

CLASS: XI	<b>INDIAN SCHOOL MUSCAT SECOND PERIODIC TEST</b>	SUBJECT: INFORMATION TECHNOLOGY
	<b>SET - B</b>	
QP.NO.	VALUE POINTS	SPLIT UP MARKS
1.	The presentation software has tools that allow the user to create presentations with sound, text, movies, pictures, and tables.	1 Mark
2.	Slide Master allows making changes in appearance of the slides, applying changes to all slides in the presentation.	1 Mark
3.	The System is in Sleep Mode: The computer may be in Sleep mode. Check All Connections: For a desktop, ensure a proper connection of a cable connecting the monitor and a computer cabinet. Laptop's Battery is Low: The laptop's battery could be very low, causing the laptop to switch off.(Any one)	1 Mark
4.	Click Start button> Control Panel > Network and Internet > Network and Sharing Center.	1 Mark
5.	Format Character: <Format> <Character>. A dialog box opens. Format Paragraph: <Format> <Paragraph>. A dialog box opens. Format Line: <Format> <Line>. A dialog box opens. You can select from line style, width, color etc. Format Slide Layout: <Format> <Slide Layout>. You can select a slide layout for the slide from the different slide layouts presented to you.	1 + 1 = 2 Marks
6.	Slide transition applies to the pattern that will show up when one slide goes to the next (for example, wheel, diamond etc.). Slide animation applies to elements of a single slide, i.e., how the different elements in a slide will appear on the screen, their order, etc.	1 + 1 = 2 Marks
7.	The Windows tab consists of commands that work on a window. The commands in this tab allow the user to open a new window or close an existing window. Also, the name of all currently open windows is also displayed.	1 + 1 = 2 Marks
8.	<Insert><Page Number> : A Header and Footer Window opens. Make settings here for date, time and page number. Insert Fields: <Insert> <Fields> : A pop-up menu appears. Select the element to be inserted. Insert Hyperlink: <Insert> <Hyperlink> : A dialog box opens. On the left side of the dialog box, select where you want to link – current presentation slides	1 + 1 = 2 Marks
9.	Check the Cables: Check the cable of the specific computer hardware which is not working. Ensure that all connections are tight, correctly plugged in, and the Power button of these devices is ON. For wireless devices, make sure it is turned on and the batteries are charged. Use Help: Access the Help window by pressing the F1 key.	1 + 1 = 2 Marks

	<p>This window helps to find a solution to the problem.</p> <p>Record Error Messages: Record the full error message for future reference.</p> <p>Restart the Computer: Restart the peripheral device. If the device still does not switch on, shut down the computer and start it again.</p>	
10.	<p>The Printer is Not Connected Properly or Not Switched On: Ensure that the printer cables are connected properly.</p> <p>The Printer is Out Of Paper. The Printer Paper Jam (Paper is Caught in the Printer): Open the printer and remove the paper caught in the printer.</p> <p>The Ink Cartridge of Printer is Empty: Most printers give a warning message when the ink levels are low.</p> <p>Incorrect Printer Driver: The printer driver may be incorrect. You would need to install a new printer driver.</p> <p>The Printer and Computer are Communicating Properly: This problem is more common when a wireless connection is being used to connect a PC/ laptop to a printer. (Any two)</p>	1 + 1 = 2 Marks
11.	<p>Check Speaker Volume Level, Check Audio Player Controls - Many audios and video players have their own separate audio controls. Check the Cables :In case external speakers are used, ensure that the speakers are plugged into the electric socket, turned on, and connected to the correct audio port or a USB port on your system. If your computer has color-coded ports, the audio output port will usually be green. Check the Sound Using Headphones.</p>	1 + 1 = 2 Marks
12.	<p>Step-1 Open the devices and printer dialog box by clicking Start button &gt; Control Panel &gt; Hardware and Sound &gt; Devices and Printers (or Start button &gt; Control Panel &gt; All Control Panel Items &gt; Devices and Printers), and select the printer whose IP address you wish to check/change.</p> <p>Step-2 Select the desired Printer that can be selected to manage the printer, change its settings, etc.</p>	2 Marks