SECTION A:OBJECTIVE TYPE QUESTIONS   (1x24=24)

1. System performance can be increased by _____.
   a) Increasing RAM   b) disk defragmentation   c) both a and b   d) none of these
2. Duplication of data is termed as _____.
   a) Data integrity   b) Data Redundancy   c) backup   d) privacy
3. _____software help us to clean up unnecessary files.
   a) Data Cleaner   b) Disk Cleaner   c) Cleaner   d) none of these
4. A candidate key that is not the primary key is called_____.
   a) Foreign key   b) Primary key   c) Composite key   d) Alternate key
5. Which of these is not a cause of stress
   a) Mental   b) Physical   c) Social   d) Cultural
6. A _____ helps to display the data in a summarized manner.
   a) Table   b) Query   c) Form   d) Report
7. Which of these is not a myth associated with entrepreneurship?
   a) Entrepreneurs are born that way
   b) Entrepreneurs take lots of risks
   c) Entrepreneurship is for everyone
   d) Some capital is required for starting up
8. This data type is used to show both date and time information.
   a) Binary   b) Time   c) Date   d) TimeStamp
9. Number of columns or Attributes is known as _____
   a) Domain of relation   b) cardinality of relation   c) degree of relation   d) Entity
10. Tuple is also called_____
    a) Attribute   b) Column   c) record   d) field
11. Which of the following button is used to delete unwanted fields from the address list?

    a) New   b) Delete   c) Customize & then Delete   d) Find

12. In Base ,data can be linked between two or more tables with the help of_____
    a) Primary key   b) Foreign key   c) Primary and foreign key   d) None of these
13. The default extension of OO writer document is
    a) .odt   b) .ott   c) .oot   d) .dot
14. This symbol indicates exactly one character or letter
    a) *   b) ?   c) &   d) None of these
15. Images can be added to a document through _____
    a) OOo gallery   b) Inserting an image from file c) Scanner   d) All of these
16. By default ,the length BOOLEAN is _____
    a) 1   b)2   c) 3   d) 4
17. _____is the shortcut key to open style and formatting window.
    a) F10   b) F11   c) F12   d) F9
18. Heading is a part of _____styles.
    a) List   b) Paragraph   c) Frame   d) page

19. _____increases the contrast of an image
   a) Invert   b) Smooth   c)Sharpen   d) Ageing
20. The _____step of mail merge wizard allows modification in the document.
   a) Select a document type   b) Edit the document   c) create salutation   d) Adjust layout
21. Which of the following is the last step of the Mail Merge wizard ?
   a) Select the document   b) Edit the document   c)Personalize document   d) Save .Print or send
22. The ____ ___ icon represents the "page number".
   a) E   b) T   c) E#   d) #
23. _____are the building blocks of a database.
   a) Tables   b)Records   c)Fields   d) all of these
24. Insert Index/Table dialog box will be displayed with _____tabs
   a) 4   b) 5   c) 3   d) 6

SECTION B:SUBJECTIVE TYPE QUESTIONS

Answer the following question: **(2X7=14)**

1. What is the use of antivirus software?
2. Define an entrepreneur.
3. What is self regulation?
4. Define Referential Integrity.
5. What is document template?
6. Define Mail Merge.
7. Explain RDBMS.

Answer the following question: **(4X3=12)**

1. Explain main document and data source in mail merge?
2. Consider the following table : Employee

emp_Id	emp_Name	salary	Department
1101	Ram	60000	Account
1103	Shyam	90500	HR
1105	Sourabh	80000	HR
1106	Dinesh	30000	Account

   i) How many fields and records are there in Employee table?
   ii) Write SQL commands for the following:
      a) Display employee id of all employees whose salary is between 40000 to 60000.
      b) Display the details alphabetically by employee name.
      c) Create a new row .
3. How can you create a new template ?Explain the steps.