



Government of Karnataka

KARNATAKA SCHOOL EXAMINATION AND ASSESSMENT BOARD

II Year PUC Supplementary Examination May/June-2023

Scheme of Evaluation

Subject: IT/ITES

Subject Code: 61

Q. No I	PART A	Marks
1	a) me	1
2	b) Information Technology Enabled Services	1
3	d) Ctrl+shift+v	1
4	b) Slicers	1
5	a) Tools	1
6	c) Insert	1
7	a) Personal Folder File	1
8	c) View	1
9	b) F7	1
10	b) Hotspot	1
Q. No II	PART B	
11	<p>An application for leave is a common employment email / letter written / typed in all organizations.</p> <ul style="list-style-type: none"><li>• An employee should make it point to draft a leave application before going on long leave</li><li>• This helps in maintaining the leave records of the employee</li><li>• This informs the superior about employees non availability in the organization</li><li>• Reason for leave and period of absence is clearly specified</li><li>• This should be short and precise</li><li>• Only relevant information features in the letter</li><li>• This assures the employer that all pending work will be completed once the employee returns from leave</li></ul> <p>(Any two)</p>	1 1
12	<p>The full form of IT is Information technology. It is a branch of engineering dealing with the use of computers and telecommunications equipment to store, recover, transmit and control data.</p> <p>IT is useful in everyday lives. Shopping, banking, travelling, education, entertainment, public sector, private sector, almost everywhere IT is playing its various roles very smoothly.</p> <p>(Any two)</p>	1 1
13	<ul style="list-style-type: none"><li>• Select Format &gt; Styles and Formatting F11.</li><li>• Create your own styles:</li><li>• select File &gt; Templates &gt; Save</li></ul>	2

14	Slicers are one-click controls introduced in Microsoft Excel 2010 that can display data interactively when using pivot tables. Slicers can be used to display data interactively data i.e. when you apply a filter, data changes dynamically	2
15	<ul style="list-style-type: none"> <li>Place the cursor where you need to insert the comment or select a block of text.</li> <li>Select Insert &gt; Comment. Include a comment, for example select the text "SkyDrive"</li> <li>Click OK</li> </ul>	2
16	<ul style="list-style-type: none"> <li>Select smartArt design that you want to modify</li> <li>Select Design tab.</li> <li>Select White Outline available in SmartArt Styles group and apply. Notice the visual effect changed</li> </ul>	2
17	<ul style="list-style-type: none"> <li>Left arrow: Previous slide</li> <li>Home: First slide</li> </ul>	1 1
18	<ul style="list-style-type: none"> <li>Select Slide Show &gt; Slide Show Settings.... Slide Show dialog box appears (figure adjacent).</li> <li>Select Auto under Type; type in the duration for repeating the slide show.</li> <li>Click OK</li> </ul>	2
19	<ul style="list-style-type: none"> <li><a href="http://www.campaignmonitor.com/templates/all/">http://www.campaignmonitor.com/templates/all/</a></li> <li><a href="http://www.activecampaign.com/templates/">http://www.activecampaign.com/templates/</a></li> <li><a href="http://www.eblastmagic.com/free-templates.html">http://www.eblastmagic.com/free-templates.html</a></li> <li><a href="http://www.benchmarkE-mail.com/resources/Free-HTML">http://www.benchmarkE-mail.com/resources/Free-HTML</a> E-mail template</li> </ul> <p>(Any two)</p>	2
20	A vCard is a file format standard widely used for electronic business cards and is supported most e-mail messaging software. Similar to normal business cards, electronic business cards are usually stored with the address book of the e-mail messaging software.	2
21	a) MEW: Microsoft Expression Web	1
	b) HTML: HyperText Markup Language	1
22	Internet forum refers to the online discussion websites where people exchange conversations in the form of messages. Forums usually have: <ul style="list-style-type: none"> <li>Users, who post questions or comments</li> <li>Moderators, who regulate (post or remove threads)</li> <li>Administrator, who manage the forum.</li> </ul>	2
23	<ul style="list-style-type: none"> <li>Create a new page, save this page as watermark.html.</li> <li>Right-click on the body, select Page Properties. Select the Formatting tab.</li> <li>Select Background Picture under Background.</li> <li>Click browse; select the image you want as a watermark and then click OK. 4. Check Make it a Watermark</li> <li>click OK</li> </ul>	2



