



Information Technology



Top 49 Questions

Communication skills-II

Question

What are document templates? State the purpose of using document template.

Answer

Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes, etc. For example, if you want to create a resume you can use a resume template and modify only the sections that require changes.

Question

Describe the importance of attention in improving the effectiveness of communication.

Answer

To ensure effective communication, the receiver's attention should be focused to the message. People differ in their behavior, attention, emotions, and so on, therefore they may react differently to the message. Subordinates should behave similarly to the message's content. The actions of superiors also grab the attention of subordinates, who can then follow what they see. For example, if a supervisor is exceptionally punctual in arriving at work, subordinates will develop similar behaviors. As the saying goes "action speaks louder than words".

Question

What are the 7 C's of effective communication?

Answer

The 7 C's of effective communication are:

- (i) Conciseness
- (ii) Coherent
- (iii) Concreteness
- (iv) Clarity
- (v) Courtesy
- (vi) Correctness
- (vii) Completeness

Question

Explain any four measures to overcome barriers.

Answer

The four measures to overcome barriers are discussed below:

- (i) Be prepared before communicating: We are frequently unprepared to communicate a message because we lack sufficient information or knowledge of what we wish to communicate. At times, we do not exhibit the expected behavior of the communication's receiver.
- (ii) Give sufficient time: The message should not be communicated too quickly, especially if it is oral. If it is not done at the appropriate speed, the receiver may miss essential points or not grasp it at all. Thus, group oral communication, such as speeches, debates, or group discussions, must be done at a measured rate so that the entire audience understands what is being said.

(iii) Simplify the language: Both the sender and the recipient of the communication must be fluent in the language in which they communicate. If this is not ascertained, it is preferable to use simplified language with simple words and ideas.

(iv) Avoid making judgements: Communication can fail if the message sent passes some judgement on the receiver, because the communication's content is not comprehended in its true sense. It makes the recipient defensive, resulting in the formation of a barrier. So, these circumstances must be avoided.

Question

Explain the eight parts of speech with suitable examples.

Answer

According to their function in a sentence, English language has following eight parts of speech:

(i) Nouns are words used to describe people, places, animals and things.

For example: I have a car.

(ii) Pronouns are words that are used to replace nouns in sentences.

For example: I hurt myself yesterday when I was playing football.

(iii) Verbs are words that describe an activity which is being performed by the noun or subject in a sentence.

For example: He plays cricket every day.

(iv) Adverbs are words that convey more information about verbs, adjectives, and other adverbs in a sentence.

For example: Maya reads the newspaper everyday.

(v) Adjectives are words that are used in sentences to describe or provide additional information about the noun or subject.

For example: The black dress you wore on your birthday was lovely.

(vi) Prepositions are words that connect one element of a sentence to another. It indicates the position of an object or subject in a sentence.

For example: Before we could get home, the burglars leaped over the wall and fled.

(vii) Conjunctions are words used to join two different elements of a sentence, phrases, or clauses.

For example: Jane did not go to work as she was unwell.

(viii) Interjections are words that express powerful emotions or feelings.

For example: OH! That is very unfortunate.

SELF-MANAGEMENT SKILLS-II

Question

What is the importance of self-regulation in life?

Answer

Some reasons why self-regulation is important are mentioned below:

- (i) **Better decision-making:** Self-regulation enables us to weigh the advantages and disadvantages of various options, consider their potential outcomes, and make an informed decision.
- (ii) **Increased productivity:** Self-regulation enables us to maintain our attention on our objectives while avoiding distractions. By putting tasks in order of importance and urgency, it helps us manage our time efficiently.
- (iii) **Better relationships:** Self-regulation enables us to control our feelings and communicate more effectively in social settings. It makes it possible for us to actively listen, respond correctly, and settle disputes in a positive way.

Question

Distinguish between internal self-awareness and external self-awareness.

Answer

Internal Self-Awareness	External Self-Awareness
It involves understanding our own thoughts, feelings, values, and strengths/weaknesses.	It involves understanding how others perceive us and how our behavior impacts others.
It aids people in improving our relationships with others and our decision-making.	It helps us to understand how we fit into different social situations and how to adjust our behavior accordingly.
Examples: Knowing our own values, identifying our emotional triggers, etc.	Examples: Getting advice from a senior or coworker, observing how others respond to our behavior, etc.

