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CCE RR/PF
REVISED SYLLABUS

NSQF LEVEL-2

**KARNATAKA SCHOOL EXAMINATION AND ASSESSMENT BOARD,
MALLESHWARAM, BENGALURU – 560 003
NSQF LEVEL-2 EXAMINATION, JUNE, 2024**

MODEL ANSWERS

Date : 15. 06. 2024]   CODE NO. : **86-EK**

Subject : **Information Technology**
(English Medium)
(Regular Repeater / Private Fresh)

[Max. Marks : 60

Qn. Nos.	Value Points		Total
I.	*Four* alternatives are given for each of the following questions/incomplete statements. Choose the correct alternative and write the complete answer along with its question number and alphabet : 10 × 1 = 10		
1.	Track changes option is available under the menu, (A) File (B) Edit (C) View (D) Insert **Ans.** (C) View		1

Qn. Nos.	Value Points		Total
2.	Watermark means adding text or image to the (A) Page background (B) Top of the page (C) Bottom of the page (D) Margin of the page **Ans.** (A) Page background		1
3.	Shortcut key to "start recording the changes" is (A) Ctrl + Shift + C (B) Ctrl + Alt + C (C) Alt + Shift + C (D) Shift + C + F_2 **Ans.** (A) Ctrl + shift + C		1
4.	The file extension of spreadsheet is (A) **.odb** (B) **.odt** (C) **.odg** (D) **.ods** **Ans.** (D) **.ods**		1
5.	The tool used to predict the output while changing the input is (A) Consolidate function (B) What-if scenario (C) Goal seek (D) Find and Replace **Ans.** (B) What-if-scenario		1
6.	Which of the following is NOT a DBMS software ? (A) MS Access (B) Open office base (C) MS Excel (D) My SQL **Ans.** (B) Open office base		1
7.	The key which uniquely identifies a row in a table is (A) Primary key (B) Alternate key (C) Foreign key (D) Candidate key **Ans.** (A) Primary key		1
8.	The shortcut key to open an existing database is (A) Ctrl + D (B) Ctrl + O (C) Ctrl + E (D) Ctrl + F **Ans.** (B) Ctrl + O		1

Qn. Nos.	Value Points		Total
9.	The proper security procedure taken by the organization increases (A) Loss (B) Insurance (C) Business Revenue (D) Operational charges **Ans.** (C) Business Revenue		1
10.	If a person gets sore shoulders while working with a computer then the remedy that could be suggested is (A) Lumbering support on the backrest of chair (B) Rest the eyes periodically (C) Moving closer to keyboard (D) Adding wrist to the front of the keyboard **Ans.** (C) Moving closer to keyboard		1
II.	**Fill in the blanks with suitable answer : 4 × 1 = 4**		
11.	"JPEG" expression is .... **Ans.** Joint Photographic Expert Group		1
12.	The module can be executed from the IDE by pressing .... Key. **Ans.** F_5		1
13.	Query can be created in .... ways. **Ans.** 3		1
14.	The pH value of water can be measured through .... analysis. **Ans.** Chemical		1

Qn. Nos.	Value Points		Total
III.	**Text wrapping effects are given in Column-A and their tools are given in Column-B. Match them and write answer with alphabet :** **4 × 1 = 4**		
15.			

Column-A	Column-B
(i) Text is placed above and below the image.	(a) Arrangement
(ii) Text flows around the image	(b) Optimal page wrap
(iii) Superimposes the image on the text.	(c) Wrap left
(iv) Text is placed on the right side of the image.	(d) Wrap off
	(e) Wrap right
	(f) Wrap through
	(g) Page wrap

Qn. Nos.	Value Points		Total
	(i) (d) Wrap off (ii) (g) Page wrap (iii) (f) Wrap through (iv) (e) Wrap right	1 1 1 1	4
IV.	**Answer the following questions :** **6 × 1 = 6**		
16.	What is digital image ? **Ans.** In a digital document, a graphic or image is called digital image.		1
17.	Name any two types of inserting image in LibreOffice writer. **Ans.** Copy & Paste methods or inserting Drag & drop methods or inserting Using Insert image dialog box (write any *two*)		1