26

Open a new document  
 ↓  
 File menu  
 ↓  
 New  
 ↓  
 Labels Sub menu  
 ↓  
 Labels dialog box appears  
 ↓  
 Type the store address in **Label Text**, text box  
 ↓  
 select the sheet option in format section  
 ↓  
 select specific brand and size  
 ↓  
 put no. of columns and no. of rows in format tab( for example : 3 columns and 10 rows)  
 ↓  
 Click on new document

3

27

- Open a new blank document.
- Select Tools > Macros.
- Click Record Macro. A Record Macro popup appears.
- Now do the following: a. Set the font to Verdana, Size 10. b. Insert a 5 x 5 table.
- Click Stop Recording.
- Type a name for this Macro, for example MyMacro01.
- Click Save


3

28

	A	B	C	D	E	F
1	Name	Gender	Class	City	Group	Favorite Color
2	Ram	Male	10	Bangalore	Commerce	Blue
3	Rohan	Male	12	Bangalore	Biology	Green
4	Swetha	Female	11	Mumbai	Computer Science	Green
5	Sharma	Male	10	Kolkata	Computer Science	Orange
6	Aishwarya	Female	12	Bangalore	Commerce	Black
7	Preethi	Female	9	Gurgaon	Commerce	Blue
8	Verma	Male	12	Chennai	Biology	Green
9	Reshma	Female	10	Bangalore	Biology	Orange
10	Shalini	Female	12	Gurgaon	Computer Science	White

Create a new spreadsheet with the adjacent data:  
 Select the data range, **A1:F10**.  
 ↓  
 Select the **Insert > PivotTable** dropdown arrow.  
 ↓  
 Select the option **PivotChart**. A **Create PivotTable with PivotChart** dialog box appears  
 ↓  
 Click **OK**. A new worksheet is created and displayed  
 ↓  
 Drag and drop **Gender** from **Choose Fields to add to report:** to **Axis Fields, Categories and Values**.

3

29.	<ul style="list-style-type: none"> <li>• Create a presentation with 5-6 slides (sample below)</li> <li>• Select Slide Show menu (figure adjacent).</li> <li>• Click Custom Slide Show.... A Custom Slide Shows dialog box appears (figure below)</li> <li>• click New....</li> <li>• Type a name in Name:, for example Show1. Select slides 1, 3 and 5 and click &gt;&gt;. Notice the slides under Selected slides</li> <li>• Click OK. Notice the custom slide show is listed</li> <li>• Click Start to play this custom slide show. Notice only Slide 1,3 &amp; 5 are displayed.</li> </ul>	3
30.	<p>a) Read:</p> <ul style="list-style-type: none"> <li>• Open your email messaging software.</li> <li>• Select View &gt; Sort by.</li> <li>• Select the submenu option Read.</li> </ul> <p>b) From :</p> <ul style="list-style-type: none"> <li>• Open your email messaging software.</li> <li>• Select View &gt; Sort by.</li> <li>• Select the submenu option From.</li> </ul> <p>c) Subject:</p> <ul style="list-style-type: none"> <li>• Open your email messaging software.</li> <li>• Select View &gt; Sort by.</li> <li>• Select the submenu option Subject.</li> </ul>	1  1  1
31.	<p>a)</p> <ul style="list-style-type: none"> <li>• Select Site &gt; New Site...</li> <li>• Select One page site or Empty site or Import Site Wizard option</li> <li>• Select Empty Site and enter a name for the website, for example: MyFirstWebsite. Click OK</li> </ul> <p>b)</p> <ul style="list-style-type: none"> <li>• Select File &gt; New &gt; Page.... </li> <li>• You can use MEW to create web pages using HTML or ASP code, Style Sheets (CSS), etc. Select HTML from the list and Click OK.</li> <li>• Notice that a new page is created (figure below).</li> </ul>	1 ½  1 ½

