

# **ADHIKAANSH ACADEMY (IITJEE NEET IX X XI XII)**

**RUN BY:**

**DEEPAK SAINI SIR**

**B.TECH, M.TECH (N.S.I.T. DELHI UNIVERSITY)**

**Ex. Faculty of**

**Resonance Kota, Career Point Kota**

**Aakash Institute Mumbai**

## **QUESTION BANK INFORMATION TECHNOLOGY (CLASS 10<sup>TH</sup>) Term-1**



# FOR MORE FREE QUESTION BANKS AND SAMPLE PAPERS WT'S UP ON : 7665186856

A Best Faculty Group in Meerut....

**ADHIKAANSH**  **ACADEMY**  
IITJEE NEET IX X XI XII

सही समय और सही दिशा में कड़ी मेहनत, तो सफलता पक्की!

So why  
to wait...



**DIRECTOR**  
**DEEPAK SAINI (DSA SIR)**  
B.TECH, M.TECH  
NSIT DELHI UNIVERSITY

और **Class 11<sup>th</sup>** से ही शुरू करें,  
**Board** के साथ-साथ,  
**NEET** और **IITJEE** की तैयारी

Special Classes For Students Studying in std. 9th & 10th.

**EX. FACULTY OF RESONANCE KOTA, AAKASH INSTITUTE MUMBAI**  
225/5, 1ST FLOOR, PANCHSHEEL COLONY, BEHIND PINNACLE TOWER, GARH ROAD, MEERUT. ☎ 8057870069  
www.adhikanshiitjeemedical.com | adhikanshiitjeemedical@gmail.com

Take Dummy Admission  
in Class 11th & Prepare For..

**IITJEE & NEET**

For Free Counselling &  
Career Guidance contact on:

**7665186856**

**SUBJECT : INFORMATION TECHNOLOGY - CLASS 10**

**STUDY MATERIAL PREPARATION**

**MULTIPLE CHOICE QUESTIONS**

1	<p>. In oral communication, there is a possibility of _____ response</p> <ul style="list-style-type: none"><li>a. Late</li><li>b. Immediate</li><li>c. No</li><li>d. slow</li></ul> <p>Correct Answer : b) immediate</p>
2	<p>What are close-ended questions?</p> <ul style="list-style-type: none"><li>a. Questions that do not have answers</li><li>b. Questions with single line answers</li><li>c. Questions with yes/no answers</li><li>d. Questions with multiple line answers</li></ul> <p>Correct answer : c) Questions with yes/no answers</p>
3	<p>Questions can be formed with one of the following</p> <ul style="list-style-type: none"><li>a. 5W 1H</li><li>b. 5H 1W</li><li>c. 4W 2H</li><li>d. 4H 2W</li></ul> <p>Correct answer : a) 5W 1H</p>
4	<p>Which of the following is an imperative sentence?</p> <ul style="list-style-type: none"><li>a. May I come in please</li><li>b. Wow I won the match</li><li>c. What is your name?</li><li>d. Get out of my class</li></ul> <p>Correct answer : d) Get out of my class</p>
5	<p>A group of ideas that form a complete paragraph and a A group of words that communicate a complete thought is known as _____</p> <ul style="list-style-type: none"><li>a. Sentence</li><li>b. Phrase</li><li>c. Article</li><li>d. Parts of speech</li></ul> <p>Correct answer : a) Sentence</p>

6	<p>Identify the sentence in passive voice</p> <p>a. Latha sings a song</p> <p>b. Latha is singing a song</p> <p>c. A song is sung by Latha</p> <p>d. A song was being sing by Latha</p> <p>Correct answer : c) A song is sung by Latha</p>
7	<p>For proper capitalisation of letters in a sentence, we use the _____ rule</p> <p>a. MINTS</p> <p>b. TINSU</p> <p>c. STUNT</p> <p>d. NUTS</p> <p>Correct answer : a)MINTS</p>
8	<p>Which of the following is not a barrier of communication?</p> <p>a. Linguistic barrier</p> <p>b. Cultural barrier</p> <p>c. Financial barrier</p> <p>d. Physical barrier</p> <p>Correct answer : c) Financial barrier</p>
9	<p>Superior-subordinate relationships in a formal organisational structure is a type of _____</p> <p>a. Cultural barrier</p> <p>b. Organisational barrier</p> <p>c. Interpersonal barrier</p> <p>d. Employee barrier</p> <p>Correct answer : b) Organisational barrier</p>
10	<p>Our communication can only be effective if we follow the basic principles of professional communication skills which include _____.</p> <p>a. 6C's</p> <p>b. 7C's</p> <p>c. 8C's</p> <p>d. 5C's</p> <p>Correct Answer : b)7C's</p>

