

DAV PS, Rajhara

Short Answer Questions(1 mark Questions) Session 2019-20

Class 10th - IT - 402

- 1) Name different form of communication.
- 2) Define feedback in terms of communication.
- 3) What is Decoding?
- 4) What is verbal communication?
- 5) What is non verbal communication?
- 6) What is written communication?
- 7) What is stress?
- 8) What is bed stress?
- 9) What is self awareness?
- 10) Define self regulation.
- 11) What is independent working?
- 12) What is word processor >
- 13) What is title bar?
- 14) What is word wrapping?
- 15) Define text Alignment.
- 16) The shortcut key used for pasting text from clipboard is .
1)Ctrl + X b) Ctrl + V c)Ctrl + Y d)Ctrl + N
- 17) Ctrl + S shortcut is used to select text in OOo writer.
a) True b)False
- 18) We can't incorporate graphics in a word processor
a)True b)False
- 19) What do you mean by previewing a Document?
- 20) The printed copy of a document is called Hard copy.
a)True b)False
- 21) You can view multiple pages in page preview.
a) True b)False
- 22) What are tables?
- 23) What is cell pointer?
- 24) What is cell?
- 25) What is worksheet?
- 26) What is worksheet?
- 27) Define MIN() in OOo Calc.
- 28) Under what menu you will find sort command?
- 29) The shortcut key for printing is
1)alt + P b) Ctrl + Shift +V c)Ctrl + P d)Ctrl + N
- 30) What is formula in OOo Calc?
- 31) What is function in OOo Calc?
- 32) What is slide in OOo impress?
- 33) What is the shortcut key to run a presentation?
- 34) What is Entrepreneur?
- 35) What is sustainable development?
- 36) Which of the following is not a Network type ?
a)LAN b)MAN c)WAN d)TAN
- 37) What is instant messaging?
- 38) What is blog?
- 39) What is Relational Database?

40) What is Primary Key?

DAV Public School Bhatgaon

Question Bank- 2019-20

Class :-X Subject:-IT(402)

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- The animation shown when one slide moves to another slide is known as _____.
a. Theme b. Design c. Transition d. Hyperlink
 - The feel-good hormone released by our body, which helps us cope with stress is/are _____.
a. Cortisol b. Endorphin c. Dopamine d. Adrenaline
 - A cell address's correct form is _____, _____.
a. row number, column letter c. column letter, row number
b. column number, row number d. none of these
 - The cell having bold boundary is the _____ cell.
a. Last b. Next c. First d. Active
 - Showing data as per a specific condition is known as _____ of data.
a. Showing b. filtering c. Limiting d. trimming
 - To create an absolute cell reference _____ sign is used before the parts of formula.
a. \$ sign b. # sign c. ^ sign d. % sign
 - The formula in cell A2 is =B2+C3. On copying this formula to cell C2, the formula in cell C2 will be _____.
a. =B2+C3 b. =C3+B2 c. =D2+E3 d. =E3+D2
 - _____ is a website consisting of entries (also called posts) appearing in reverse chronological order with the most recent entry appearing first (similar in format to a daily journal).
a. Blog b. Blogger c. Blogging d. Blogosphere
 - Email deleted from the inbox is moved into _____.
a. spam b. trash or deleted folder c. sent d. forward
 - This folder stores composed and unsent mails.
a. Inbox b. Drafts c. Sent Mail d. Outbox
 - There's _____ need to get upset! [no/some]
 - Can you give me _____ rupees for the bus fare? [couple of/many of]
 - The rules that specify how data is transmitted are called _____.
a. Protocols b. Parallels c. Bandwidth d. Multiplexers
 - Internet is a type of _____ network.
a. LAN b. MAN c. WAN d. None of the above
 - How would you refer to the range starting from 1st column, 1st row and spread till 6th column and 3rd row?