Question

What are the skills necessary for independent working? Explain any two.

Answer

The skills necessary for independent working are:

- (i) **Time management:** Time management is a skill that independent workers must possess in order to prioritise tasks and meet deadlines. This involves being able to schedule time effectively, plan and organise workday, and use calendars and to-do lists as tools to help stay on task.
- (ii) **Self-motivation:** Independent workers must have the drive and self-motivation to succeed. In order to do this, they must set goals, maintain focus, and find ways to stay motivated despite obstacles or setbacks.

Question

What are the advantages of the ability to Work Independently?

Answer

The advantages of the ability to Work Independently:

- (i) Ensures greater learning.
- (ii) Individuals feel more empowered and responsible.
- (iii) It provides flexibility to choose and define working hours and working mechanisms.
- (iv) Failure and success of the task assigned are accounted by individuals.
- (v) Individuals become assets to organizations, groups and nations at large.
- (vi) It ensures creativity and satisfaction amongst individuals

Question

What are the drawbacks of self-motivation?

Answer

While self-motivation can be a powerful tool for achieving personal and professional goals, there are also potential drawbacks to relying solely on self-motivation. Some of these drawbacks include:

- (i) **Lack of External Accountability:** When relying on self-motivation, there may be a lack of external accountability to ensure that goals are being met. This can lead to a lack of consistency and discipline in pursuing goals, as there may be no consequences for failing to follow through.
- (ii) **Burnout and Overexertion:** Self-motivated individuals may be more prone to burnout and overexertion, as they may push themselves too hard in pursuit of their goals. This can lead to physical and mental exhaustion, and may ultimately hinder progress towards goals.
- (iii) **Limited Resources:** Self-motivated individuals may have limited access to the resources and support needed to achieve their goals. Without external support or resources, self-motivation may not be enough to overcome challenges or barriers to success.

(iv) **Self-Doubt and Procrastination:** Even with strong self-motivation, individuals may still experience self-doubt or procrastination when faced with difficult or intimidating tasks. This can lead to a lack of progress towards goals, as individuals may avoid taking action or become discouraged by their perceived lack of progress.

(v) **Lack of Feedback and Perspective:** Without external feedback or perspective, self-motivated individuals may struggle to accurately assess their progress towards goals or identify areas for improvement. This can lead to a lack of growth or development, as individuals may not receive the guidance or support needed to reach their full potential.

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS-II

Question

How file explorer helps in organizing files and folders?

Answer

Here are three ways in which file explorer helps:

- (i) **Navigating through files:** File Explorer provides an interface that allows users to easily navigate through files and folders on their computer.
- (ii) **Searching for files and folders:** This feature is useful for quickly locating files that may be in multiple folders or sub folders.
- (iii) **Sorting files and folders:** This feature makes it simple to locate and organise specific files or folders in a way that makes sense to the user.

Question

Mention differences between a file and a folder.

Answer

The differences between a file and a folder are discussed below:

File	Folder
It contains data or information.	It contains one or more files or folders.
It is identified by its name and file extension.	It is identified by its name.
It can be opened, edited, and saved by an application.	It cannot be opened or edited directly, but can be opened to view or access files and subfolders it contains.

Question

Differentiate between CLI and GUI.

Answer

CLI (Command Line Interface)	GUI (Graphical User Interface)
1. In CLI, the user has to key in commands.	1. In GUI, the commands are present in the form of icons and menus for the user to select from.
2. User needs to remember all the commands that he wants to use.	2. User need not remember the commands as all commands are available as icons.
3. Learning and using CLI is not easy for a common man.	3. Anyone can learn and use GUI.

Question

Explain the regular maintenance schedule. Why is it important?

Answer

Maintenance schedule is an important method to ensure durability of a computer device along with smooth functioning.

Daily maintenance:

- (i) Cleaning e-mail box and desktop of any unnecessary files.
- (ii) Clearing the temporary files and data from the computer

Weekly maintenance:

- (i) Backing up important files and documents to cloud storage or any other external storage.
- (ii) Updating the antivirus software and other necessary security updates pushed by the software manufacturer/provider.

