

Student EnrollNo. _____

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-SEP-2022

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. _____ Option is used for Recording Text.
2. A _____ is formed when a row and a column intersects.
3. Maximum number of columns in Excel is _____
4. _____ key is used to check the Spelling & Grammar.
5. _____ is used to Move image from one place to another.
6. _____ is used to Increase text size in Photoshop.
7. In Photoshop 3D effect is in ----- menu
8. The short cut key for spell check in MS Word is -----
9. The _____ lets you select those areas of an image which share a similar colour.
10. All slides can be seen one by one in _____ view.

Question 2. MCQ (All questions are compulsory) 10x1 = 10

1. The shortcut to open the paragraph palette is ?

a. Alt+Ctrl+T	b. Ctrl+P
c. Ctrl+M	d. P
2. Which option is used to merge cells in MS Excel?

a. None of the above	b. Merge & Center
c. Alignment	d. Font Color
3. The key F12 opens a?

a. Close dialog box	b. Save dialog box
c. Open dialog box	d. Save As dialog box
4. RGB Stands For _____

a. Red Blue Gray	b. Red Green Brown
c. Red Gray Brown	d. Red Green Blue
5. In a Workbook, There may be _____ sheets default ?

a. 255	b. 253
c. 252	d. 250
6. which key should be pressed to start a new paragraph in ms word ?

a. Ctrl key	b. Shift key
c. Enter key	d. Down cursor key
7. Which option can be used to set custom timings for slides in a presentation ?

- a. Slide Show Setup
 - b. Slider Timer
 - c. Rehearsal
 - d. Slider Timings
8. Excel used for _____
- a. None of above
 - b. To do drawing
 - c. To keep students records
 - d. To keep financial records
9. Which of the following is not a type of page margin?
- a. Top
 - b. Center
 - c. Right
 - d. Left
10. In MS Excel, Which option is used to change the Row Height?
- a. Delete
 - b. Cell Group
 - c. Insert
 - d. Format

Question 3. True/False (All questions are compulsory)

10x1 = 10

1. Gridlines are not printed.
2. We cannot edit an object even after placing it within a container.
3. The full form of RGB is Red Green and Black.
4. Header & Footer option is in view menu
5. You cannot change the position of the slide images on the Handout Master.
6. Text tool is used to type any text matter
7. Worksheet and Workbook are same.
8. JPEG is a movie format
9. Lasso tool is available in PhotoShop tool box.
10. In Uniform Fill we can make gradient color.

Question 4. Write down n shortcuts (All questions are compulsory)

10x1 = 10

1. Ellipse tool (corel draw)
2. Merge visible
3. Change Case
4. Merge down
5. Undo
6. Color palate (In design)
7. Character Formatting (corel draw)
8. Brush tool
9. Duplicate
10. Feather

Question 5. Define any 10 from following

10x2 = 20

1. What do you mean by blending options?
2. Define Find,Go to,Replace
3. What is Pixels?
4. What are the foreground and background colors? Explain
5. Hue/Saturation
6. Define Artistic Media Tool
7. Define Interactive Mesh tool?
8. How to insert page numbers in Indesign document ?
9. Subtotal
10. Master Page
11. Define Type on a path and Text tool
12. What is Stroke? Describe with example.
13. Define Fountain Fill Tool
14. Explain Fill and Stroke

15. Define Lasso tool ?

Question 6. Describe any 4

4x5 = 20

1. What is reference? Explain all types?
2. What is Book mark?
3. What is a Gradient in Adobe Photoshop?
4. explain the font group in ms word ?
5. How you can insert an online picture in your word document?
6. What is Drop Cap? Give an example.