	ANANDALAYA	Name: _____
विद्या सर्वार्थि साधिका	PERIODIC TEST-2 Class: X	Section:_____ Roll No. : _____

Subject: Information Technology (402)	MM :20
Date : 12-09-2024	Time: 1 Hour.

General Instructions:
   1. This Question Paper consists of 6 **questions** in two sections: Section A & Section B.
   2. Section A has Objective type questions whereas Section B contains Subjective type questions.

Section A : (Objective Type Questions)

Q-1 **Select the best appropriate answer for the statements given below:**   (20 X ½ = 10)

  I. _____ includes sounds, words, language, and speech.
   (A) Verbal communication   (B) Non-Verbal communication
   (C) Both of the above   (D) None of the above

 II. Basic principles of professional communication skills can be abbreviated as _____
   (A) 7 Cs   (B) 7 Ss   (C) 7 Ns   (D) 7 Fs

III. _____ makes you to complete work or studies without others cheering you.
   (A) Self – confidence   (B) Communication
   (C) Self – motivation   (D) Self – Esteem

 IV. Formula to refer a cell A3 in sheet named S1 is _____.
   (A) =S1A3   (B) =S1.A3   (C) =”S1″.A3   (D) None of the above

  V. We can use _____ method to set goals.
   (A) SMART   (B) CLASS   (C) FIRST   (D) None of the above

 VI. The inability to communicate using a language is known as _____
   (A) Physical Barrier   (B) Linguistic Barrier
   (C) Interpersonal Barrier   (D) Organisational Barrier

VII. Which of the following is correct to open Picture toolbar?
   (A) View—> Tools—> Picture   (B) Insert—> Tools—> Picture
   (C) View—> Toolbars—> Picture   (D) Insert—> Toolbars—> Picture

VIII. Color toolbar allow us to change_____.
   (A) RGB Color Components   (B) Brightness
   (C) Gamma effect of image   (D) All of the above

 IX. A _____ is a model that we use to create other documents.
   (A) style   (B) image   (C) template   (D) None of the above

  X. _____ feature of Writer help us to build an automated index from heading.
   (A) Table of Contents   (B) Style   (C) Template   (D) None of the above

 XI. Which style is used to format graphic and text frames, including wrapping type, borders,
     backgrounds, and columns?

(A) Page   (B) Frame   (C) Cell   (D) Character

XII. _____toolbar is used to modify the individual RGB color components of the image.
(A) Filter   (B) Color   (C) Picture   (D) Graphic

XIII. The default function while using Consolidate is_____.
(A) Average   (B) Sum   (C) Max   (D) Count

XIV. Which of the following feature is not used for data analysis in spreadsheet?
(A) Consolidating data   (B) Goal Seek   (C) Subtotal   (D) Page layout

XV. Which of the following Libraries contains modules with pre-recorded macros and should not be changed?
(A) My Macros   (B) Untitled1   (C) LibreOffice Macros   (D) Test.

XVI. Identify which of the following is a programming Language?
(A) Calc   (B) BASIC   (C) Writer   (D) Macro

XVII. _____ refers to cell G5 of sheet named Sht1.
(A) $Sht1.'G5'   (B) $Sht1_'G5'   (C) $ 'Sht1'.G5   (D) $ 'Sht1'_G5

XVIII. Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?
(A) Macro   (B) Hyperlink   (C) connect   (D) Copy

XIX. The Recording Changes feature of LibreOffice Calc provides different ways to record the changes made by _____ in the spreadsheet.
(A) one user   (B) other user   (C) the user   (D) one or other users

XX. Sharing allows to edit the spreadsheet by _____.
(A) single user   (B) different users simultaneously
(C) one by one users   (D) one after other users

Section – B : (SUBJECTIVE TYPE QUESTIONS)

Q-2 Define the following terms in context of spreadsheet: (2)

Ans: (a) Consolidate function:

_____

_____

_____

_____

_____

(b) Record changes

_____

_____

_____

_____

Q-3 List the actions that are not recorded by a macro? (2)

Ans:

Q-4 Name the two ways to link the sheets in a LibreOffice Calc. (2)

Q-5 List the rules that should be kept in mind while naming a macro I spread sheet? (2)

Ans:

Q-6 What are the criteria for consolidating sheets? (2)

Ans: