

HSC Maharashtra Board Information Technology (IT) Sample Paper

Information Technology (Commerce - 99)

Q1. Fill in the blanks

Total - 10 Marks

1. Table is a basic unit to store data into database.
2. An Enterprise is a group of people and other resource working together for a common goal.
3. Google Analytics was acquired by Google from a company Urchin in 2005.
4. The <video> tag is used to embed video in web page.
5. All financial entries are made using Ledgers or account heads.
6. A DBMS is a software designed to define, manipulate, retrieve and manage data into a database **DBMS = Database Management System**
7. The Ordered list is also called as numbered list.
8. In Traditional commerce scope is local.
9. Search Engine is an online program or a software that helps users to search for information on world wide web.
10. GNU Khata is one of the tools developed by KK's foundation.
11. In Electronic commerce scope is global
12. The <audio> tag is used to embed audio in web page.
13. The Unordered list is also called as bulleted list.

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Q2. State True or False

Total - 10 Marks

1. Query is collection of related data. **False**
2. Payment voucher is used for recording cash sale of goods and services. **False**
3. ERP Packages are the solution for information management problems. **True**
4. HTML stands for Hypertext Media language. **False**
5. Black Hat strategies include duplicate content. **True**
6. EDI stands for Electronic Data Interchange. **True**
7. CSS describes how HTML elements are to be displayed on screen. **True**
8. Contra voucher is used for recording rectifying entries. **False**
9. E-Wallet is a type of Prepaid account. **True**
10. A foreign key is used to represent the relationship between two tables relations. **True**
11. A primary key is used to represent the relationship between two tables relations. **False**
12. HTML stands for Hyperlink Markup language. **False**
13. E-Wallet is a type of Postpaid account. **False**
14. Table is collection of related data. **True**

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Q3. Multiple choice questions - (Single Answer)

Total - 10 Marks

- The _____ property is used to make the text bold.
a) font-weight b) font-style c) font-size d) font-color
- The _____ voucher type is used for recording amount received by way of cash.
a) Receipt b) Sales c) Contra d) Purchase
- SEO is useful in _____ the number of visitors to a website.
a) decreasing b) increasing c) nullify d) displaying
- Image tag with _____ attribute gives information about the image.
a) src b) alt c) width d) height
- _____ helps manager to improve future performance of the organization.
a) Managing b) Planning c) Communication d) Fast Decision
- Posting a transaction through voucher is called _____.
a) Repeat entry b) Voucher entry c) Balance Entry d) Custom entry
- _____ is the process of buying and selling of goods and services using electronic medium.
a) E-Governance b) E-Commerce
c) Digital Certificate d) Digital Signature
- _____ is used to collect information from user.
a) Form b) Query c) Table d) Report
- _____ commerce operates 24*7.
a) Traditional b) Electronic c) Digital d) Manual
- Each item list starts with _____ tag.
a) <dt> b) <td> c) d)

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Q4. Multiple choice questions - (Two Correct Answer)

Total - 20 Marks

- Attributes of <iframe> tag are _____
a) loop b) href c) src d) srcdoc
- Disadvantages of E-Commerce are _____.
a) High set up cost b) Late Delivery
c) public services d) Anytime shopping
- The Page content Optimization can be done by using keywords in _____ and _____.
a) <font b) <meta c) <input d) <title>
- Image maps are of two types _____.
a) client-side b) Host-side c) server-side d) main-side
- Valid type of vouchers are _____ and _____.
a) Purchase b) Receipt c) loans d) liabilities
- An Ordered List can be _____ or _____.
a) Constant b) Alphabetical c) Numerical d) static
- _____ and _____ are the types of relationships in Relational Database design.
a) One to many b) One to one c) many to none d) One to none
- Every voucher maintains its _____ and _____ record.
a) debit b) credit c) in d) out
- Tables are organized in the form of _____ and _____.
a) Report b) Query c) Columns d) Rows
- Traditional marketing is the use of _____ and _____.
a) Google Ads b) internet c) print ads d) Physical marketing
- Valid type of vouchers are _____ and _____.
a) Sales b) Contra c) loans d) liabilities

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Q5. Multiple choice questions - (Three Correct Answer)

Total - 06 Marks

1. DBMS provides various functions that allow Entry, Storage and Retrieval of large quantities of information.

- a) Storage b) Objects c) Entry
d) Formats e) Document f) Retrieval

2. Text-decoration property is used to add line-through, overline, underline

- a) line-through b) strike-through c) Line between
d) overline e) underline f) middle line

Q6. Match the following

Total - 04 Marks

'A'	'B'
1. Cipher text	a) ERP Technology
2. Google Analytics	b) Disc
3. 	c) Track and report website's traffic
4. MIS	d) Coded form of data

'A'	'B'
1. Journal	a) Indian Software Company
2. Report	b) Numbered List
3. Tally ERP	c) Rectifying Entireties
4. Ordered List	d) Represent data in printed form

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Q7. Answer briefly - (Any 5)

Total - 10 Marks

1. List down different modules of ERP system?

Financial , Manufacturing , Production planning , HR ,Inventory control , Purchasing , Marketing , Sales and distribution , Quality management etc are functional modules of ERP

2. Write any 4 advantages of E- Commerce?

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3. Explain working area of Base?

Working Area of base : Rest of the part below standard tool bar is called as working area. It is divided into two panes- Left pane and right pane. Left pane displays name of database objects like tables, queries, forms and reports. Right pane displays activities related to that particular object.

4. Explain phases of Trade Cycle?

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5. Describe process of Encryption?

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6. What are the number of ways to reach to approach SEO to generate traffic to your website?

Valid approaches SEO to generate traffic to your website are on-page SEO, off-page SEO, technical SEO

7. Explain Web hosting? Types of Web hosting?

Web hosting is the service of providing storage space.

The website is made available on the Internet with the help of web hosting.

Types of Web hosting are :

1.Shared hosting : It is cost effective. It gives domain name to your website.

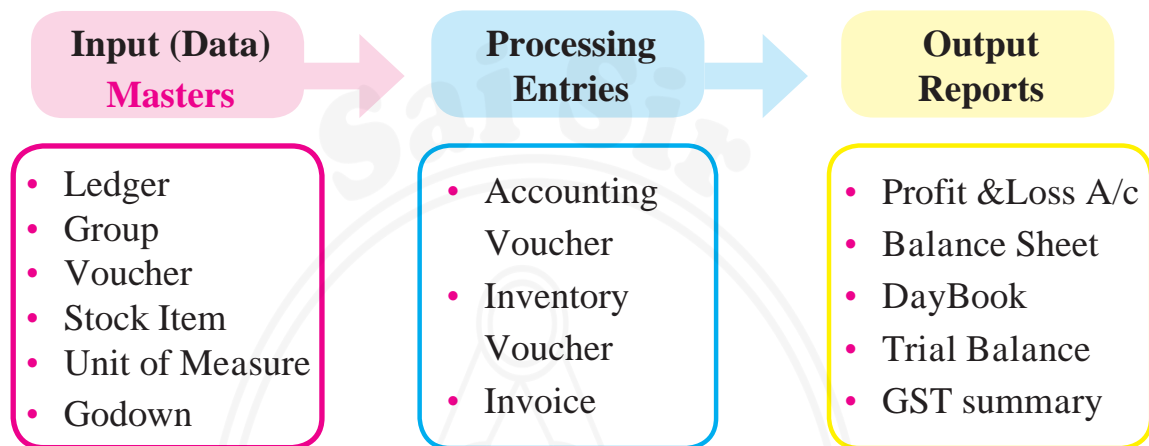
2.Free hosting : There are some hosting websites which provide you free hosting of the website for limited period of time.

3.Dedicated hosting : These are paid hosting servers for large websites.

8. Explain process of Accounting software in short?

Accounting Software describes a type of application software that records and processes accounting transactions within functional modules such as accounts payable, accounts receivable, Journal, General Ledger, Payroll, and Trial Balance. It functions as an Accounting Information System.

Working of Accounting Software :



9. Write any 2 disadvantages of E- Commerce?

Setup Cost : The setup of the hardware and the software, the training cost of employees, the constant maintenance and up keep are all quite expensive.

Security : Security is another area of concern. Credit card theft, identity theft etc. remain big concerns with the customers.