Monthly maintenance:

- (i) Cleaning the external peripherals like keyboard, mouse, screen to get rid of the dust and debris.
- (ii) Updating computer's operating system, drivers, and software applications.
- (iii) Cleaning up storage space by deleting temporary files and delete files in the recycle bin.

Yearly maintenance:

- (i) Cleaning the interiors of a computer or laptop including the fans, power supply, and motherboard.
- (ii) Checking for any firmware updates.
- (iii) Replacing old peripherals with a new one.

Question

How we can prevent computer against attack by viruses.

Answer

We can prevent the computer against attack of viruses by installing proper antivirus, enabling the firewall, scan external devices before using on other computer, by avoiding emails that are suspicious or not known to us, should be very careful while downloading files or any programs from the internet etc.

ENTREPRENEURIAL SKILLS-II

Question

Explain any two functions of an entrepreneur.

Answer

The following are the three functions of an entrepreneur:

- (i) An entrepreneur must take decisions regarding his business and take responsibility of the consequences.
- (ii) An entrepreneur must be innovative and always ready to take risks to implement his innovative ideas.
- (iii) An entrepreneur is responsible for dividing his income wisely into various segments of his business, even if he faces loss he must pay for rents and wages.

Question

What leads to the degradation of an entrepreneurial?

Answer

There are several qualities that can degrade the overall entrepreneurial skill which includes:

- (i) Entrepreneurship requires flexibility to respond to shifting consumer demands and market conditions. A business failure and a decline in an entrepreneur's skills can result from their inability to adjust and change their business strategy.
- (ii) While confidence is crucial for business success, excessive confidence can result in poor judgment, taking inappropriate risks, and ignoring opportunities and challenges.
- (iii) Lack of resilience in an entrepreneur can cause them to give up easily or lose motivation, which can degrade their abilities and cause their company to fail.
- (iv) To effectively manage the business, entrepreneurs have to allocate tasks and responsibilities. Burnout, stress, and a decline in skills can result from an entrepreneur's inability to share tasks and attempt to handle everything themselves.
- (v) Time management is essential for entrepreneurs in order to prioritize tasks, meet deadlines, and achieve their objectives. If an entrepreneur lacks time management skills, he/she may struggle to manage their workload effectively, resulting in a decline in their skills and the failure of their business.

Question

Differentiate between myth and belief.

Answer

Myth	Belief
<ul style="list-style-type: none">• A myth is described as an unfounded or false notion or story.	<ul style="list-style-type: none">• Belief is defined as the conviction or acceptance of something as true, often in the absence of proof or evidence.
<ul style="list-style-type: none">• It can be refuted or proven false with supporting evidence.	<ul style="list-style-type: none">• With new knowledge or experiences, it can be questioned or altered.
<ul style="list-style-type: none">• It is frequently passed via word of mouth or through cultural customs.	<ul style="list-style-type: none">• Personal experience, upbringing, and social environment can all have an impact.

Question

What are the myths about Entrepreneurship? Explain any two:

Answer

The myths about Entrepreneurship are:

- (i) Entrepreneurs are high risk takers. They are neither high nor low risk – takers. They always prefer situations which lead to generating profits.
- (ii) Entrepreneurs become rich as they start a new business. Starting a business does not mean that person will become rich overnight. A new business always needs a span of year or two to become successful.

Question

Write advantages of pursuing entrepreneurship as a career.

Answer

The advantages of pursuing entrepreneurship as a career are as follows:

- (i) An entrepreneur is his own boss or owner and is free to make all of his own decisions.
- (ii) Entrepreneurship can be very exciting, with many entrepreneurs finding their ventures to be extremely enjoyable. Every day brings new challenges to the determination, skills, and abilities.
- (iii) By making goods and services available, entrepreneurship primarily aims to improve livelihood and create wealth. Entrepreneurial endeavors produce new wealth.
- (iv) Success in entrepreneurship boosts one's reputation and status in society significantly.
- (v) One can realize their entrepreneurial dreams by creating their own unique goods or Services.