### CASE STUDY QUESTIONS (R)

1	<p>Raghav is the class monitor. He wants to know why Ramesh is coming late every day. Which of the following is a question that Rafhav can ask Ramesh?</p> <p>(a) Do you come on time?</p> <p>(b) Are you late?</p> <p>(c) Why are you late every day?</p> <p>(d) Will it not be easier to complete your work if you come on time?</p> <p>Ans c</p>
2	<p>If you have not understood a task given to you, which question should you ask?</p> <p>(a) Where are the reports of this task?</p> <p>(b) Can you repeat the instructions for this task?</p>

	<p>(c) Can you give me an example of this task? (d) Why are you doing this task? Ans b</p>
3	<p>Sheela does not have time so she decides to delay a task. Which question should he ask before ignoring the task? (a) What is this task? (b) When does this task need to be completed? (c) Is this task important? (d) No need to ask any question. Ans. B</p>
4	<p>Renuka is joining a new school. Which of the following questions will help her become comfortable with her new classmates? (a) How long have you been studying here? (b) Would you like to share my lunch? (c) What do you all do in your free time? (d) All the options are correct. Ans d</p>
5	<p>Raju is dumb but a good friend of Meena studying in class X. Here Raju can only communicate to Meena through a. Object communication b. Written communication c. Oral communication d. Non- verbal communication Ans : d</p>
6	<p>Jayraj lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. Here Jayaraj is the _____ a. Channel b. Sender c. receiver d. Response Ans b</p>
7	<p>Vipul Group of company aims that all his employees work together for the common goal of the organization and the reason for this collective and collaborative work is a. Communication b. Conversation c. combination</p>

	<p>d. All the above</p> <p>Ans: d</p>
8	<p>Rani, Meena and Reena are friends and they usually meet and have a get together. The type of communication amongst is ____.</p> <p>a. impersonal b. Interpersonal c. personal d. Important</p> <p>Ans: c</p>
9	<p>Trident company has too many rules and regulations for the employees. Too much of ____ communication in the workspace may also prove _____. It may lead to negligence of work.</p> <p>a. formal, positive b. informal, negative c. verbal, positive d. non-verbal, negative</p> <p>Ans: b</p>
10	<p>Find out errors: Either the manager or their subordinates failed in his duty.</p> <p>a. either- neither, or- nor b. their- his, his- their c. failed- fails, subordinates- subordinate d. the- a, in- for</p> <p>Ans: b</p>

SNO	NAME OF THE TEACHER	KV	TOPIC ALLOTTED
2	Mr CH VENUGOPALA RAO	BOWENPALLY	<b>Self-Management Skills</b>
<b>MULTIPLE CHOICE QUESTIONS</b>			
1	What makes you complete work or studies without others cheering you? (a) Self-confidence (b) Communication (c) Self-motivation (d) Self-esteem Ans. c Self-motivation		
2	Stress causing agents are : a. Mental b. Physical c. Financial d. All of the above Ans. d. All of the above		
3	Importance of stress management is/are a. Improves mood b. Boosts immune system c. Increases efficiency d. All of the above Ans. d. All of the above		
4	_____ is a practice where an individual is supposed to focus his/her mind. a. Yoga b. Physical Exercise c. Meditation d. Nature Walk Ans. c. Meditation		
5	Stress management prevents _____ a. psychological disorders b. behavioral problems c. both of the above d. none of the above Ans. c. both of the above		
6	Stress refers to _____ strain/tension. a. Physical b. Mental c. Emotional d. All of the above Ans. d. All of the above		
7	_____ refers to human efforts for maintaining healthy body and mind.. a. Stress Management b. Self Motivation c. Self Regulation d. None of the above Ans. a. Stress Management		
8	_____ is simply the force within you that drives you to do things. a. Self-Awareness b. Self-Regulation c. Self-Motivation d. None of the above Ans. c. Self-Motivation		
9	_____ is/are Stress Management Technique. a. Physical Exercise b. Yoga c. Meditation d. All of the above Ans. d. All of the above		
10	_____ stress makes a person worrisome, less productive and may lead to various disorders. a. Negative b. Positive c. Both of the above d. None of the above Ans. b. Positive		