32	<ul style="list-style-type: none"> <li>• Switch to Design View. Place the cursor where you want to position the table.</li> <li>• Select Table &gt; Insert Table</li> <li>• Here you can specify the number of rows and columns, border size, border color etc. Do the following: <ul style="list-style-type: none"> <li>a. Type 10 in Rows under Size section.</li> <li>b. Type 10 in Columns under Size section.</li> <li>c. Type 3 in Size under Borders section.</li> <li>d. Select Maroon from Color dropdown menu under Borders section.</li> </ul> </li> <li>• Click OK.</li> </ul>	3
33	<ul style="list-style-type: none"> <li>• Create a new page, save this page as multipleimages.html.</li> <li>• Select Insert &gt; Picture &gt; From File....</li> <li>• Select multiple pictures by using Ctrl + Click (you need at least 3-4 large size pictures for this exercise).</li> <li>• Select Insert. Skip providing alternate text for now, you can add it later.</li> <li>• Click OK once for each image. Notice the size of the images.</li> <li>• Now select the image, right-click and select Auto Thumbnail.</li> <li>• Repeat the procedure for rest of the images.</li> <li>• The thumbnails are displayed in the web page.</li> <li>• Click File&gt; Save</li> </ul>	3
<b>Q NO IV</b>	<b>PART D</b>	
34	<p>Select tools &gt; Mail merge wizard.....</p> <p style="text-align: center;">↓</p> <p>Mail merge wizard dialog box appears, click next</p> <p style="text-align: center;">↓</p> <p>Select a document type section appears.</p> <p style="text-align: center;">↓</p> <p>Select E-mail message and click Next</p> <p style="text-align: center;">↓</p> <p>Insert Address Block section appears, Click select Address List.....</p> <p style="text-align: center;">↓</p> <p>Select Address list dialog box appears, select the data source used earlier. Click ok and click Next</p> <p style="text-align: center;">↓</p> <p>Create a salutation section appears; Click Next.</p> <p style="text-align: center;">↓</p> <p>Preview and edit the document section appears, Click Next.</p> <p style="text-align: center;">↓</p> <p>Personalize the mail merge documents section appears, click next</p> <p style="text-align: center;">↓</p> <p>Save, print or send the document section appears</p> <p style="text-align: center;">↓</p> <p>Select Send merged document as E-mail</p> <p style="text-align: center;">↓</p> <p>To send invitation to requisite email addresses</p> <p style="text-align: center;">↓</p> <p>Type the subject</p> <p style="text-align: center;">↓</p> <p>Select the Adobe pdf – document from send as dropdown list</p> <p style="text-align: center;">↓</p> <p>Click send documents button.</p>	6



37.	<ul style="list-style-type: none"> <li>• <b>Generate Standard Compliant Code:</b> The developer need not worry whether the code written conforms to standards such as HTML 5, CSS3, etc. The editor takes care of standards.</li> <li>• <b>HTML &amp; CSS Validation:</b> Each and every line of code is checked to ensure it is free of errors and/or standard compliant.</li> <li>• <b>Generate Compatibility Reports:</b> The editor generates reports based on compatibility with multiple versions of varying browsers.</li> <li>• <b>Spell Check:</b> The editor checks for spelling mistakes in content similar to that of word processing software.</li> <li>• <b>Optimize HTML:</b> The editor “cleans” out unnecessary code resulting in smaller web page size enabling a faster download of the web page.</li> <li>• <b>Multiple Resolution / Browser Views:</b> The editor automatically checks your web page/website across multiple screen resolution/sizes (Smartphone, net-book etc) and also across multiple browsers (Mozilla Firefox, Google Chrome, etc.).</li> <li>• <b>SEO (Search Engine Optimization):</b> The editor prepares your website in the manner that search engines can understand and thereby helps your website to gain a better ranking for search results.</li> <li>• <b>Support for Add-ons:</b> The editors support 3<sup>rd</sup> party add-ons which add additional capabilities to the HTML editor.</li> </ul> <p><b>Multiple Publishing Methods:</b> Editors have the ability to use different options such as FTP, WebDAV, etc. to publish your website on remote computers.</p> <p style="text-align: center;"><b>( Any Six )</b></p>	6
-----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---