Green Skills-II

Question

Distinguish between organic farming and conventional farming.

Answer

Organic Farming	Conventional Farming
<ul style="list-style-type: none">• It focuses on soil management through natural inputs like green manures, compost, etc.	<ul style="list-style-type: none">• It involves heavy use of synthetic fertilizers which degrades soil health.
<ul style="list-style-type: none">• It uses natural methods to control pests and weeds via crop rotation, bio pesticides, etc.	<ul style="list-style-type: none">• It involves heavy use of weedicides, pesticides, and herbicides.
<ul style="list-style-type: none">• It emphasizes sustainable and environment-friendly farming practices.	<ul style="list-style-type: none">• It contributes to soil degradation and pollution which has a detrimental effect on the ecosystem.

Question

Explain the three primary goals of sustainable development.

Answer

The three primary goals of sustainable development are as follows:

- (i) **Economic development**: to promote economic growth and create wealth while ensuring that resources are used efficiently and sustainably.
- (ii) **Social development**: to ensure that development benefits all members of society, by promoting equality and social progress and by reducing poverty, hunger, and inequality.
- (iii) **Environmental protection**: to protect the environment by reducing pollution, mitigating the effects of climate change, and conserving natural resources for future generations.

Question

How can we create sustainable cities?

Answer

Creating sustainable cities is a multifaceted task that requires careful planning, investment, and collaboration across multiple sectors. Some of the ways are discussed below:

- (i) Green parks and green spaces should be developed to improve air quality and lower city temperatures.
- (ii) By using energy-efficient lightings such as LED bulbs and appliances we can promote energy conservation.
- (iii) We should implement an efficient waste management system which includes recycling, reusing and reducing the amount of waste generated.

Question

Discuss any five ways in which sustainable goals can be achieved.

Answer

Sustainable development goals can be achieved through concerted effort of every responsible citizen. Some basic ways in which people can help to accomplish the goals of sustainable development are discussed below:

- (i) **Quality education**: We must make quality education available to all children while also lowering dropout rates among females in higher education.
- (ii) **Clean Water and Sanitation**: We should aim to make India free of open defecation by building toilets, take measurable steps to provide clean tap water and promote water conservation.
- (iii) **Good Health and Well-being**: We should improve access to quality health care, promote healthy lifestyles, and raise awareness about mental health services.
- (iv) **Affordable and Clean Energy**: We should ensure affordable, reliable and sustainable energy for all. We should shift from fossil fuels to clean energy sources such as hydrogen fuel.
- (v) **Gender Equality**: We should promote gender equality and empower all women and girls. We should try to eliminate all forms of discrimination and violence against women.

Question

Why do you think the United Nations has made the 17 Sustainable Development Goals?

Answer

The United Nations adopted the 17 Sustainable Development Goals (SDGs) to address the world's most pressing issues and encourage long-term development. The SDGs were approved in 2015 by all UN member states as part of the 2030 Agenda for Sustainable Development, which is a plan of action for people, the planet, and prosperity.

The Sustainable Development Goals (SDGs) are an answer to the interconnected problems that the world is battling, such as poverty, inequality, climate change, environmental degradation, and social and economic exclusion. The SDGs are also founded on universality, the concept of leaving no one behind, and a commitment to human rights.

They apply to all countries and people, and they aim to guarantee that everyone has the chance to live a life of dignity and fulfilment while also protecting the planet and its resources for future generations.

Digital Documentation

Question

Elaborate four different types of styles which can be provided in a Word Processor.

Answer

- Paragraph styles control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.

Question

Write the steps to create a new style from the selection.

Answer

To Create a New Style From a Formatted Selection follow the given below steps:

- i. Choose View -> Styles to open the Styles pane in the Sidebar.
- ii. Click the icon at the top of the Styles deck for the style category of the new style.
- iii. Click in the document where you want to copy the style from, for example, in a paragraph to which you applied manual formatting.
- iv. Click the Style actions menu icon at the top right corner of the Styles deck and choose New Style from Selection from the submenu.

v. Enter a name for the new style.

vi. Click OK.

Question

What is the utility of text wrapping in a document?

Answer

Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character

Question

Write the steps to create a template from a document.