## CASE STUDY QUESTIONS (R)

1	Breathlessness, dry mouth, butterflies in stomach, indigestion etc are sign of _____ stress. a. Mental      b. Physical      c. Both of the above      d. None of the above Ans. b. Physical
2	Irritation, impatience, loneliness, upset mood, anxiety are sign of _____ stress. a. Mental      b. Physical      c. Emotional      d. None of the above Ans. a. Mental
3	Gopal participated in a 100m race and won a prize. This motivated him to go for practice every morning. What type of Motivation is this? a. Internal      b. Intermediate      c. External      d. None of the above Ans. c. External
4	Venu performed on annual day function and learn something new, such as dancing, singing, etc What type of motivation is this? a. Internal      b. External      c. Intermediate      d. None of the above Ans. a. Internal
5	Students may feel _____ stress if they are unable to submit their assignment. a. Physical      b. Financial      c. Mental      d. None of the above Ans. c. Mental
6	Having conscious knowledge of your own self, capabilities, feelings and one's own character is called as _____ a. Self-Regulation      b. Self-Motivation      c. Self-Awareness      d. None of the above Ans. c. Self-Awareness
7	Issues related to health of an individual can lead to low self-esteem and cause _____ stress. a. Financial      b. Emotional      c. Mental      d. Physical Ans. d. Physical
8	Ability to work independently can be enhanced by being _____ a. Self-aware      b. Self-motivated      c. Self-regulated      d. All of the above Ans. d. All of the above
9	Stress management prevents _____ a. psychological disorders      b. behavioral problems      c. both of the above d. none of the above Ans. c. both of the above
10	Which of the following help to manage stress? a. Self-awareness of symptoms of stress. b. Speaking out to the well-wishers like family and friends. c. Both of the above d. None of the above Ans. c. Both of the above



SNO	NAME OF THE TEACHER	KV	TOPIC ALLOTTED
3	Mr T SREENIVASA RAO	WALTAIR	<b>Information and Communication Technology Skills –II</b>

### MULTIPLE CHOICE QUESTIONS

1	<p>1. ICT stands for _____</p> <p><b>a. Information and Communication Technology</b>  b. Information and Communication Terminology  c. Information and Common Technology  d. Information to Communication Technology</p>
2	<p>2. Which extension is given to the Writer document by default?</p> <p><b>(a) .odt</b>  (b) .com  (c) .doc  (d) None</p>
3	<p>3. Which of the following will you opt for saving a file?</p> <p>(a) save button on standard toolbar  (b) save option from file menu  (c) pressing Ctrl+S  <b>(d) any of the above</b></p>
4	<p>4. Full form of WYSIWYG</p> <p>(a) WHAT YOU SAVE IS WHAT YOU GET  <b>(b) WHAT YOU SEE IS WHAT YOU GET</b>  (c) WHAT YOU SELECT IS WHAT YOU GO  (d) WHAT YOU SEND IS WHAT YOU GOT</p>
5	<ul style="list-style-type: none"> <li>• WELCOME</li> <li>• INTRODUCTION</li> <li>• OVERVIEW</li> </ul> <p>A (n) _____, like that shown before the points listed in figure above, is a dot or other symbol positioned at the beginning of a paragraph.</p> <p><b>(a) bullet</b>  (b) logo  (c) cell  (d) target</p>
6	<p>6. A cell address's correct form is _____, _____.</p> <p>(a) row number, column letter  <b>(b) column letter, row number</b></p>

	(c) column number,row number (d) None of the above
7	7.professional looking visual aids are prepared with the help of a software called a. DBMS b. Multimedia software c. Graphics software <b>d. Presentation Graphics Software</b>
8	8. Which function key allows you to run the slideshow? a. F1 b. F3 <b>c. F5</b> d. F7
9	9. custom animation is available on the _____ menu. a. Edit b. Tools <b>c. Slide show</b> d. Insert
10	10.the animation shown when one slide moves to another slide is known as_____ a.animation b.design <b>c.transition</b> d.hyperlink

