

UNIT- 1(PART B)

Introduction To IT-ITeS Industry

HOME ASSIGNMENT (2 MARKS)

Q1. PC should have _____ to play CD.

- a. CD-ROM drive
- b. Sound card
- c. Speakers
- d. All of the above

Q2. PIN (reference to Credit card) stands for _____

- a. Personal Income Number
- b. Private Identification Number
- c. Personal Identification Number
- d. None of the above



UNIT- 2(PART B)

Data Entry and Keyboarding Skills

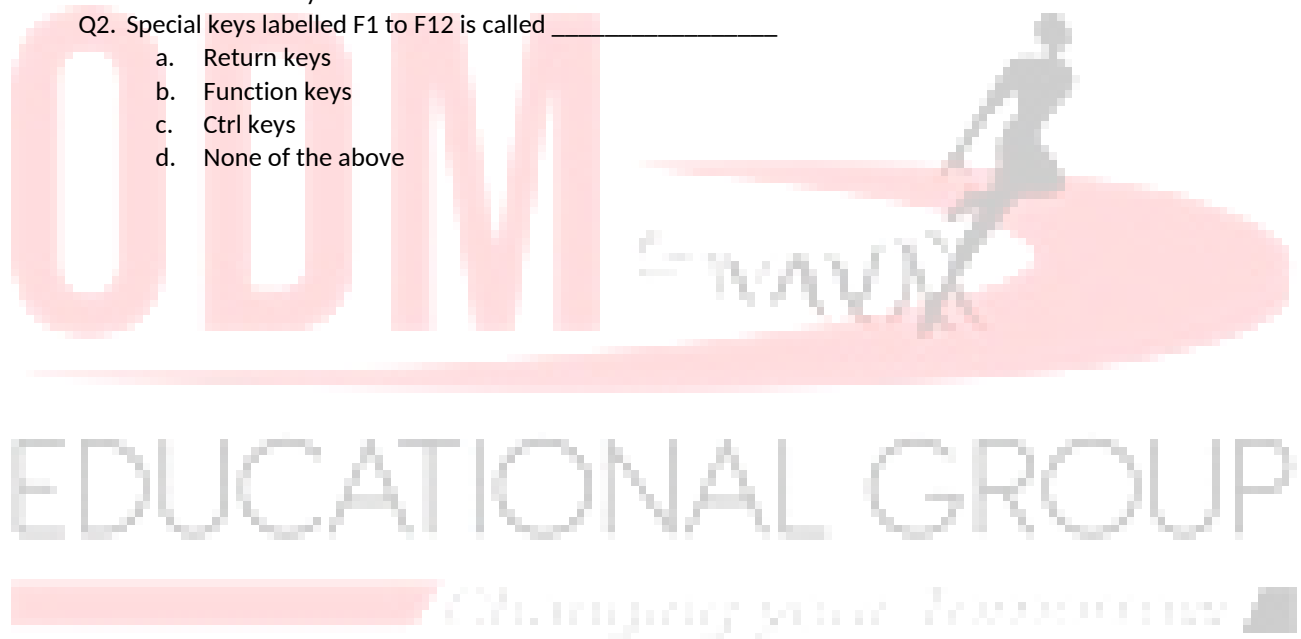
HOME ASSIGNMENT (2 MARKS)

Q1. Which of the following keys help to type character in uppercase?

- a. Caps Lock key
- b. Shift key
- c. Both of the above
- d. Delete key

Q2. Special keys labelled F1 to F12 is called _____

- a. Return keys
- b. Function keys
- c. Ctrl keys
- d. None of the above



UNIT- 3(PART B)

Digital Documentation

HOME ASSIGNMENT (2 MARKS)

- Q1. In Writer, by default, the file is saved in _____ format.
- a) .odf
 - b) .ods
 - c) .odt
 - d) None of the above
- Q2. We can save the file with another name using _____ option.
- a) Save As
 - b) Save
 - c) Ctrl + S
 - d) All of the above



UNIT- 1(PART A)

Communication Skills-I

HOME ASSIGNMENT (1 MARK)

Q1. Anuj is feeling nervous, speaking in front of a large group. His friend Sonam suggest him to use the _____ to get over your fears, and become a confident and effective speaker.

- a. 3Ps method
- b. 3As method
- c. 3Cs method
- d. 3Rs method



UNIT- 2(PART A)

Self Management Skills-I

HOME ASSIGNMENT (1 MARK)

Q1. Which of the following is not a self-management skill?

- a) Problem solving
- b) Bargaining
- c) Understanding self
- d) Confidence building



UNIT- 3(PART A)

Information And Communication Technology
Skills-I

HOME ASSIGNMENT (1 MARK)

Q1. What does GPS stand for?

- a) Global Positioning System
- b) Global Payment System
- c) Global Program System
- d) Global Pointing System

