Sample Question Paper
Class: X (2017-18)
e-Publishing and e-Office
Subject Code no: 354/454

Time allowed: 2 hours   **Maximum Marks: 30**

General Instructions:
    (i)   *All questions are compulsory*.

    (ii)   *The question paper consists of 5 questions.*

    (iii)   *Question **1** contains 3 parts, question **2** contains 5 parts and questions **3, 4 & 5** contain 2 parts each.*

    (iv)   *There is no overall choice. However, internal choices have been provided in one question of 2 marks, one question of 3 marks and one question of 4 marks. You have to attempt only one of the alternatives in all such questions.*

Q. No.			Marks

1	**(a)**	Which of the following activities will be handled under cyber law:
		  i. Stealing mouse from an office.
		  ii. Deleting some files, images, video's etc. from a friends computer with his consent.
		  iii. Sending a friendship request to an unknown person.
		  iv. Harassment through emails and web chatting messages.
			1

	(b)	Help Anubhuti in identifying suitable protocols for the following purpose:
		  i. To transfer files on the internet.
		  ii. To remotely login a customer's PC to provide him technical support.
			2

	(c)	How a Hacker is different from a Cracker? Mention any two netiquettes. **OR** Shivansh, a class IX student has just started using internet. Explain him the use of browser application along with the name of any two popular browsers. Also suggest him a web based office application name through which he can write, edit and collaborate in a document from anywhere-anytime.	3
2	**(a)**	What are the two orientations available under page setting?	1
	(b)	How the term table and cell are related with each other in 'Writer'? Explain with the help of an example.	2
	(c)	Mr. Ramashankar has written a document on the topic "Global Warming" in word processing application named "Writer". He want to check his document for spellings. Help Mr. Ramashankar by telling him the main steps for the same.	2
	(d)	Ms. Aditi, an editor in a leading newspaper has received an article on "Seven wonders of the world" in which she has to exchange the word "**Taj Mehal**" with the word "**The Taj Mehal**". Which tool she should use and how?	2
	(e)	Define the term main document and data source with reference to mail merge option. **OR** Briefly mention the main steps of Mail Merge.	2

3	(a)	Which symbol is used to be placed in front of the column letter and row number in a cell reference to make it absolute reference?	1
	(b)	Ms. Shipra, an IT professional in a Global Educational Institute has created following performance sheet in a spreadsheet application. Help her in writing functions to find out maximum marks, total, average and remarks. |	A	B	C	D	E	F	G	H	I
1				**PERFORMANCE SHEET**					
2	NAME	HINDI	ENG	MATHS	SCIENCE	MAX	TOT	AVG	REMARKS
3	Rozy	90	30	40	90				
4	Salman	78	40	50	60				
5	Sia	90	70	80	90				
6	Gautam	40	39	40	39				| Note: Remarks is based on the average as per the following criteria: | AVG	REMARKS
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<40	RE-ATTEMPT
>=40	GO-AHEAD	 **OR** What is a chart in any spreadsheet application? Discuss the importance of charts briefly. Mention the name of any four types of charts commonly used in any spreadsheet application.	4
4	(a)	Sanya is working on her social science project work. She is facing following issues with the images used in the project: • One of the image is small in size and she want to enlarge the physical size of the image • She needs the mirror image of the photograph. Suggest the suitable tools for the same.	2
	(b)	Sachin has to send his photograph to the passport office for the processing of his passport but his photograph clicked by the photographer is very dark due to insufficient light. Which colour tool will he use to lighten the color pixel of the photograph. Also write the steps for the same.	4
5	(a)	Mention the full form of the following: i. TIFF ii. JPEG	1
	(b)	What is e-Publishing? How it differs from traditional publishing? Mention any two main advantages of e-Publishing.	3

Courtesy : CBSE