Qn. Nos.	Value Points		Total
18.	What is Macro ? **Ans.** Macro is a single instruction that executes a set of instructions.		1
19.	Mention the use of Goal seek in spreadsheet. **Ans.** Goal seek helps in finding out the input for specific output.		1
20.	Define the term 'subtotal' in spreadsheet. **Ans.** The subtotal in calc creates group automatically and applies common functions, like, sum, average on the grouped data.		1
21.	What is a foreign key in DBMS ? **Ans.** Field or combination of fields of one table can be used to uniquely identify records of another table that particular field is foreign key.		1
V.	**Answer the following questions :** **6 × 2 = 12**		
22.	What is style in LibreOffice writer ? Give one example. **Ans.** A style is a collection of a formatting information, which you want to save and then apply on document. Example : Font can be stored as a style with the name 'Title style'. (Any other example in style can be awarded marks)	1 1	

Qn. Nos.	Value Points		Total
23.	Define the following terms of style categories in LibreOffice writer. (a) Page (b) Paragraph **Ans.** <u>(a) Page</u> : It defines basic page layout like page size, its margin, placement of header and footer, footnote, borders and background. <u>(b) Paragraph</u> : Paragraph formatting includes tab stops, text alignment, line spacing and borders.	1 1	2
24.	Differentiate between Relative and Absolute hyperlink, in a spreadsheet. **Ans.** An absolute hyperlink stores the complete location where the file is stored. A relative hyperlink stores the location with respect to the current location.	1 1	2
25.	What is data model in DBMS ? Write any two different data models. **Ans.** A database can be designed in different ways depending on the data being stored. This structure is known as data model. ❖ Hierarchical Data Model ❖ Network Data Model ❖ Relational Data Model (Write any 2)	1 ½ ½	2
	OR		

Qn. Nos.	Value Points		Total
	What is the need of queries in DBMS ? Write the ways of creating data queries.		
	Ans.		
	A query is used to retrieve the desired information from database.	1	
	❖ Using a Wizard		
	❖ In Design view	½	
	❖ In SQL view (write any 2)	½	2
26.	What is numeric data type in DBMS ? Give one example.		
	Ans.		
	Numeric data type consists of number. The number can be integer or real number on which any type of arithmetic calculation can be done.	1	
	Example : 10, – 34·8, 99·6789.		
	(any example of numeric, award marks)	1	2
27.	What are the common vision problems that occur while working with computers ? What are the remedies for those problems ?		
	Ans.		
	❖ Eye strain and visual fatigue due to bright light, glare & flickering images.	½	
	❖ When you constantly focus on screen, you forget about blinking your eyes that cause of drying of eyes.		

Qn. Nos.	Value Points		Total
	❖ Poor lighting of computer causes the blurry vision, burning or watering in eyes, headaches and shoulder neck pain start immediately. (write any 2) (To reduce the risks of visual problems) or remedies.	½	
	❖ Adjust the brightness of computer screen to save your eyes from strain. ❖ Re-position the screen to avoid glare from lights or windows ❖ Keep a proper vision distance from computer & blink the eyes. ❖ Wear anti glare glasses while working with computers ❖ Give your eyes periodic breaks from the screen and perform frequent blinking. Look away from screen or focus on 30 meter away for 30 seconds every 30 minutes	½	
	❖ Keep the monitor between 18 to 24 inches away from your eyes. Position the monitors to avoid glare from sunlight and keep them clean.(any 2)	½	2
	OR		

Qn. Nos.	Value Points		Total
	Suggest any four safety measures to prevent hazards in the workplace of an organization.		
	Ans.		
	❖ Store all cleaning chemicals in tightly closed containers in separate cupboards	½	
	❖ Throw garbage daily		
	❖ Make sure you have proper lighting		
	❖ Do not wear loose clothing or jewellery when working with machines		
	❖ Never distract the attention of people who are working near a fire or with some machinery, tools or equipment	½	
	❖ Wherever required, wear protective items, such as safety, glasses, masks, gloves and hair net etc.	½	
	❖ Shut down all machines before leaving workplace		
	❖ Do not play with electrical control or switches		
	❖ Do not operate machines without having training about machines		
	❖ Repair torn wire, broken plugs, before use		
	❖ Do not use the equipments if it smokes, sparks or looks unsafe		
	❖ Cover the food with lid, plastic wrap or aluminum foil		
	❖ Do not smoke in "No smoking" area		
	❖ Report any unsafe condition or acts to your supervisor. (write any 4)	½	2

Qn. Nos.	Value Points		Total
VI.	**Answer the following questions :** **4 × 3 = 12**		
28.	Write the steps to update a new style in LibreOffice writer.		
	Ans.		
	Open LibreOffice writer document	½	
	↓	½	
	Select the paragraph /page		
	↓	½	
	Format the selected portion as per requirement		
	↓	½	
	Go to style menu		
	↓	½	
	Click on the button to update		
	↓	½	
	Update the selected style using style action		3
	OR		
	Writer the steps to load the styles in LibreOffice writer.		
	Ans.		
	Style menu, click load style		
	↓	½	
	Load style dialog box opens	½	
	↓		
	Find & select template to copy style	½	
	↓		
	Same dialog box select types of styles	½	
	↓		
	In case style to be copied from file, click from file & select file	½	
	↓	½	
	Click ok, the style loads		3