## CASE STUDY QUESTIONS (R)

1	<p>In Writer,when a word does not fit on a line,it automatically flows to the beginning of the next line.this is called_____</p> <p>a.line drop</p> <p><b>b.word wrap</b></p> <p>c.line wrap</p> <p>d. None of the above</p>
2	<p><b>Statement 1:</b>Ctrl+S shortcut is used to select text in OOo Writer.</p> <p><b>Statement 2:</b>Ctrl+X is used to remove the data.</p> <p>a.both statement 1 and statement 2 are correct.</p> <p>b.both statement 1 and statement 2 are incorrect.</p> <p>c.statement 1 is correct but statement 2 is incorrect</p> <p><b>d.statement 1 is incorrect but statement 2 is correct</b></p>
3	<p>the autocorrect feature is used to automatically correct common misspellings that users generally do or common typing errors.what is the shortcut key for it</p> <p>a.F6</p> <p>b.F5</p> <p><b>c.F7</b></p> <p>d..F2</p>
4	<p><b>Statement 1:</b>a cell is a single box where a row and column intersect.</p> <p><b>Statement 2:</b>.table is made up of horizontal rows and vertical columns,with lines or borders around each column and row.</p> <p><b>a.both statement 1 and statement 2 are correct.</b></p> <p>b.both statement 1 and statement 2 are incorrect.</p> <p>c.statement 1 is correct but statement 2 is incorrect</p> <p>d.statement 1 is incorrect but statement 2 is correct</p>
5	<p><b>Statement 1:</b>a range is specified by giving the addresses of the first cell and the last cell of the range separated by some symbol character.</p> <p><b>Statement 2:</b>. if you enter 12+24 in a cell, Calc will display 12+24</p> <p><b>a.both statement 1 and statement 2 are correct.</b></p>

	<p>b.both statement 1 and statement 2 are incorrect.  c.statement 1 is correct but statement 2 is incorrect  d.statement 1 is incorrect but statement 2 is correct</p>
6	<p><b>Statement 1:</b>a slide layout is an organized set of elements,using which a new slide can be created  <b>Statement 2:</b>slideshow is the name of a running electronic presentation  <b>a.both statement 1 and statement 2 are correct.</b>  b.both statement 1 and statement 2 are incorrect.  c.statement 1 is correct but statement 2 is incorrect  d.statement 1 is incorrect but statement 2 is correct</p>
7	<p><b>Statement 1:</b>The Print icon appears on standard toolbar  <b>Statement 2:</b>the printed copy of a document is called a hard copy  <b>a.both statement 1 and statement 2 are correct.</b>  b.both statement 1 and statement 2 are incorrect.  c.statement 1 is correct but statement 2 is incorrect  d.statement 1 is incorrect but statement 2 is correct</p>
8	<p>during copying of the formula the relative cell addresses automatically get adjusted w.r.t current cell where the formula is being copied.this process is called_____</p> <p>a.absolute referencng  b.partial referencng  <b>c.relative referencng</b>  d.None of the above</p>
9	<p><b>Statement 1:</b> In Calc,you can sort by upto two criteria, with each criterion applied one after the other  <b>Statement 2:</b>Alt+P is the shortcut key for printing  a.both statement 1 and statement 2 are correct.  <b>b.both statement 1 and statement 2 are incorrect.</b>  c.statement 1 is correct but statement 2 is incorrect  d.statement 1 is incorrect but statement 2 is correct</p>
10	<p><b>Statement 1:</b> a presentation can also be printed using Ctrl+P  <b>Statement 2:</b>:we can use parentheses to group operations in the order you want  <b>a.both statement 1 and statement 2 are correct.</b>  b.both statement 1 and statement 2 are incorrect.  c.statement 1 is correct but statement 2 is incorrect  d.statement 1 is incorrect but statement 2 is correct</p>

SNO	NAME OF THE TEACHER	KV	TOPIC ALLOTTED
4	Mr R VIJAY KUMAR	MACHILIPATNAM	<b>Digital Documentation (Advanced)</b>

### MULTIPLE CHOICE QUESTIONS

1	<p>Which of the following is true about styles?</p> <p>A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.</p> <p>Styles are logical attributes.</p> <p>Styles help improve consistency in a document.</p> <p>All of the above</p> <p>Ans) d</p>
2	<p>Read statements 1 and 2 and select appropriate option?</p> <p>Statement 1: A new style can be created from selection</p> <p>Statement 2: A new style can be created using drag and drop</p> <p>Both statements 1 and 2 are True</p> <p>Statement 1 is True but Statement 2 is False</p> <p>Statement 1 is False but Statement 2 is True</p> <p>Both statements 1 and 2 are False</p> <p>Ans) a</p>
3	<p>We can add an image to a document using</p> <p>Drag and drop</p> <p>b) Insert &gt; Picture &gt; From File from the menu bar</p> <p>c) Both of the above</p> <p>d) None of the above</p> <p>Ans) c</p>

