

SARDAR PATEL ACADEMY AND RESEARCH CENTER

National Institute of Open Schooling(NIOS), AVI No. 990262, MHRD Govt. Of India
NIELIT/DOEACC Society, Ministry of IT, Govt of India - ACCR. No 01921.

DAIT

Paper Code - DAIT-SEM1-DEC-2020

Time: 2 Hours

Max Marks: 80.

Instructions

1. Student can give answers either in Hindi or English.
2. Student can only use black or blue pan.
3. Mobile phones are not allowed
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4. You can't leave exam room at first hour

Question 1. Fill in the blanks (All questions are compulsory)

10x1 = 10

1. In Photoshop Magic Wand Tool is used for _____
2. A B page in InDesign is called _____.
3. _____ key is used to lock the Windows scrollbar in Excel.
4. Convert Path to Selection Press._____.
5. Press _____ command to duplicate slide.
6. _____ is spreadsheet software.
7. _____ is a feature of CorelDraw that gives objects a 3D look by creating the illusion of depth.
8. _____ is used to Move image from one place to another.
9. Extension file of MS Word is _____
10. _____ is used to Increase text size.

Question 2. MCQ (All questions are compulsory)

10x1 = 10

1. In Excel, Columns are labelled as ____

a. \$A\$1 \$A\$2 etc.	b. A1 A2 etc.
c. 1 2 3 etc	d. A B C etc
2. In InDesign, when a text box has a red plus sign on the bottom right corner, it indicates ?

a. the textbox includes more text that is not seen	b. the textbox is complete
c. you have one more inch in the textbox	d. the textbox is on top of another object
3. Which key deletes the character to the left of the cursor?

a. Delete	b. Home
c. Backspace	d. End
4. Wide horizontal page orientation is called ____

a. None	b. Horizontal
c. Portrait	d. Landscape
5. Fancy, Bevel, Inset, Inverse Rounded comes under which commands of Adobe Indesign.

a. Pathfinder	b. Anchor points
c. Effects	d. Corner option
6. In ms word what does ruler help?

a. All of the above	b. To change page margins
c. To set indents	d. To set tab
7. What is the shortcut of combine

a. Ctrl+L	b. Ctrl+y
c. Ctrl+k	d. Ctrl+q

8. The shortcut key for accessing symbols and special characters is
 - a. None
 - b. Alt+ctrl+f11
 - c. Ctrl+F11
 - d. Ctrl+f10
9. Which of the following is belong to Artistic Media tool
 - a. All of the above
 - b. Brush Mode
 - c. Preset mode
10. The keyboard shortcut to make a new layer is
 - a.
 - b. Alt+Shift+N
 - c. Ctrl+N
 - d. Ctrl+Shift+N

Question 3. True/False (All questions are compulsory)**10x1 = 10**

1. By using Photoshop, we can make a static Web site
2. Charts can be embedded in Powerpoint slide
3. Import bitmap is possible in CorelDraw.
4. You can apply borders or shading to any amount of text.
5. Indesign is a Part of Adobe Corporation S/W.
6. Closing a Workbook and exiting Excel is the same thing..
7. In Photoshop, you can adjust the color levels of the entire image, not its individual portions.
8. We can import .JPG file in CorelDraw.
9. You can use the ruler to set margins.
10. Column option is used to divide data into two parts vertically.

Question 4. Write down shortcuts (All questions are compulsory)**10x1 = 10**

1. Justify Alignment
2. Invert
3. Transform
4. Hide Sheet
5. Step backward
6. Convert Outlines to Curves (corel draw)
7. Find
8. Duplicate
9. Insert Page number (Word)
10. Gradient Tool

Question 5. Define any 10 from following**10x2 = 20**

1. Pivot Table
2. How to Insert Barcode?
3. Action button & Hyperlink
4. Define Smudge brush tool and Roughen brush tool
5. Spell Check
6. Slide Master
7. Define Lasso tool ?
8. Explain Bevel and emboss layer style?
9. Define Artistic Media Tool
10. Define Blend Tool and contour tool
11. Header and Footer
12. Power clip
13. Define Smart Fill tool?
14. Slide sorter view and Slide show view
15. Master Page

Question 6. Describe any 4**4x5 = 20**

1. Difference between a Worksheet and Workbook.
2. What do you mean by conditional formatting ? Explain with example?
3. What do you mean by spreadsheet Software? Explain its uses?
4. What is the difference between pattern stamp tool and rubber stamp tool?
5. Define 10 tools of corel draw?
6. Can you explain Adobe Photoshop is raster based software or vector based software?explain both?