

18/10/21.

UNIT - 1 (PART B).
Digital Documentation.

Date _____
Page 27.

HOME ASSIGNMENT :-

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

- (a) Arrange. (Ans).
- (b) Alignment.
- (c) Wrap.
- (d) Caption.

Q2. ^{Text} wrapping refers to the relation of graphics to the surrounding text.

- (a) Anchoring
- (b) Text wrapping (Ans).
- (c) Graphic wrapping.
- (d) All of the above.

UNIT - 2. →

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

- (a) Sharing workbook. (Ans).
- (b) Linking workbook.
- (c) Both of these.
- (d) none of these.

(for shared worksheet)

Q2. "Accept / Reject changes" dialog box, can be opened by clicking on.

- (a) File > changes > Accept / Reject
- (b) Edit > changes > Accept or Reject.
- (c) View > changes > Accept / Reject. (Ans).
- (d) none of these.

- Q1. Which data type is used to store value of fields like "Date of Birth"?
- Data Time. (Ans).
 - varchar.
 - Integer.
 - other.

- Q2. In which view data can be entered in table?
- Datasheet view (Ans).
 - Design view.
 - both a & b.
 - none of these.

UNIT - 1 (PART A).

- Q1. Which of the following types of words should not use for verbal - communication?
- Simple.
 - Technical.
 - Easy.
 - Local language. (Ans)

Self Management Skills - II.

H.W:

- Q1. Which of the following statement is showing weakness of Ravi?
- Ravi play guitar very well.
 - Ravi is good at creative writing.
 - Ravi find it difficult to solve mathematics problems. (Ans).
 - none of these.

★ UNIT-3 (PART - A).

H.W. I.T. & communication Technology skills - II.

Q1. A device that monitors & controls in coming & outgoing network traffic based on user-defined security rule is

- a) Antivirus.
- b) Malware.
- c) Firewall. (Ans).
- d) none of these.

