

<b>Second Term Test – 2020</b> <b>General Information Technology</b>
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Part 1

01	4	11	2	21	2	31	3
02	1	12	1	22	4	32	4
03	1	13	4	23	1	33	1
04	3	14	4	24	2	34	4
05	2	15	2	25	1	35	3
06	3	16	2	26	1	36	2
07	1	17	2	27	4	37	2
08	2	18	4	28	4	38	3
09	4	19	3	29	3	39	3
10	2	20	1	30	2	40	4

(marks = 40)

**ANSWER SCRIPT – PART II**

			marks
01	a	File name- Student file extension - .docx	02
	b	MS Word	02
	c	Select file. Cut. Open D drive of My computer. Create file using New folder tool. Name it as My school. Open it and paste	02
	d	Drivers Antivirus software Disc formatting Disc scanning	02
	e	CLI GUI	02
	f	Any suitable answer	02
Total			12
02	a	i) Font type, font size, underline ii) Bullets iii) Center iv) Spelling mistake – spelling & grammar v) Hyperlink	05
	b	i) UNDO – cancellation of the last action ii) COPY – copying sentence iii) FIND – search a word in a document iv) SORT – ordering a list v) CHANGE CASE – change capital and simple letters	05
	c	i) Print ii) Get a new document	02
total			12
03	i	Wrap text	01
	ii	=B9 * B\$3 or = B9 * \$B\$3	02
	iii	Select cell C9. Drag in to cell C14 using auto fill handle obtained right corner of the C9 cell. Or Select C9. Click copy. Select cell range from C10 –C14. click paste	02

	iv	=Sum(E9 : E14)	01
	v	=max(C9 : C14)	02
	vi	=min(G9 : G14)	02
	vii	=average (C9:C14 , E9 : E14 , G9 : G14)	02
		total	12
04	i	Book table – Book_ID          Student table – St_ID	02
	ii	Borrowing table - St_ID Borrowing table - Book_ID	02
	iii	a) Student table , borrowing table	02
		Student table – S04   Sewwandi   8 Borrowing table - S04   3405  2020/02/18	04
	iv	query	02
		total	12
05	a	i) F5 ii) W iii) MS Powerpoint / Open office Impress	03
	b	Ability to communicate necessary information Using suitable charts, images, audio ect Ability to maintain audience attention	02
	c	A – Normal view B – slide sorter C – reading view D – slide show	04
	d	Slide layout	01
	e	Images, audio files, video files	02
		total	12