

Notre Dame Holy Cross School, Moharpara

1st periodical test- 2021

Sub- Information Technology(402)

Class- 10

Full marks-40

1. Multiple choice questions:- (1×5)
1. Which of the following key combination is used to create a note?
a. Ctrl+H+N b. Ctrl+N c. Although+H+N d. All of these
 2.key combination allows you to open the notes window.
a. Although+4 b. Ctrl+5 c. Shift+2 d. None of these.
 3. Which of the following is required to access an online calendar?
a. Telephone b. Internet c. Intranet d. Both a and b
 4. It was the first time that Diya... .. (Invite/Invited) him for lunch.
 5.you help me with the house cleaning, please?
a. Could b. Would c. Might d. Should
- II. Answer the following in short:- (2*4)
1. what is an outing?
 2. what are resolution?
 3. Write the steps involved in viewing calendar in MS Outlook 2010?
 4. What is resume?
- III. Answer the following in 3-4 sentences:- (3*4)
1. what is the difference between a normal and a recurring appointment?
 2. Define a journal. What are the types of activities that are considered as a journal entry?
 3. How can you create a task using the To-Do bar?
 4. List some points that you must take care of while going for an interview?
- IV. Long questions:- (5*3) Any three
1. What is a telephonic interview and how is different from face to face interview? Elaborate your answers with valid reasons.
 2. What is the procedure of sharing a calendar by using an e-mail?
 3. Describe the steps of creating a meeting request?.
 4. Write a complaint to your society head complaining about the miserable and unhygienic condition of the place where you reside?