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-DEC-2023

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. All slides of a presentation can be seen together by using_____key.
2. Ctrl+shift+= is the shortcut for_____
3. No of total cells in excel are _____
4. _____ key is used to lock the Windows scrollbar in Excel.
5. _____ Option is used for Recording Text.
6. _____ Key is used to insert Hyperlink in MS Word
7. A file created using Word is saved ----------- facility in file menu (save)
8. _____ is spreadsheet software.
9. The short cut key for Save As in MS Word is_____
10. Maximum number of columns in Excel is_____

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

1. The minimum number of rows and column in ms word
   a. 2 and 2   b. 1 and 2
   c. 2 and 1   d. 1 and 1
2. How many interactive tools are there
   a. 8   b. 7
   c. 6   d. 5
3. Excel used for _____
   a. None of above   b. To do drawing
   c. To keep students records   d. To keep financial records
4. The shortcut key of Shape Tool is _____ in CorelDraw.
   a. None of the above   b. F10
   c. Ctrl+Space Bar   d. F9
5. Which option must you select if you would like text to be typed around an image instead of just in front of or behind it?
   a. Crop   b. Insert Text Box
   c. Text Wrap   d. Bring forward
6. You can start power point application with
   a. All of above   b. type ppoint.exe in run and press enter
   c. Going to Start -> Run -> type "powerpnt" and press enter   d. Goint to Start -> Programs -> All Programs -> Microsoft PowerPoint

7. The default Paper Type/Size in CorelDraw is _____
    a. None   b. Legal
    c. A4   d. Letter

8. In MS Excel, Which option is used to change the Row Height?
    a. Delete   b. Cell Group
    c. Insert   d. Format

9. Which of the following do you use to merge the two shapes into one.
    a. NONE   b. Trim
    c. Powerclip   d. Weld

10. In which Microsoft Office product do you work with animations?
    a. Publisher   b. PowerPoint
    c. Word   d. Excel

Question 3. True/False (All questions are compulsory)   **10x1 = 10**
1. We can find Variation option under Filter menu in Photoshop.
2. Ms-EXCEL is presentation software.
3. The default color mode of Photoshop is CMYK.
4. We can import .JPG file in CorelDraw.
5. It is not possible to reduce the resolution of an image in 3D graphics.
6. Is Overlay a Layer Blending Mode in Photoshop?
7. In CorelDraw the keyboard shortcut of Shape tool is F11
8. Blending object is possible in CorelDraw.
9. There is no Pre-define brushes is available in Photoshop
10. The maximum font size in PM is 72.

Question 4. Write down shortcuts (All questions are compulsory)   **10x1 = 10**
1. Merge visible
2. Fit to page (corel draw)
3. Insert page number
4. CMYK channel (PSD)
5. Close document
6. Zoom in
7. Find
8. Revert
9. New file
10. Feather

Question 5. Define any 10 from following   **10x2 = 20**
1. What do you mean by blending options?
2. Action button & Hyperlink
3. Pen Tool
4. Define Smudge brush tool and Roughen brush tool
5. How to insert page numbers in Indesign document ?
6. Path finder in indesign?
7. How can you Break the chain of Fishes Inserted by Artistic Media
8. Power clip
9. What is rasterizing layer?
10. Vlookup & Hlookup
11. What is Stroke? Describe with example.
12. What is the use of Blend tool?
13. Define dodge tool,burn tool and sponge tool?
14. End Note and Foot Note

15. Table of Content

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

1. What are the colour modes in Photoshop?

2. What is Custom Animation? Write down the extension of MS PowerPoint 2007?

3. What is watermark? Give an example.

4. Explain inserting a Table

5. What do you mean by PowerClip in Corel?

6. Explain different paragraph formatting options available in MS Word