10. Explain Title Bar & Menu Bar of Base

Title Bar : It is the topmost bar present on the screen of Base. It displays icon of the application, name of the file and name of the application. By default it displays 'Filename.odt - Libre Office Base'. It consist of three buttons on right corner as minimize, maximize/ restore and close.

Menu Bar : It is present below Title bar. It displays names of different menus as File, Edit, View, Insert, Tools, Windows, Help etc.

Each menu consist of a drop-down list (Pop-up) of various options related to that particular menu.

Q8(A). Write a program using HTML

Total - 05 Marks

Design web page that should accept rollno, select standard from choice, address , age, of a student and a submit button.

```
<!DOCTYPE html>
<html>
<head>
<title>User Registration Form</title>
<style>
h1 {background-color: pink;
font-style: italic;
text-align: center;
}
</style> </head>
<body>
<h1>User Regsitration Form</h1>
<form>
Name:<input type="text" name="form_name"><br><br>
Roll.No:<input type="number" name="form_roll"><br><br>
Age:<input type="number" name="form_age"><br><br>
<label for="standard">Choose your standard:</label>
  <select name="standard" id="standard">
    <option value="9th">9th</option>
    <option value="10thb">10th</option>
    <option value="11th">11th</option>
    <option value="12th">12th</option>
  </select><br><br>
Address:<input type="text" name="form_address"><br><br>
<input type="submit" value="Submit">
</form>
</body>
</html>
```

Design web page that should accept emp_id, designation from choice, address , age, of a employee and a submit button.

Q8(A). Write a program using HTML and CSS

Total - 05 Marks

Write a HTML code using CSS with following specifications-

Create ordered list of school names in particular city you are living in.

create unordered list of grades using above particular single school name that you have listed.

Divide the list into two sections left and right by using proper CSS.

Write a HTML code using CSS with following specifications-

Create ordered list of college names in particular city you are living in.

create unordered list of grades using above particular single college name that you have listed.

Divide the list into two sections left and right by using proper CSS.

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Q8(B). Write a program using HTML

Total - 05 Marks

Design a web page that should accept name of user, Email ID, Number of years completed in office, Office phone number(mandatory), image with submit button.

```
<!DOCTYPE html>
<html>
<head> <title>Forms in html 5 </title></head>
<body>
<form> Name: <input type="text"autocomplete><br><br>
E-mail:<input type="email" name="email"><br><br>
Number of years completed(between 1 and 100): <input type="number" min="1"
max="100"><br><br>
Office phone number: <input type="tel" name="phone" pattern="[0-9]{2}-[0-9]
{10}" required><br><br>
<input type="image" src="E:/submitbutton.png" alt="click here to submit" >
</form>
</body>
</html>
```

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Q8(B). Write a program using HTML and CSS

Total - 05 Marks

Write a program using HTML with following CSS specifications:-

- a) The page should contain heading as XII IT in Red Color
- b) Create Unordered List of topics in IT
- c) Change the font to Comic Sans.

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Advanced Web Designing

- Html5 has introduced new types in <Input> like number, date, Tel, email, search, URL, range, month, week, color.
- Few attributes of <Input> can be used for validation purpose.
- <meta> is used by search engines to search information that is provided with the webpage. It is inserted in the <head>
- CSS- Cascading Style Sheet describes how HTML elements are to be displayed on screen, paper, or in other media.
- CSS syntax Selector{Property1: value1; Property2: value2}
- The tag defines an ordered list. An ordered list can be numerical or alphabetical.
- An unordered list created using the tag, and each list item starts with the tag. The list items in unordered lists are marked with bullets (small black circles), by default.
- To insert Audio and Video in a web page, <audio> and <video> are used which specifies the source with the file location.
- An image with multiple hyperlinks is called an image map. The usemap attribute acts as a pointer which indicates that the image is a client side image map.
- The <iframe> element creates an inline frame.

