

UNIT- 1(PART B)

Digital Documentation(Advanced)

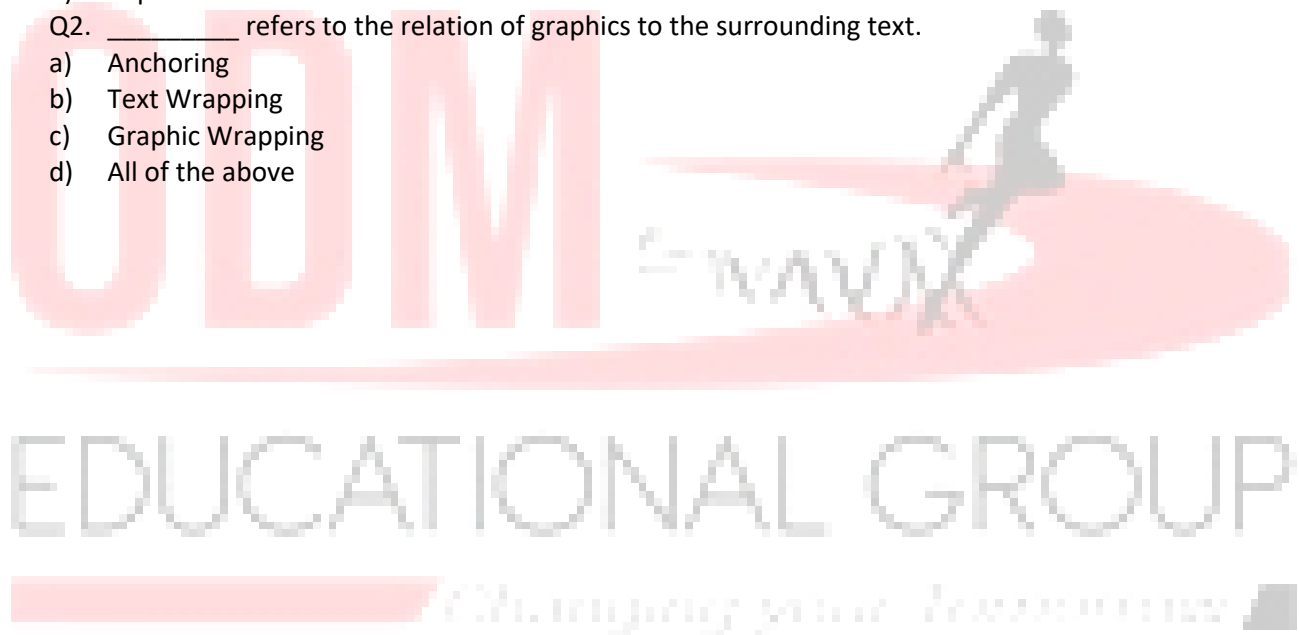
HOME ASSIGNMENT (2 MARKS)

Q1. Which of the following setting is not used for positioning of graphic?

- a) Arrange
- b) Alignment
- c) Wrap
- d) Caption

Q2. _____ refers to the relation of graphics to the surrounding text.

- a) Anchoring
- b) Text Wrapping
- c) Graphic Wrapping
- d) All of the above



UNIT- 2(PART B)

Electronic Spreadsheet(Advanced)

