

INFORMATION TECHNOLOGY (402)
CLASS – X UNIT 6: WEB APPLICATIONS (BASIC)

1. Cropping removes unwanted region _____ an image.
 - a. In the center of
 - b. at corners of
 - c. at sides of
 - d. around
2. Picture styles are the part of image _____.
 - a. Layout
 - b. Arrangement
 - c. Format
 - d. Design
3. In a word processor, with reference to mail merge, the varying data to be merged with _____ document is stored in _____.
 - a. Data source, main
 - b. Merged, main
 - c. Main, data source
 - d. Merged, data source
4. After mail merge, the print out is usually taken of which of the following document?
 - a. Main document
 - b. Data source
 - c. Merged document
 - d. All of these
5. A document style includes which of the following?
 - a. Layout and Fonts
 - b. Various themes and formatting
 - c. Header and footer
 - d. Page numbers
6. Ravi is drafting a job application. Which is the most suitable paragraph and line spacing setting for him?
 - a. Paragraph – single space, Line – 8 point
 - b. Paragraph – single spac, Line – 6 point
 - c. Paragraph – single space, Line – 24 point
 - d. Paragraph – double space, Line – 8 point
7. Rajeev has to create a new resume to apply for a new job but he has no time. In this rush, what should he do?
 - a. Take professional help from market
 - b. Type all the content first and then, apply a colourful theme
 - c. Take a resume from templates library and add content to it
 - d. Type all the content first and then, just make the headings bold.

8. *Through, Tight and Square* are the options related to which of the following?
 - a. Paragraph formatting
 - b. Text wrapping
 - c. Page layout
 - d. Document templates
9. Anu has inserted her photograph in a document. She wants the text to be arranged around it filling the blank spaces of the photograph. Which option is most suited?
 - a. Square
 - b. Tight
 - c. Through
 - d. One of these
10. Which of the following is true about a template?
 - a. Template can be loaded to create a new document by editing it.
 - b. Template can be loaded as style.
 - c. Template can be modified and saved as another new template.
 - d. All of these
11. What is the correct sequence of steps to have your own template loaded in template library?
 - a. Create a new document > format it > save it as template.
 - b. Create a new document > format it > save it as document.
 - c. Create a new document > format it > save it as template in the default template folder
 - d. Create a new document > format it > save it as document in the default template folder
12. Which of the following is true about styles in a document?
 - a. Styles can be applied on the whole document.
 - b. Styles can be applied to images and pictures.
 - c. Both a) and b)
 - d. Styles can be applied on document layout
13. Ankita has to create a letter to be sent to her two friends: ANU and RAJ in which their first names have to be printed at the top. Rest of the content will remain same. Which is the most sensible and easier way to do so?
 - a. Create two copies of the main document > type their names and take printout.
 - b. Create a data source > Open main document > Apply mail merge and take printout.
 - c. Templates
 - d. None of these
14. Jaspreet has to create a letter to be sent to her 50 relatives. Which is the most sensible and easier way to do so?
 - a. Create the merged document > Create the data source > apply mail merge to generate main document > take printout.
 - b. Create the data source > Create the main document > apply mail merge to generate merged document > take printout.
 - c. Create the data source > Create the merged document > apply mail merge to generate main document > take printout.
 - d. Create the merged document > Create the main document > apply mail merge to generate data source > take printout.

15. Rajesh is sending 100 copies of a document to different cities. In the document, *City_Name* is which of the following?
- Data field
 - Merge field
 - Both a) and b)
 - Main field
16. Table of Content is usually based on which of the following?
- External hyperlinking
 - Internal hyperlinking
 - Templates
 - All of these
17. A table of content can also be created using template.
- True
 - False
18. Picture styles refer to which of the following?
- Picture look (formatting)
 - Position
 - Rotation
 - Alignment
19. By default, an image in a document remains _____.
- Inline with text
 - Above the text
 - Behind the text
 - In between the text
20. Which one of the following is the correct way to rotate the picture.
- Grab the fill handle of the picture with mouse and rotate.
 - Click anywhere on the picture, keep the left mouse button down and rotate.
 - Click anywhere on the picture, keep the right mouse button down and rotate.
 - None of these.
21. How many resizing handles appear when a picture is selected?
- 8
 - 9
 - 4
 - 6
22. Which of the following objects is odd one out?
- Paragraph border
 - Picture border
 - Shape border
 - Page border
23. Statement 1: Mail merge generates multiple documents with common information and varying data. E.g. Letters with different recipient names
Statement 2: Address label feature generates single document with similar multiple labels.
- Both the statements are true
 - Both the statements are false

- c. Only statement 1 is true
 - d. Only statement 2 is true
24. Statement 1: Text cannot be added to a shape.
Statement 2: Text can be added to an image.
- a. Both the statements are true
 - b. Both the statements are false
 - c. Only statement 1 is true
 - d. Only statement 2 is true
25. Creation of a ToC is based on which of the following:
- a. Hierarchy of heading styles
 - b. Page numbers
 - c. Both a) and b)
 - d. None of these
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