Class : X   **Time: 2 Hrs**
Subject : INFORMATION TECHNOLOGY(402)   **Max marks: 50**

SECTION - A

I. Answer the following questions   **5 X 2 = 10m**

1. Who is landlord?
2. What do you mean by tenant?
3. Write the difference between resume and CV?
4. What is show sound?
5. Describe the computer accessibility?

SECTION - B

II. Answer the following questions   **10 X 3 = 30m**

1. How can you schedule an appointment?
2. What do you mean by share a calendar?
3. What do you mean by notes ? Write the steps to create notes.
4. What is the need of speaker notes in the presentation?
5. Why are animations added to a presentation?
6. Explain CREATE SQL statement.
7. What is P2P network?
8. How data transfer takes place on internet?
9. Explain different charts in spreadsheet.
10. Write about drop cap in word processing

III. Answer the following questions   **4 + 3 + 3=10m**

1. What is page break and section break?   Write the steps to insert page break in a document.
2. Name any 4 websites that provide free templates.
3. Write about case option in character formatting with examples.

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