4	<p>The Graphics filter <b>Posterize</b>:</p> <p>Joins groups of pixels into a single area of one colour</p> <ul style="list-style-type: none"><li>b) Makes a picture appear like a painting by reducing the number of colours used</li><li>c) Simulates the effects of time on a picture</li><li>d) Increases the contrast of an image</li></ul> <p>Ans) b</p>
5	<p>The _____ option in picture tool bar is particularly useful when creating a watermark or when wrapping the image in the background</p> <p>Transparency</p> <p>Filter</p> <p>Color</p> <p>None of the above</p> <p>Ans) a</p>
6	<p>_____ refers to the relation of graphics to the surrounding text.</p> <ul style="list-style-type: none"><li>a) Arrangement</li><li>b) Anchoring</li><li>c) Text wrapping</li><li>d) Alignment</li></ul> <p>Ans) c</p>
7	<p>Which of the following statements is True about Templates?</p> <p>Statement 1: A template is a model that you use to create other documents</p> <p>Statement 2: Templates cannot contain things that regular documents can contain, such as text, graphics, a set of styles etc.,</p> <p>Both statements 1 and 2 are True</p>

# FOR MORE FREE QUESTION BANKS AND SAMPLE PAPERS WT'S UP ON : 7665186856

A Best Faculty Group in Meerut....

**ADHIKAANSH**  **ACADEMY**  
IITJEE NEET IX X XI XII

सही समय और सही दिशा में कड़ी मेहनत, तो सफलता पक्की!

So why  
to wait...



**DIRECTOR**  
**DEEPAK SAINI (DSA SIR)**  
B.TECH, M.TECH  
NSIT DELHI UNIVERSITY

और **Class 11<sup>th</sup>** से ही शुरू करें,  
**Board** के साथ-साथ,  
**NEET** और **IITJEE** की तैयारी

Special Classes For Students Studying in std. 9th & 10th.

**EX. FACULTY OF RESONANCE KOTA, AAKASH INSTITUTE MUMBAI**  
225/5, 1ST FLOOR, PANCHSHEEL COLONY, BEHIND PINNACLE TOWER, GARH ROAD, MEERUT. ☎ 8057870069  
www.adhikanshiitjeemedical.com | adhikanshiitjeemedical@gmail.com

Take Dummy Admission  
in Class 11th & Prepare For..

**IITJEE & NEET**

For Free Counselling &  
Career Guidance contact on:

**7665186856**

	<p>Statement 1 is True but Statement 2 is False</p> <p>Statement 1 is False but Statement 2 is True</p> <p>Both statements 1 and 2 are False</p> <p>Ans) b</p>
8	<p>While creating table of contents through insert index/table dialog box , which tab is available out of the following give tabs</p> <p>a) Entries tab</p> <p>b) Styles tab</p> <p>c) Background tab</p> <p>d) All the above tabs</p> <p>Ans) d</p>
9	<p>_____ is a feature in word processing software that help users to create personalized letters, greeting cards with different names and addresses stored in a database.</p> <p>a) Table of contents</p> <p>b) Templates</p> <p>c) Mail Merge</p> <p>d) None of the above</p> <p>Ans) c</p>
10	<p>What is the shortcut to see non – printing characters in Writer?</p> <p>a) <b>Ctrl + F11</b></p> <p>b) <b>Ctrl + F12</b></p> <p>c) <b>Ctrl + F1</b></p> <p>d) <b>Ctrl + F10</b></p> <p>Ans) d</p>
<p><b>CASE STUDY QUESTIONS (R)</b></p>	
1	<p>Mr. Vamsi as part of his project work created a document in open office writer with some ten pages of text. For proper explanation of the content he wants to add images at different locations in the document. Help him to complete the following tasks.</p>
a)	<p>Mr. Vamsi wants to add an image as water mark to his document. Which feature from picture tool bar he can use for this purpose?</p> <p>Ans) Graphics mode option can be set as <b>watermark</b></p> <p>(or)</p> <p>Transparency can be increased with appropriate text wrapping</p>



