NSQF

INFORMATION TECHNOLOGY

SUBJECT CODE - 61

SCHEME OF VALUATION - 2023

Q N		MARKS
I	PART A	
1	b) Moreover	1
2	b) KPO	1
3	b) Ctrl + Shift + V	1
4	a) data	1
5	c) 2010	1
6	b) slideshow	1
7	a) right click on office Ribbon	1
8	b) Security	1
9	b) Ctrl + G	1
10	a) CSS styles	1
II	**PART B**	
11	✓ Communication ✓ Problem Solving ✓ Computer Skills ✓ People Skills ✓ Grammar and Spelling	2
12	**Call Center:** is a service center with good telecom facilities, trained consultants, access to the Internet and other online information and is set-up to provide information and support to a customer.	2
13	A macro is created to combine a series of frequently repeated	

	tasks into a single step. Macro helps save time, increase efficiency and improve productivity when a significant amount of work is repeatedly performed.	2
14	- Charts help you visualize and understand complex data, easily. - Pivot charts are more useful than ordinary charts, because they are more easily manipulated to show different information as summaries. - A pivot chart can be moved / placed anywhere within a workbook or a different workbook, as per our requirement.	2
15	- Open a new blank workbook. - Select **Tools** dropdown menu and select **Protect Document**. - Select **Document…**. A **Protect Document** dialog box appears. - Type a password in **Password** and **Confirm** textboxes. - Click **OK**.	2
16	- We can animate the text and objects in a presentation to make our presentation more interesting. - We could also use this feature to emphasize a particular text, paragraph or an object by attracting the attention of the audience.	2
17	- we can enhance a presentation by audio & video content. - Presentation software contains built-in movie clips that we can use in a presentation.	2
18	**B** Black screen during presentation **W** White screen during presentation	2
19	Open Outlook, Select **Go > Calendar**. ↓ Right-click **Calendar** under **My Calendar** . ↓ Click **Send via E-mail…**. A **Send a Calendar via E-mail** popup. ↓	2

	Type the recipient's e-mail address in **To…**. Click **Send**.	
20	• Grouping helps you to keep similar e-mails together. • For example, you can group all the e-mails sent to a particular recipient to track e-mails sent to that recipient thus avoiding scrolling back and forth to locate the e-mails!	2
21	Open Microsoft Expression Web ↓ Site menu ↓ New Site Sub menu ↓ A New dialog box appear ↓ Select Empty site.	2
22	Open MEW ↓ View menu ↓ Page sub menu ↓ Code option	2
23	Create a new page, save this page as *mergetables.html* ↓ Insert a table (for example, 2 rows and 2 columns). ↓ Select the cells that you want to merge ↓ Select **Table > Modify > Merge Cells**.	2
III	PART C	
24	• speaking clearly, • listening effectively, • asking questions, • understanding body language, • using a common language, • organizing information, • understanding (this is the most important aspect).	3

25	**BPO(**business process outsourcing): when an organization outsources a part of its business (customer service; attending customer calls or sales calls) to another organization that is an expert in handling that kind of business. **KPO**(Knowledge Process Outsourcing): It describes the outsourcing of core business activities, that are important and forms a primary part of a company's chain of activities. **RPO**(Recruitment Process Outsourcing): is a form of business process outsourcing (BPO) where an employer outsources or transfers all or part of its employment and staffing activities to an external service provider.	3
26	Open an existing document ↓ Insert Menu ↓ Envelope sub menu ↓ Envelope dialog box appears ↓ Select format tab ↓ Change the addressee position or sender position or size of envelope ↓ Click on New Doc. or Insert, depending on your requirement.	3
27	Open a new Document ↓ Select Tools menu ↓ Macros submenu ↓ A Record macro popup appears ↓ Now do the following a) Set the font to Verdana, size 10 b) insert a 5 X 5table ↓ Click stop recording ↓ Openoffice.org. Basic Macros dialog box appears ↓ Type a name for this macro ↓	3

	Click Save.	
28	Create a spreadsheet similar to the one adjacent. To enable tracking, Select **Edit > Changes > Record**. ↓ You also need to protect this spreadsheet so that the editor or reviewer need not remember to turn on the revision marks. ↓ Select **Edit > Changes >Protect Records…. Protect Records** dialog box appears. ↓ Type a password in **Password** and **Confirm** textboxes. ↓ Click **OK**. ↓ Save this spreadsheet.	3
29	a. Go to http://extensions.openoffice.org/en/node/814/releases. b. Select 1.1.0-Win32 (Windows) and click the download button. Save the file to the local drive. c. Go the saved location and double-click **oracle-presenter-screen.oxt**. A dialog box appears similar to the one adjacent. d. Click **OK**. An **Extension Software License Agreement** appears. e. Scroll down till the end and Click **Accept**. Click **Close**.	3
30	• Select **File > New > Message** (this is to access the Quick Access Toolbar). • Right-click on the **Office Ribbon** , click **Customize Quick Access Toolbar…**. An • **Editor Options** dialog box appears. • You can select commands from **Choose commands from:** dropdown menu. For example, to add clip art, select **All**	3

