

**Marking Scheme**  
**Summative Assessment-II**

**Class X**

Code no: 354/454

**E-Publishing & E-Office**

**Max Marks: 30**

**Time: 2 hours**

	(Section A)	
<b>1</b>	F11	<b>1</b>
<b>2</b>	Pie chart	<b>1</b>
<b>3</b>	a) =sum(A1:C1) (or) =sum(A1,B1,C1) (or) =a1+b1+c1 b) D1 any rows may be used such as A2:c2	<b>2</b>
<b>4</b>	Formula menu Logical category	<b>2</b>
<b>5.a</b>	Insert formula =if(c2>=33,"Pass","fail") in D2 Drag the cell D2 to the cells below D2	<b>2</b>
<b>5.b</b>	=if(c4>=33,"Pass","Fail")	<b>1</b>
<b>5.c</b>	yes, =(if(c2.75,"merit",(if C2>=33,"Pass","Fail")))	<b>1</b>
	(Section B)	
<b>6</b>	Shear tool is used to shift one part of an image Perspective tool is used to change the perspective of the image / distort the image	<b>2</b>
<b>7</b>	(a) Resize tool (b) Flip tool	<b>2</b>
<b>8</b>	Using cage tool (1 marks for answer + 1 mark for definition) Points or nodes on a path used to drag	<b>2</b>
<b>9</b>	Color Balance tool brief any one - shadows, midtones, highlights, RGB, CMY	<b>2</b>
<b>10</b>	Select the child using the free hand tool Apply inverse selection Apply color change	<b>4</b>
	(Section C)	
<b>11(a)</b>	Data sent from a website and stored on the users' browser	<b>1</b>
<b>11(b)</b>	Law handles the legal issues related to the use of Internet	<b>1</b>
<b>11(c)</b>	A program or device used to prevent from unauthorized access	<b>1</b>
	(Section D)	
<b>12</b>	4 GB	<b>1</b>
<b>13</b>	<ul style="list-style-type: none"> <li>improve efficiency in government process and service delivery mechanisms.</li> <li>sync with the needs of a modern Government and has been conceived as the instrument for the Next Generation Government.</li> <li>improve productivity, quality, resource management, turnaround time and increase transparency of government department</li> <li>platform for personalized, role based, secure access to internal information for the employees</li> </ul> or any valid points	<b>4</b>
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