- a. [E3:A1] b. [A1:E3] c. [I6:A1] d.
[A1:F3]
16. Cell address \$A\$4 in a formula means it is a :
- a. Mixed cell reference c. Absolute cell reference
- b. Relative cell reference d. None of the above
17. Out of the following which one the least expensive form of communication?
- a. Verbal/oral b. Non-verbal
- c. Written communication d. Visual communication
18. Which extension is given to Writer document by default?
- a. .odt b. .com c. .doc d. .xls
19. Professional looking visual aids are prepared with the help of a software called
- a. DBMS c. Graphics software
- b. Multimedia software d. presentation Graphics software
20. An electronic page in a presentation is called a
- a. page b. e-page c. slide d. e-slide
21. Which function key allows you to run the slideshow?
- a. F1 b. F3 c. F5 d. F7
22. Which of the following is not a network type?
- a. LAN b. MAN c. WAN d. TAN
23. What is name for any device connected to a network?
- a. Node b. Server c. Workstation d. Hub
24. Which of the following is not an instant messenger?
- a. Google Chrome b. LinkedIn c. WhatsApp d. Google Hangouts
25. The act of writing a post for a blog is called:
- a. Blog b. Blogger c. Blogging d. Blogosphere
26. Which of the following is not a blogging site?
- a. myblog b. Blogger c. WordPress d. LiveJournal
27. A person who writes content for a blog
- a. Blog b. Blogger c. Blogging d. Blogosphere
28. Which of these is classed as personal information?
- a. Date of birth b. Online nickname c. Gender d. Largest peak in your continent
29. What software can you use to avoid getting viruses?
- a. Disk Cleanup software b. Firewall c. Anti-virus software d. Safety software
30. How do you know if a website is secure?
- a. When you visit the site, a message appears telling you it is secure
- b. The prefix of the website is https
- c. Websites cannot be made secure
31. What is the purpose of anti-virus software?
- a. To prevent a virus from attacking the network
- b. To prevent hackers from accessing the network
- c. To block unauthorized connections to the network
32. Which statement best describes Conditional Formatting?

- a. Adding decimal places to numbers
 - b. Adding a preceding dollar sign to numbers
 - c. Changing the font color
 - d. Applying a rule to a cell or range of cells
33. What word is used to describe re-organizing the data in a different order?
- a. Search
 - b. Sort
 - c. Fill
 - d. Format
34. Data represented in a worksheet can be easily understood by:
- a. Database
 - b. Letter
 - c. Chart
 - d. Symbol
35. Which of the following is not a legal chart type?
- a. Area Chart
 - b. Column Chart
 - c. Row Chart
 - d. XY Chart
36. Which of them is not an email program?
- a. Outlook Express
 - b. Chrome
 - c. Outlook
 - d. Thunderbird
37. Duplication of data is known as _____.
38. A field that uniquely identifies records in the table is known as _____.
39. _____ is a collection of related information.
40. _____ is a field when used as a primary key numbers each record sequentially.
41. Name collection of fields which represent a complete unit of information is called _____.
42. A interface in user-defined layout that lets user view, enter, change data in table known as _____.
43. Multiple copies of same data that mismatch are known as _____.
44. The three pillars of sustainable development are environmental, _____ and _____.
45. The four dimensions of sustainable development are: _____, _____, _____ and _____.
46. Government has entrusted _____ to monitor the implementation of SDGs.
47. You should keep same password for all your online accounts _____. [True /False]
48. You should prefer private browsing mode_____. [True /False]
49. Hiding of rows/columns removes their data from the worksheet_____. [True /False]
50. Autosum is exactly the same as sum ()_____. [True /False]
51. Freezing divides the worksheet in two parts_____. [True /False]
52. Insertion point shows where the typed texts will appear_____. [True /False]
53. A word processor automatically wraps any text extending beyond the right margin to the next line _____. [True /False]
54. There can be multiple primary keys in a table. [True /False]
55. A primary key value can be NULL. [True /False]
56. A database can have multiple objects like table, forms, queries, report etc. [True /False]