Roll No. ☐☐☐☐☐☐☐

Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **5** printed pages.

- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.

- Please check that this question paper contains **10** questions.

- **Please write down the Serial Number of the question before attempting it.**

- 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

SUMMATIVE ASSESSMENT - II

INFORMATION TECHNOLOGY

Time allowed : 1 hour   *Maximum Marks : 30*

Note :   *This question paper includes questions on IT applications in domains such as Business, Education and Governance.*

1. **Multiple Choice Questions :**   **6**

   (i)   To write a formula in Spreadsheet tool, what symbol we need with ?

         (a)   (b)   (c)   (d)

   (ii) What could you do to add an absolute reference ?

         (a)   Add dollar signs around the cell

         (b)   Click F4

         (c)   Both (a) and (b)

         (d)   None of the above

   (iii) To start a slideshow in Digital Presentation tools, we press _____ key
         on the keyboard.

         (a)   (b)   (c)   (d)

   (iv) E-mail stands for :

         (a)   Electronic mail   (b)   Emergency mail

         (c)   Electric mail   (d)   None of the above

   (v)   Generally, when you receive an e-mail, it comes in which folder ?

         (a)   (b)   (c)   (d)

   (vi) If you want to send an email to many friends without showing them all
         the email addresses, you will type all email addresses in :

         (a)   (b)

         (c)   (d)

SECTION - B

2. In a presentation software :   **2**

  (a) Which view is best suited, if you wish to delete multiple slides of a presentation ?

  (b) What you would do to select the same Font Settings and Slide background for all the slides ?

3. In a presentation software, what is the difference between Slide Transition and Custom Animation ?   **2**

4. Write one line for defining each of the following :   **2**

  (a) Firewall

  (b) SPAM

5. What is the difference between tags <UL> and <OL> in HTML ? Give an example of each.   **2**

6. Write the name of the software tool to perform the following operation :   **2**

  (a) To edit a Web Page

  (b) To view the content of a Web Page

SECTION - C

7. Write the type of addressing used in the following :   **3**

  (a)

  (b)

  (c)

8. Raveena is making a professional presentation for a newly launched product of her company. She wants to incorporate the following feature in her presentation.

    (a)   To add serial numbers in each slide.

    (b)   To add name of her company on top of each slide.

    (c)   To add the picture of the product on the second slide (the picture of product is stored on her computer)

Write the commands / features of presentation tool using which she can perform the above operations.

3

9. Write an HTML code to create the given table :

3

BOOK	PUBLISHER	CLASS
First Flight	NCERT	10
Informatics Practices	CBSE	12

SECTION - D

10. Write the Spreadsheet formula / expressions / functions to perform the operations given in (a) to (e) keeping in view of the following spreadsheet data :

5

	A	B	C	D	E	F	G
1	ROOM	RENT	STATUS	DURATION	AMOUNT	TAX	BILLAMOUNT
2	101	3000	OCCUPIED	3			
3	102	2500					
4	103	3000	OCCUPIED	5			
5	201	4000	OCCUPIED	7			
6	202	4000					
7	203	5500	OCCUPIED	2			
8							

(a) To calculate AMOUNT with the help of corresponding RENT and DURATION as RENT*DURATION to be written in E2.

(b) To calculate TAX as 10% of corresponding AMOUNT to be written in F2.

(c) To calculate BILLAMOUNT as total of corresponding AMOUNT and TAX to be written in G2.

(d) To find highest RENT from the column B to be written in B8.

(e) To count the number of rooms occupied from the column C to be written in C8.