b)	Which graphic filter option he should use on the image to group pixels into a single area of one colour? Ans) Mosaic
c)	Which option from the <b>crop</b> tab he should choose if he does not want to change the scale of the picture? Ans) Keep scale
d)	Which option he can use from the picture dialog box so that he can conveniently align text with image as per his requirement? Ans) Wrap
e)	While resizing the image if he wants to control only one dimension at a time which handle he can use? <b>corner handle</b> or <b>non corner handle</b> ? Ans) Non corner handle
2	<b>Ms. Priya has 40 pages of text prepared by her on a specific topic in open office writer with proper use of headings where ever required. Now she wants to create an index for the pages she created so that all the topics and sub topics are clearly visible with page numbers for easy access. Help her to complete the following tasks</b> .
a)	Name the feature in open office writer that she can use to create a table of contents Ans) Indexes and Tables
b)	If she'd like to have title for table of contents then where she can find the option to add title? Ans) Title field under Index/Table tab
c)	Which tab under <b>insert index/table</b> allows her to add and delete elements for each outline level? Ans) Entries
d)	She can use <b>Background</b> tab under <b>insert index/table</b> - to select a graphic as background True or False? Ans) True
e)	Which tab under <b>insert index/table</b> allows her to apply paragraph styles to the table of contents? Ans) Styles

SNO	NAME OF THE TEACHER	KV	TOPIC ALLOTTED
5	Mr RAVI KUMAR TEWARI	INS KALINGA	<b>Electronic Spreadsheet (Advance</b>
<b>MULTIPLE CHOICE QUESTIONS</b>			
1	Computer spreadsheet cell that is highlighted with heavy border is :		
	<ul style="list-style-type: none"> <li>a. Active cell</li> <li>b. Passive cell</li> <li>c. Locked cell</li> <li>d. Formatted cell</li> </ul>		
	<b>Ans a. Active cell</b>		
2	Rohan selected the 4th row and 3rd column in a spreadsheet. Then what is the cell address?		
	<ul style="list-style-type: none"> <li>a.3C</li> <li>b.C3</li> <li>c.4C</li> <li>d.C4</li> </ul>		
	<b>Ans d.C4</b>		
3	Data available in other sheets in a workbook , can be consolidate by :		
	<ul style="list-style-type: none"> <li>a.Row label</li> <li>b.Column Label</li> <li>c. Both a &amp; b</li> <li>d.None of the mentioned</li> </ul>		
	<b>Ans: c. Both a &amp; b</b>		
4	Macros must be saved with extension in MS Excel:		
	<ul style="list-style-type: none"> <li>a. .xls</li> <li>b. .xlsm</li> <li>c. .vba</li> <li>d. .xlsx</li> </ul>		
	<b>Ans b. .xlsm</b>		
5	Which programming language does VBA is based on :		
	<ul style="list-style-type: none"> <li>a. Visual Basic</li> <li>b. Visual studio</li> <li>c. Visual Base</li> <li>d. Visual .Net</li> </ul>		
	<b>Ans a. Visual Basic</b>		

6	<p>Which of the following is not a type of referencing in a spreadsheet?</p> <p>a.Absolute b. Physical c.Relative d. Mixed</p> <p><b>Ans b. Physical</b></p>
7	<p>Shortcut to open the list of recorded Macros in MS Excel are</p> <p>a. Alt+F8 b. Alt+F5 c. Alt+F4 d. Alt+F7</p> <p><b>Ans a. Alt+F8</b></p>
8	<p>Macros options is available in Openoffice (Oo) Calc in which tab:</p> <p>a. Insert b. Tools c. Data d. Format</p> <p><b>Ans b.Tools</b></p>
9	<p>In Data consolidate what are the operations we can perform,</p> <p>a.Sum b.Average c.Max d. All of the above</p> <p><b>Ans: d. All of the above</b></p>
10	<p>In a Subtotal function what are the functions can be performed on the group of cells:</p> <p>a. Sum b. Count c. Average d. All of the above</p> <p><b>Ans d. All of the above</b></p>
<b>CASE STUDY QUESTIONS (R)</b>	
1	<p>Ramesh wants to solve one variable problem, Suggest him which of the data analysis tools is best suited for him.</p> <p>a. Solver b. Goal Seek c. Scenario d. Data table</p> <p><b>Ans b. Goal Seek.</b></p>