Answer

Steps to create a template from a document:

- i. Open a new or existing document.
- ii. Add the text that you want to display in the document you create from the new template.
- iii. Select any style that you want to use in the new template.
- iv. On the Menu bar, choose File ---> Templates ---> Save as Template. The Save as Template dialog opens.
- v. Select a category and type the name.
- vi. Click Save.

Question

Write the steps to customize a table of contents.

Answer

You can customize the table of contents to suit the style and requirements of your document. Follow the given below steps to customize a table of contents

- i. Click in the document where you want the table of contents to appear.
- ii. Now, select Insert → Table of Contents and Index → Table of Contents, Index or Bibliography to open the Table of Contents, Index or Bibliography dialog. The Table of Contents, Index or Bibliography dialog has five tabs as shown. Each tab has different characteristic of the TOC structure and appearance.
 - Set the attributes of the TOC in the Type tab.
 - Set the style of paragraph in the Styles tab.
 - Format the entries in the Entries tab.
 - To put the TOC into more than one column use the Columns tab.
 - To add color or an image to the background of the TOC, select the Background tab.
- iii. Now select the preview box, located on the righthand side of the dialog, to check how the TOC will appear.
- iv. After making all your changes, click OK to apply them.

Question

Briefly describe table of contents.

Answer

Tables of contents

The Table of contents feature allows to build an automated table of contents from the headings in your document. The entries for the table are automatically generated as hyperlinks. Whenever changes are made to the text, those changes are applied automatically in the table of contents when it is next updated.

Question

Write the steps to resize the image.

Answer

To fit the image into the document, you may have to resize it.

- (1) Click the image to show the sizing handles.
- (2) Position the cursor over one of the sizing handles.
- (3) Click and Hold left buttons on Mouse and drag to resize the image.
- (4) Release the mouse button when done.

Electronic spreadsheet

Question

Write the steps to apply the multiple operation tool.

Answer

Applying Multiple Operations:

- (i) Create the following table.
- (ii) Enter the alternative values to calculate as shown below.
- (iii) Select Multiple Operations form the Data tab.
The Multiple operations dialog box appears.
- (iv) In Multiple Operations, select the formula, and select values to be changed.
- (v) Now, click on OK to get the interest based on different principal.

Question

When solver is used?

Answer

A solver is used to solve equations with multiple variables by using the goal-seeking method.

- You can choose whether the value in the target cell should be a maximum, a minimum, or approaching a given value.
- The initial variable values are inserted in a rectangular cell range that you enter in the By changing cells box.
- You can define a series of limiting conditions that set constraints for some cells. For example, you can set the constraint that one of the variables or cells must not be bigger than another variable, or not bigger than a given value.

Question

Differentiate between Relative and Absolute Hyperlinks with the help of an example.

Answer

Hyperlink Type	Condition for Breaking the Link	Example Scenario
Absolute Hyperlink	Stops working if the target file is moved to a different location.	A link to <code>C:\Users\Documents\File.xlsx</code> will break if <code>File.xlsx</code> is moved to another folder.
Relative Hyperlink	Stops working only if the source and target locations change relative to each other.	If two spreadsheets in the same folder are linked and the entire folder is moved, the link will not break.

Question

Write the steps to merge documents.

Answer

Sometimes you need to make a single document from multiples edited documents. You can review all the comments in one document from different people and check their comments, rather than one review at a time. For this purpose, you can merge documents in Calc.

To merge documents, follow the below given steps:

- i. Open the original document.
- ii. Select Edit > Track Changes > Merge Document on the Menu bar.
- iii. A file selection dialog opens. Select a file you want to merge and click Open.

iv. After the documents merge, the Manage Changes dialog opens, showing changes by more than one reviewer. If you want to merge more documents, close the dialog and then repeat steps 2 and 3. Now all of the changes are combined into one document and you can accept or reject the changes. Changes from different authors appear in cells outlined in different colors.

Question

How can I find the changes done in a document if Track changes is not enabled?

Answer

Calc finds and marks the changes as follows:

- All data that occurs in the edited document but not in the original is identified as inserted.
- All data in the original document that is not in the edited document is identified as deleted.
- All data that is changed is marked as changed. Here, you can accept or reject changes.

