

Marking Scheme Half Yearly Examination 2019-20

1. (b) Auditory
2. (c) 0.5
3. (b) Section Break
4. (c) Header & Footer Group
5. (d) Both (b) & (c)
6. (b) Show/Hide
7. (c) Sentence Case
8. (a) Start Button
9. (b) Rename
10. (c) Illustration Group
11. (b) Symbol
12. (b) Recycle bin

13. Advantage of networking; Data, resource, equipment's sharing.
14. 3 rules & etiquettes while chatting
15. Purpose of Blog.
16. Use of Header & Footer
17. 3 clipart websites; clker.com, pdclipart.org, freeclipartnow.com, wpclipart.com, clipart.org, openclipart.org
18. Definition of Operating System.

19. Sentence and its one type of sentence; interrogative, etc.
20. Types of IM Software: Application based & web Based
21. 3 Offline blog: Quamana, windows live writer, blog desk 3 online: BlogSpot, WordPress, wix.com etc.
22. Parts of speech: Verb, Adverb, Noun, pronoun, adjective, preposition, conjunction, interjection.
23. Define Real Time Operating System.
24. Define communication & types of communication: Verbal & Non Verbal
25. 7 Cs of Communication: Clear, Concise, Correct, Complete, Coherent, Courteous, Concrete; Control, Conversational, Confident, Competent, Calm.
26. A customer does not have sufficient time to visit stores. • Visiting a store is more expensive than purchasing a product online. • A product or service that is not available in the local market is available online. Or any other.

27. Online threats such as Phishing, email spoofing, chat spoofing, etc. can increase the chances of users getting compromised.
28. The data is broken up into bits of same sized pieces called packets.
 - A header is added to each packet explaining where the data has come from, where it should end up and where it fits in with the rest of the packets.
 - Each packet is sent from computer to computer until it finds its destination. Each computer on the way decides where next to send the packet. All packets may not take the same route.
 - At the destination, the packets are examined. If any packets are missing or damaged, a message is sent asking for them to be re-sent. This continues until all packets have been received intact.
 - The packets are now reassembled into their original form. All this done in seconds!
29. In line with text, square, tight, through, top & Bottom, Behind text, in front of text.
30. UPPER Case, lower case, Title Case/ Capitalize each word, sentence case, toggle case
31. Character Formatting.