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Digital Marketing

- Marketing has always been about connecting with your audience in the right place and at the right time.
- Digital marketing is the use of the internet, mobile devices, social media, search engines, and other channels to reach consumers.
- Digital marketing is similar to traditional advertising, but using digital devices.
- Important Key factors of digital marketing include: Search engine optimization (SEO) , Marketing Analytics, Pay-per-click advertising (PPC) , Web design, Content marketing, Social media marketing, Email marketing.
- SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results
- Organic search, also known as natural search, refers to unpaid search results
- Crawler is a program used by search engines to collect data from the website.
- Techniques and strategies used to get higher search rankings, and breaking search engine rules are White Hat SEO and Black Hat SEO.
- SEO strategies to generate traffic: on-page SEO, off-page SEO and Technical SEO.
- A long tail is long keyword and short tail is short keyword used by the user while searching any information.
- SEO can be perform with the free website <https://www.seoptimer.com/>.
- Google Analytics was acquired by Google from a company Urchin in 2005.
- Google analytics is used to track website activity such as session duration, pages per session, bounce rate etc. of individuals visiting the website

Computerised Accounting with GST

- Accounting Software is application software used to record accounting transactions.
- Process of Computerised Accounting starts with creation of company or organisation.
- Automated accounting system is an approach to maintain up-to-date accounting records with the aid of Accounting Software.
- In Computerised Accounting every Ledger account should be given proper group.
- Accounting group is a collection of Ledger accounts of same nature.
- Voucher is pre-numbered accounting document.
- In computerised accounting every voucher maintains its debit and credit record.
- Receipt, Payment, Sales, Purchase, Contra, Journal are the commonly used voucher types.
- Selection of Vouchers depends upon nature of transaction.
- GST stands for Goods and service tax.
- GST is an Indirect tax implied in India from 1st July 2017.
- Posting a transaction through voucher is called voucher entry.
- In Computerised Accounting various financial and inventory reports can be generated after finishing the recording.
- Accounting Software are available such as Tally, GNUKhata, GNUCAsh, Ledger SMB, Akaunting etc. for maintaining computerised accounting.
- GSTIN is a 15 digit PAN based Registration Number.
- First two digits of GSTIN indicate state code.
- For Maharashtra GSTIN code is 27.
- HSN and SAC are the codes given to goods and services under GST.
- There are three types of GST- CGST,SGST,IGST
- GST rates are different for different commodities/products.
- For calculating GST on Goods, accounts with inventory mode and GST on Services accounts only mode should be selected while creating company.

E-Commerce and E-Governance

- Buying and selling of goods or services on internet is called as E-Commerce.
- Common types of E-Commerce are B2C, B2B, C2C and C2B.
- When any business transaction takes place, it completes one trade cycle. Trade cycle consist of phases like presale, execution, settlement and after sale etc.
- In E-Commerce commonly used payment modes are credit card, mobile payment, bank transfer, e-wallet etc.
- Some common forms of E-Commerce are M-Commerce, social commerce.
- Electronic Data Interchange (EDI) is one of the most important technology for paperless exchange of information.
- E-Governance is the implementation of information technology in the government processes and functions.
- Types of E-Governance are G2C, G2B, G2G and G2E.
- In E-Commerce confidential information can be protected by using encryption, digital signature and digital certificate.

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Database Concepts using Libre Office Base

- Data means all kinds of facts, figures & details related to people, places, things or events.
- Information is the result obtained from processing of data.
- Database is a collection of related data items stored in an organised manner.
- Table is a collection of rows and columns. User can insert, edit and delete records from table.
- User can create a query to retrieve/display records from table.
- Report is a printed form of data.
- Data model defines logical structure of a database.
- Types of relationships are 1:1, 1:M, M:M etc.

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Enterprise Resource Planning (ERP)

- An enterprise is a group of people and other resources working together for a common goal.
- Different types of resources in an enterprise are men, material, money and machine.
- Planning helps to improve future performance of an organisation.
- ERP is a computer systems consist of various functional modules so that authorised employee of any department in an organisation can access information of other department whenever needed.
- Financial , Manufacturing , Production planning , HR ,Inventory control , Purchasing , Marketing , Sales and distribution , Quality management etc are functional modules of ERP
- There are many technologies used in ERP, some of them are - Business Process Re-engineering, Data Warehouse, Product Life Cycle Management (PLM), Management Information System (MIS), Customer Relationship Management (CRM) etc.
- There are so many ERP vendors in the world. Some of the popular ERP packages are Oracle, SAP, Odoo, Microsoft Dynamics, and Tally.
- There are lots of benefits of implementing ERP in an organization.
- There are some areas where the an oraganisation may face some problems for implementing ERP.

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