UNIT- 1(PART B)

Introduction To IT-ITeS Industry

HOME ASSIGNMENT (4 MARKS)

1.	ITeS is also called_____that cover the entire operations which exploit Information Technology for improving the efficiency of an organisation. a. web-enabled services b. webpage c. computer services d. business	1
2.	ATM stands for _____ a. Automated Teller Machine b. Automatic Transaction Machine c. Aided Technique Machine d. None of these	1
3.	What is the full form of LMS in context to IT? a. Learning Management Software b. Learner Manufacturing Software c. Learning Model System d. Learning Management System	1
4.	Dr. Akshat is a medical pratitioner. He needs to perform a surgery for his patient. For that, he is required to monitor the heartbeat of the patient. Which device would be most suitable for this purpose? a. ECG b. MRI c. EEG d. CAT	1

UNIT- 2(PART B)
Data Entry and Keyboarding Skills

HOME ASSIGNMENT (4 MARKS)

1.	_____ colour indication stand for right inputs exceeding the acceptable time frame in Rapid Typing Tutor. a. Red b. Yellow c. Green d. Orange	1
2.	In the Home Row Approach, also called Horizontal Approach, all the _____ fingers of both the hands rest on Home Keys during the keyboard operation.. a. 6 b. 4 c. 8 d. 2	1
3.	'F' and 'J' are called as_____keys. a. Home b. Filter c. Guide d. Sticky	1
4.	There should be at least_____cm of distance between your eyes and the screen. a. 40-50 b. 60-65 c. 90-100 d. 75-80	1

UNIT- 3(PART B)
Digital Documentation

HOME ASSIGNMENT (4 MARKS)

1.	Mr. Rajan wants to write x^2 . But when he writes this, it shows x2. Which option he should use to get 2 at its proper place? a. Superscript b. Strikethrough c. Subscript d. Change Case	1
2.	Rashi is an accountant. She wants to take out the printout of the balance sheet widthwise. Which option she should use to print the document so that the height of the page is less than its width? a. Portrait b. Indent c. Landscape d. Tab Settings	1
3.	Himanshu is practicing to type on a notepad. By mistake, he has written a wrong spelling. Now, he wants to delete the wrongly typed word from the left side of the cursor. Which key he will use to accomplish the task? a. Delete b. Backspace c. Return d. Pause	1
4.	Gautam has prepared a project for his school in a Word Processor. In his document, he wants the change the all the occurrences of the word "when" to be changed to "where". Which option of the word processor he will use to complete the task? a. Change Case b. Orientation c. Find and Replace d. Find	1

UNIT- 1(PART A)

Communication Skills-I

HOME ASSIGNMENT (2 MARKS)

1.	The means by which the message is sent is called_____.	1
	a. Channel b. Receiver c. Messenger d. Sender	
2.	Which of the following is NOT classified as nonverbal communication?	1
	a. Signs b. Eye Contact c. Body language d. Gestures	

UNIT- 2(PART A)

Self Management Skills-I

HOME ASSIGNMENT (2 MARKS)

1.	**It refers to a state of psychological tension and discomfort originating from unforeseen, difficult, confusing and challenging situations.** a. Stress Management b. Time Management a) c. Personality Confidence d. Self Management	1
2.	**Realistic belief and trust of an individual in one's own judgement, capabilities and worthiness is_____.** a. Self-Motivation b. Over-Confidence c. Self-Confidence d. Team Player	1
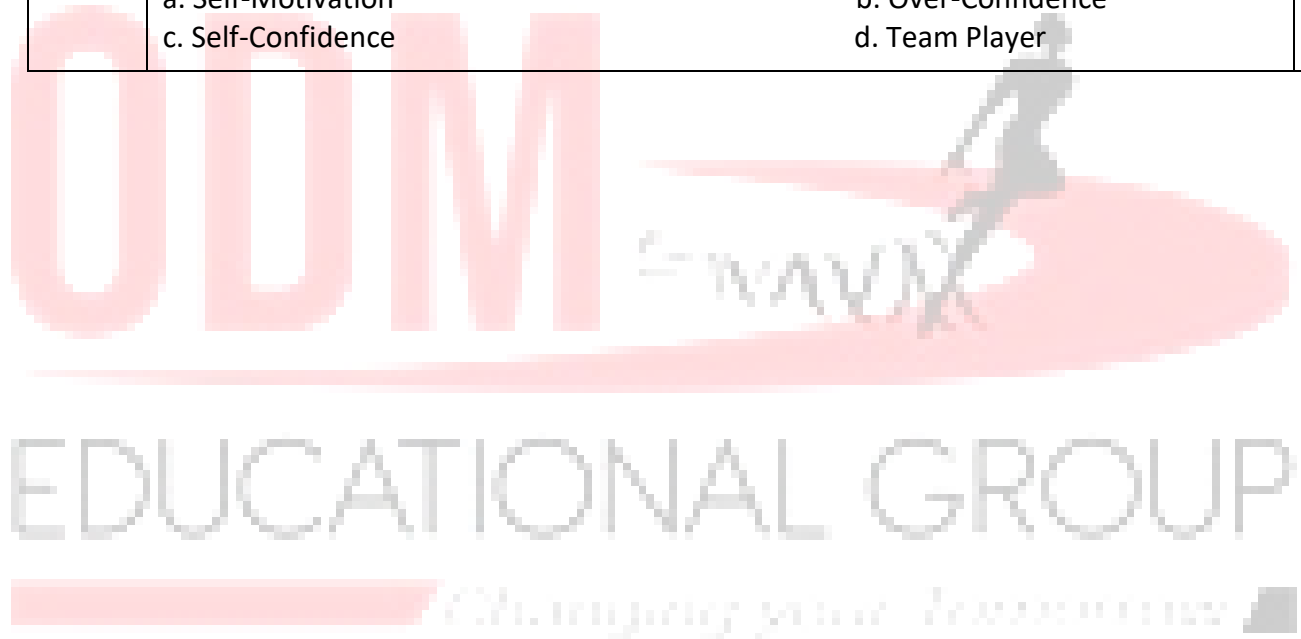
UNIT- 3(PART A)

Information And Communication Technology Skills-I

HOME ASSIGNMENT (2 MARKS)

1.	**The elementary unit of memory is_____.** a. Byte b. Bit c. Nibble d. Kilo Byte	
2.	**_____means an attempt to acquire a sensitive information such as username, password, etc.** a. Spamming b. Pharming c. Phishing d. Hacking	**1**