing software.

    Ans- Word processing software is an application used to create, edit, format, and print textual documents. It provides a user-friendly interface for working with text, enabling users to produce professional-looking documents efficiently.

    Document Creation:Create various types of documents, such as letters, reports, resumes, memos, and essays.

    Text Editing and Formatting:Modify text (e.g., font styles, sizes, colors, and alignment) to improve readability and presentation.

SECTION C: LONG QUESTIONS

III.   Long answer type questions.(Answer any 2 out of 3)   2 x 2.5 = 5 Marks

19. Give the shortcuts for the following actions and also describe the actions in more details.

a. Undo   b. Redo   c. Print   d. Select All   e. Find and Replace

   a. Ctrl+z

   b. Ctrl+y

   c. Ctrl+P

   d. Ctrl+A

20. Ctrl+F

Describe the following functions in Calc.

a. ROUND- The **ROUND** function rounds a number to a specified number of decimal places. ROUND(12.3456; 2) → **12.35** (rounds to 2 decimal places)

b. RAND- The **RAND** function generates a random number between 0 (inclusive) and 1 (exclusive). RAND() → **0.4823** (random number; result varies).

c. ABS- The **ABS** function returns the absolute value of a number (i.e., the value without its sign). ABS(-15) → **15**

21. Name any five views in which slides of impress can be viewed and ways to access them from the menu.

Ans-Normal View- The default view where you can design and edit slides. It shows a full view of the selected slide along with thumbnails of all slides on the left.

Outline View- Displays the text content of all slides in an outline format, making it easy to focus on the structure of the presentation.

Notes View- Allows you to add and edit speaker notes for each slide. These notes are for the presenter and are not visible to the audience during the presentation.

Handout View- Lets you arrange slides for printing as handouts. You can customize the layout to include multiple slides per page.

Slide Sorter view- Displays all slides as thumbnails in a grid layout. This view is ideal for reorganizing, duplicating, or deleting slides.S

*********** ALL THE BEST ************