Qn. Nos.	Value Points		Total
29.	How do you modify an image using image toolbar in LibreOffie writer.		
	Ans.		
	❖ The image toolbar automatically appears when an image is inserted or selected in the document or file. If you want to keep it always on screen.	1	
	❖ Click on view > Toolbars > Image from menu bar. The image toolbar will be displayed. It describes various tools that are made available through image toolbar.	1	
	❖ To apply the any of tools from image toolbar, select the tool then click on the tool.	1	3
30.	Write the rules to be followed to name the macro module.		
	Ans.		
	❖ Begin with a letter		
	❖ Should not contain spaces		
	❖ Not contain special characters except for (underscore)		3
31.	Write the steps to arrange the data in ascending order in DBMS table.		
	Ans.		
	Open the event table in datasheet	½	
	↓		
	Click view	½	
	↓		
	Select the field	½	
	↓		
	Click from tool bar	½	
	↓		
	Click sort ascending icon	½	
	↓		
	The table will sorted in ascending order	½	3

Qn. Nos.	Value Points		Total
VII.	**Answer the following questions : 3 × 4 = 12**		
32.	Write the steps to extract a table from web page in spreadsheet. **Ans.** Open spread sheet	1	
	↓		
	Select the cell to store the first cell of the table	1	
	↓		
	Select sheet link to external data	1	
	↓		
	A dialog box is displayed select the language for import, the data will be in same language as the web page	1	4
	OR		
	Write the steps to link the register data source in Spreadsheet. **Ans.** Open LibreOffice Base in database		
	↓	½	
	Option		
	↓	½	
	Tools		
	↓	½	
	LibreOffice database dialog box appears		
	↓	½	
	Click new button		
	↓	½	
	Click the browse or select file		
	↓	½	
	Type the registered name of database	½	
	↓	½	
	Click ok the database added to list of register database		4

Qn. Nos.	Value Points		Total
33.	Explain any four components of user interface of LibreOffice base in DBMS. **Ans.** ❖ Title bar : The title bar displays the name of a database and an application in which it is made the windows button to maximize, minimize or close the window are located on the right corner of the title bar. ❖ Menu bar : The menu bar appears below the title bar. It consists seven menu items-File, Edit, view, Insert, Tools, window and help all these menu items contain commands that help to perform various operations on the database. ❖ Standard toolbar – It is located below the menu bar. It is used to access frequently used tools. ❖ Status bar – It is located at the bottom of the interface window. I display information about the type of view of the object in the database. Database pane. The database pane is located on the left side of the window. LibreOffice base is the collection of related data object known as Tables, Forms, Quarries, Report & applications modules. Depending on the object that is selected, the respective take pane and object area displaying the created object appears.		4

Qn. Nos.	Value Points		Total
34.	Explain any four advantages of DBMS. **Ans.** Organised storage : The data in the database is stored in an organised menu, so that retrieval of the required data is fast and accurate.	1	
	Data Analysis : A database helps in analysis of data based on certain, criteria. It is easy to find out maximum or minimum value, average or mean using database.	1	
	Data sharing : If the same data set is required for different applications then the database can be shared with other applications. Hence using a database means making once and using repeatedly for multiple application.	1	
	Minimal Data Redundancy : In the eye of requiring the same data field in several tables the data field might get repeated in number of tables. this is called as data redundancy. This can reduced by using DBMS tool. (Any other advantages)	1	4
	OR		
	Explain the objects of RDBMS. **Ans.** Table : As mentioned before, a table is the basic unit of any DBMS. the data is first stored in Tables in row and column format. A column represents a field or an attribute while a row represents a record.		

Qn. Nos.	Value Points		Total
	Forms : A form is a feature of a database using which we can enter data in a table in an easy and user friendly interface for entering data. the data entered through the forms is stored in table.		
	Quarries : A query is used to retrieve the desired information from the database for example. If we want to view the names of only students who have scored more than 50 marks, then we post a query. The data set matching the given criterion is retrieved from the table & displayed on the screen.		
	Reports : The output of query may be displayed in the form of reports. The usual result of the query is the form of rows and column. But if we want the report to be formal and in proper layout, then we can use the report feature of RDBMS.		