	commands from **Choose commands from:** dropdown menu. • Scroll and select **Clip Art...** from list . • Click **Add** button. Notice the **Clip Art** is added to the **Quick Access Toolbar** list • Click **OK**. Notice the **Clip Art (icon)** command is displayed in the quick access toolbar.	
31	Create a new page, save this page as ***Youtube.html***. ↓ Place the cursor where you place the Youtube video. ↓ a. Go to Youtube.com. b. Select a video clip. ***c.*** Right-click on the video and select ***copy embed html.*** ↓ Select ***View > Page > Code.*** ↓ Paste the code and Save	3
32	Create a new page, save this page as ***iframe.html***. ↓ Place the cursor where you want the new iframe to be placed. ↓ ***Select Insert > HTML > Inline Frame***. ↓ Select ***Set Initial Page...***. Type ***http://en.wikipedia.org/wiki/Iframe*** in ***Address:*** and click **OK**.	3
33	Create a new page, save this page as ***hover.html***. ↓ Insert at least two or three hyperlinks. ↓ Right-click on the body, select ***Page Properties***. ↓ Select ***Formatting*** tab Select the following values in the ***Colors:*** section: a. ***Green*** for ***Hyperlink:***. b. ***Silver*** for ***Visited Hyperlink:***. c. ***Maroon*** for ***Active Hyperlink:***. d. ***Teal*** for ***Hovered Hyperlink:***. ↓ Click **OK**.	3

IV	**PART D**	
34	To send an invitation as pdf attachment using mail merges ↓ Create new document with particular Invitation letter. ↓ Select tools > Mail merge wizard........ ↓ Mail merge wizard dialog box appears, click next ↓ Select a document type section appears. ↓ Select E-mail message and click Next ↓ Insert Address Block section appears, Click select Address List........ ↓ Select Address list dialog box appears, select the data source used earlier. Click ok and click Next ↓ Create a salutation section appears; Click Next. ↓ Preview and edit the document section appears, Click Next. ↓ Personalize the mail merge documents section appears, click next ↓ Save, print or send the document section appears ↓ Select Send merged document as E-mail ↓ To send invitation to requisite email addresses ↓ Type the subject ↓ Select the Adobe pdf – document from send as dropdown list ↓ Click send documents button. ↓ Click yes ↓ A mail merge E-mail dialog box appears ↓ Type your name in text box	6

	↓ Type the SMTP address in server name ↓ Click test setting….button to check if the settings are configured properly. ↓ Click ok	
35		
a)	The syntax of the HYPERLINK function is: **HYPERLINK("URL", "Friendly Name")** ☐ Specify the location by replacing "URL" ☐ Type a name by replacing "Friendly name". For Example to include hyperlink to a document on a web server, do the following: - Open a new blank worksheet. - Place the cursor where you want the hyperlink to be displayed, for example cell **A1**. - Type **=HYPERLINK("http://docs.google.com/annual_report.xls "; "Annual Report").** - Press **Enter**.	3
b)	workbook Open a new blank workbook. ↓ Place the cursor where you want the hyperlink to be displayed, for example cell **A1, Sheet 1**. ↓ Select **Insert**>**Hyperlink**. A **Hyperlink** dialog box appears. ↓ Select **Document** from the left pane. ↓ Select **Target in document** icon. A **Target in Document** popup appears (figure below left). ↓ Expand **Sheets** (figure below right). ↓ Select the sheet name, for example Sheet 3. ↓ Click **Apply** and then **Close**. ↓ Type **Income** in the **Text** textbox. Click **Apply** and then **Close**. Notice the link created and displayed in Sheet 1.	3
36		
a)	Move emails to "Junk" folder when they are marked as Junk.	3

	☐ Select **Tools > Options**. ☐ An **Options** dialog box appears. ☐ Select **Security**. a. Select **Junk** tab. To move mails to the Junk folder when they are marked as Junk, check **When I mark messages as junk:** and select **Move them to the account's "Junk" folder**.	
b)	• Select **Anti-Virus** tab. • Check the option **Allow anti-virus clients to quarantine individual incoming messages** for anti-virus software to quarantine infected email messages. • Quarantine is a feature of most anti-virus software that isolates infected email messages from rest of the computer keep it safe and secure. • Click **OK**.	3
37	Create a new page, save this page as *form.html*. ↓ Select *Insert > HTML > More HTML Tags…*. The *HTML Toolbox* is displayed ↓ To create a form, first you need to add the form control. To add the form control, select *Form* from the *Form Controls* list. ↓ Click and drag from the toolbox to the web page where you want to place the form. ↓ Select *Input (Text)* from Form Control List. ↓ Double-click the *Input (Text)* field that you just inserted. ↓ *Text Box Properties* dialog box appears a. If you add a name, type *Email* in *Name:*. b. Type *Enter your email address* in *Initial Value:* field. c. Click *OK*. Press *Enter* to move to the next line. ↓ Click *OK*.	6