2	<p>In spreadsheet, to apply Goal Seek your cell pointer must be in</p> <ol style="list-style-type: none"><li>The Changing cell whose value you need to find.</li><li>The Result Cell where formula is entered</li><li>The cell where your targeted value is entered</li><li>None of above</li></ol> <p><b>Answer b. The Result Cell where formula is entered</b></p>
3	<p>Which of the following tools deals with multiple unknown values?</p> <ol style="list-style-type: none"><li>Goal Seek</li><li>Scenario</li><li>Solver</li><li>Data Table</li></ol> <p><b>Answer C: Solver</b></p>
4	<p>Shovit wants to combine and find the sum/average of marks obtained by the students in the previous three periodic tests. The data is stored in various sheets of a workbook. Which of the following tools is best suited for him?</p> <ol style="list-style-type: none"><li>Data Range</li><li>Data Consolidation</li><li>Data Review</li><li>Data Merge.</li></ol> <p><b>Answer b: Data Consolidation</b></p>
5	<p>In Oo Calc , Which options should be used to accept/reject the changes in the shared sheet.</p> <ol style="list-style-type: none"><li>Edit-&gt;Accept</li><li>Edit-&gt;Changes-&gt;Record</li><li>Edit-&gt;Changes-&gt;show</li><li>Edit-&gt;Changes-Accept/Reject</li></ol> <p><b>Answer d: Edit-&gt;Changes-Accept/Reject</b></p>
6	<p>What are the operation we can do on the shared documents</p> <ol style="list-style-type: none"><li>View the changes</li><li>Accept/Reject Changes</li><li>Edit the sheet</li><li>All of the above</li></ol> <p><b>Answer: d: All of the above</b></p>
7	<p>Rakesh wants to apply a formula in the entire column of the spreadsheet, with respect to only one cell. What referencing he will use to get the correct result.</p>

	<p>a. Relative Referencing b. Absolute Referencing c. Mixed Referencing d. HyperLink</p> <p><b>Answer : b. Absolute Referencing</b></p>
8	<p>_____ is the default extension of Openoffice calc.</p> <p>a. .ode b. .ods c. .odh d. .odg</p> <p><b>Answer: b .ods</b></p>
9	<p>In a spreadsheet, absolute reference will be referred to..</p> <p>a. \$A\$4 b. \$A4 c. A\$4 d. A4</p> <p><b>Answer a.\$A\$4</b></p>
10	<p>Sravan wants to do the same set of tasks to be done repeatedly like formatting or applying a similar formula in a similar range of data. Suggest him a suitable tool for that.</p> <p>a. Goal Seek b. Solver c. Scenario d. Macros</p> <p><b>Answer d. Macros</b></p>

SNO	NAME OF THE TEACHER	KV	TOPIC ALLOTTED
6	Mr P VISHAL	HAKIMPET	<b>Database Management System</b>
<b>MULTIPLE CHOICE QUESTIONS</b>			
1	<p>Which of the following is not a database programs?</p> <p>a. MySQL b. Oracle c. Writer d. OObase</p> <p>Ans: c. Writer</p>		
2	<p>Duplication of data is called _____.</p> <p>a. Inconsistency b. Consistency c. Redundancy d. Foreign Key</p> <p>Ans. c. Redundancy</p>		
3	<p>Which of the following is not the advantage of database?</p> <p>a. Sharing of Data b. Reduce Data Redundancy c. Increase Data Inconsistency d. Data Securit</p> <p>Ans. c. Increase Data Inconsistency</p>		
4	<p>Which of the following will help to maintain unique record in the table?</p> <p>a. Foreign Key b. Primary Key c. Composite Key d. Alternate Key</p> <p>Ans. b. Primary Key</p>		
5	<p>A foreign key is a reference of the _____ key in another table.</p> <p>a. Alternate b. Primary c. Candidate d. None of the above</p> <p>Ans. b. Primary</p>		

6	<p>SQL stands for _____</p> <ul style="list-style-type: none"><li>a. <b>Structured Queue Language</b></li><li>b. <b>Structured Query Language</b></li><li>c. <b>Structured Query Lang</b></li><li>d. <b>None of the above</b></li></ul> <p><b>Ans. b. Structured Query Language</b></p>
7	<p>We can create query (in Open Office Base) in _____</p> <ul style="list-style-type: none"><li>a. <b>In design view</b></li><li>b. <b>Using wizard</b></li><li>c. <b>Both of the above</b></li><li>d. <b>None of the above</b></li></ul> <p><b>Ans. c. Both of the above</b></p>
8	<p>Which of the following will occupy more space in computer memory?</p> <ul style="list-style-type: none"><li>a. <b>Bigint</b></li><li>b. <b>Integer</b></li><li>c. <b>Smallint</b></li><li>d. <b>Boolean</b></li></ul> <p><b>Ans a. Bigint</b></p>
9	<p>_____ is the most common DML command.</p> <ul style="list-style-type: none"><li>a. <b>Delete</b></li><li>b. <b>Update</b></li><li>c. <b>Select</b></li><li>d. <b>All of the above</b></li></ul> <p><b>Ans. c. Select</b></p>
10	<p>Command to increase the salary of all employees by 15000.(table name emp and column name sal)</p> <ul style="list-style-type: none"><li>a. <b>update emp set sal = sal + 15000;</b></li><li>b. <b>update emp set sal = 15000;</b></li><li>c. <b>update set sal = sal + 15000;</b></li></ul>