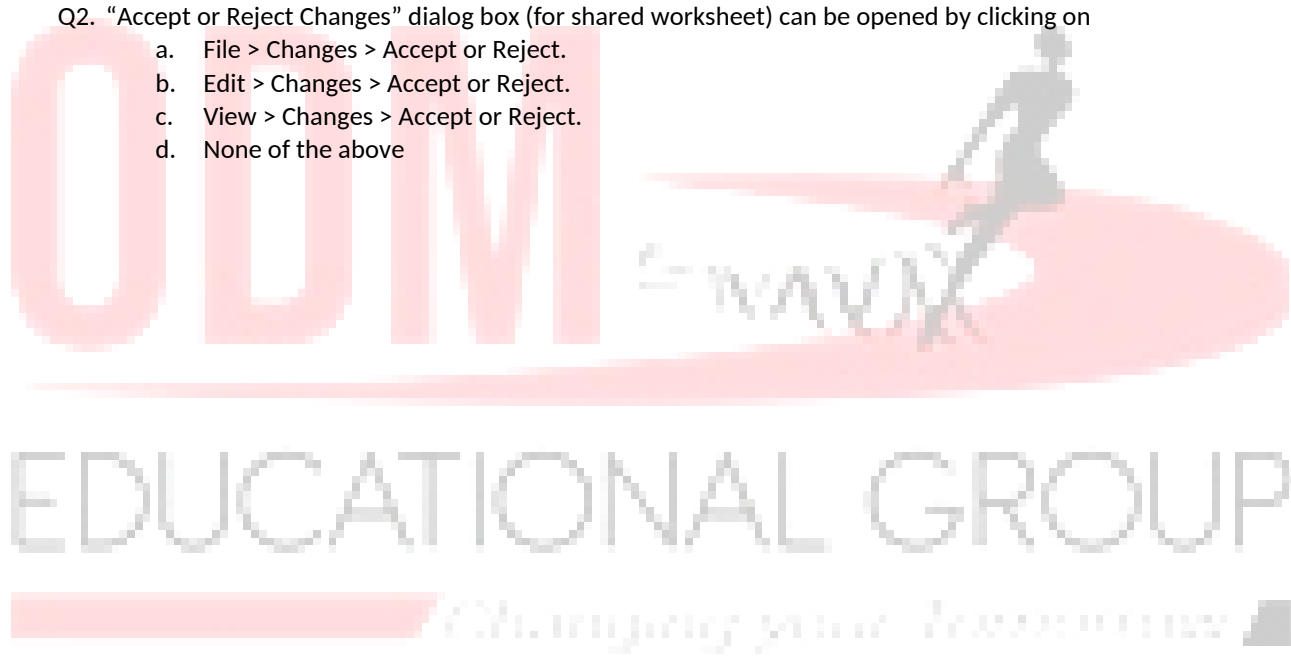
HOME ASSIGNMENT (2 MARKS)

Q1. Ronit and his friends wants to work together in a spreadsheet. They can do so by

- a. Sharing Workbook
- b. Linking Workbook
- c. Both of the above
- d. None of the above

Q2. "Accept or Reject Changes" dialog box (for shared worksheet) can be opened by clicking on

- a. File > Changes > Accept or Reject.
- b. Edit > Changes > Accept or Reject.
- c. View > Changes > Accept or Reject.
- d. None of the above



UNIT- 3(PART B)

Database Management System

HOME ASSIGNMENT (2 MARKS)

Q1. Which data type is used to store value of fields like "Date of Birth"?

- a) Date Time
- b) Varchar
- c) Integer
- d) Other

Q2. In which view data can be entered in table?

- a) Datasheet view
- b) Design view
- c) Both of the above
- d) None of the above



UNIT- 1(PART A)

Communication Skills-II

HOME ASSIGNMENT (1 MARK)

Q1. Which of the following types of words should not use for verbal communication?

- a) Simple
- b) Technical
- c) Easy
- d) Local Language



UNIT- 2(PART A)

Self Management Skills-II

HOME ASSIGNMENT (1 MARK)

- Q1. Which of the following statement is showing weakness of Ravi?
- a. Ravi play guitar very well.
 - b. Ravi is good at creative writing.
 - c. Ravi find it difficult to solve mathematics problems.
 - d. None of the above



UNIT- 3(PART A)

Information And Communication Technology
Skills-II

HOME ASSIGNMENT (1 MARK)

Q1. A device that monitors and controls incoming and outgoing network traffic based on user-defined security rules is _____

- a. Antivirus
- b. Malware
- c. Firewall
- d. None of the above