d. None of the above

Ans. a. update emp set sal = sal + 15000;

### CASE STUDY QUESTIONS (R)

1

Which of the following software is appropriate to store data about school students?

- a. MS-Access
- b. Writer
- c. Calc
- d. Impress

**ANSWER: a. MS-Access**

2

Which of the following is not a database programs?

- a. MySQL
- b. Oracle
- c. Writer
- d. OObase

**ANSWER: c. Writer**

3

Which of the following is not the advantage of database?

- a. Sharing of Data
- b. Reduce Data Redundancy
- c. Increase Data Inconsistency
- d. Data Security

**ANSWER: c. Increase Data Inconsistency**

4

When primary key is made up of two or more columns then it is called \_\_\_ primary key.

- a. Mixed
- b. Reference
- c. Composite
- d. Compost

**ANSWER: c. Composite**



5	<p>All the values in _____ are of same type.</p> <ul style="list-style-type: none"><li>a. Records</li><li>b. Table</li><li>c. Database</li><li>d. Fields</li></ul> <p><b>ANSWER: d. Fields</b></p>
6	<p>_____ are the basic building blocks of a database.</p> <ul style="list-style-type: none"><li>a. Tables</li><li>b. Record</li><li>c. Fields</li><li>d. All of the above</li></ul> <p><b>ANSWER: a. Tables</b></p>
7	<p>Which of the following is not valid field of table "Student"</p> <ul style="list-style-type: none"><li>a. adm. no</li><li>b.name</li><li>c. fees</li><li>d. Salary</li></ul> <p><b>ANSWER: d. salary</b></p>
8	<p>When data is stored, maintained and retrieved from multiple tables then special database software are required called</p> <ul style="list-style-type: none"><li>a. DBMS</li><li>b. RDBMS</li><li>c. Special DBMS</li><li>d. All of the above</li></ul> <p><b>ANSWER: b. RDBMS</b></p>
9	<p>A field which is _____ for each and every record is called Primary key.</p> <ul style="list-style-type: none"><li>a. Common</li><li>b. Same</li><li>c. Unique</li><li>d. None of the above</li></ul> <p><b>ANSWER: c. Unique</b></p>
10	<p>It is used to establish an association between related tables.</p> <ul style="list-style-type: none"><li>A.Line</li><li>B.Relationship</li></ul>

	C.Primary Key D.Records <b>ANSWER: B.Relationship</b>
--	---

# FOR MORE FREE QUESTION BANKS AND SAMPLE PAPERS WT'S UP ON : 7665186856

A Best Faculty Group in Meerut....

**ADHIKAANSH**  **ACADEMY**  
IITJEE NEET IX X XI XII

सही समय और सही दिशा में कड़ी मेहनत, तो सफलता पक्की!

So why  
to wait...



**DIRECTOR**  
**DEEPAK SAINI (DSA SIR)**  
B.TECH, M.TECH  
NSIT DELHI UNIVERSITY

और **Class 11<sup>th</sup>** से ही शुरू करें,  
**Board** के साथ-साथ,  
**NEET** और **IITJEE** की तैयारी

Special Classes For Students Studying in std. 9th & 10th.

**EX. FACULTY OF RESONANCE KOTA, AAKASH INSTITUTE MUMBAI**  
225/5, 1ST FLOOR, PANCHSHEEL COLONY, BEHIND PINNACLE TOWER, GARH ROAD, MEERUT. ☎ 8057870069  
www.adhikanshiitjeemedical.com | adhikanshiitjeemedical@gmail.com

Take Dummy Admission  
in Class 11th & Prepare For..

**IITJEE & NEET**

For Free Counselling &  
Career Guidance contact on:

**7665186856**