Question

Mention any two operations that can be performed using Macros in a spreadsheet.

Answer

Macros are used to perform different types of operations in a Spreadsheet:

- i. Formatting settings to be applied repeatedly in a spreadsheet
- ii. Sorting Data
- iii. Applying any Mathematical functions/formulas

DATABASE MANAGEMENT SYSTEM

Question

What is DBMS? Explain any two advantages of DBMS.

Answer

A database management system is a software package with computer programs that controls the creation, maintenance, and use of an integrated collection of data records, files, and other objects. It allows organizations to conveniently develop databases for various applications.

Advantages:

- (i) **Data integrity:** means the data is accurate and consistent in the database. It is very important as there are multiple databases in a DBMS so it helps to produce the correct result.
- (ii) **Data sharing:** In a database, the users can share the data among themselves. Data can be shared for multiple purposes with the users located at different geographical locations. Remote users can also access the database simultaneously.

Question

What are the types of data types?

Answer

The common data types used in LibreOffice along with their descriptions are given below:

- **Memo [LONGVARCHAR]:** It is used to store a large amount of text, such as a description field.
- **Text [VARCHAR]:** It is used for a short string of text, such as names or addresses.
- **Yes/No [BOOLEAN]:** It allows to enter Boolean values yes or no.
- **Time [TIME]:** It is used to store the hours, minutes, and seconds. The format of the date can be set in the table design view.
- **Date [DATE]:** It is used for storing calendar dates. The format of the date can be set in the table design view.
- **Decimal [DECIMAL]:** It is used to define the fields that store values with numbers having decimal places.

Question

Write applications of DBMS.

Answer

Let us look at some of the areas where database applications are widely used to store, manage and retrieve data.

- **Schools:** It can be used to store the student records with their personal information and parent's details. It can also be used to keep a record of the fee and result details.
- **Airlines:** It is used to maintain a record of passenger details, flight schedule, reservation or cancellation status.
- **Hospitals:** It helps to maintain a record of patient's medical history and the treatment provided for the same.
- **Banks:** It helps to store and retrieve and query customer's account information such as withdrawals, deposits, payments and loans.
- **Telecommunication:** It helps to keep a record of the calls attended, missed, calls duration and monthly bills.

Question

Explain relationships and their types.

Answer

A relationship in Base refers to an association between two or more tables. Relationships between tables helps in saving time as there is no need to enter the same data in another tables. If there is a large amount of data that you need to display in a table, in that case, you can store data in more than one table. To display the data from more than one table as a single table, you must create relationships between the tables. Relationship can be established by matching the fields with the same name in different tables. For example, you can create a relationship between two tables, if one field serves as a primary key in one table and the same field serves as a foreign key in the second table.

Types of Relationship

There are mainly three types of relationships that you can establish between two tables.

- **One to One:** In this type of relationship a record in a table can have only one matching record in another table. One-to-One relationship can be established when two tables are related by a single row.

- One to Many: In this relationship, one record in one table is associated with many records in the second table. This type of relationship can be established where one record in a table matches with many records in another table. For example, a same employee can do multiple tasks in an organisation or a student is doing many activities in a school.
- Many to Many: In this type of relationship, many records of a table match with many records of another table. This type of relationship can be established when many records in a table are associated with many records in another table.

Question

Consider the following Vendor table and write the queries

Table Vendor

Vendor ID	V Name	Date of Registration	Location
V001	Mother Dairy	20-01-2009	Delhi
V002	Havmor	01-04-2015	Gujarat
V003	Amul	12-05-2012	Kolkata
V004	Kwality Walls	15-10-2013	Mumbai

- (i) Write a Query to display all records
- (ii) Write a Query to add a new row with the following details ('V005', 'Vadilal', '2010-03-20', 'Pune')
- (iii) Write a query to modify the location of V003 from Kolkata to Gujarat Update Vendor
Set location = 'Gujrat'
Where location = 'Kolkata'.

Answer

(i) `Select * from Vendor;`

(ii) `Insert into Vendor values ('Voo5', 'vodilal', '2010-03-20', 'Pune');`

(iii) `Update Vendor Set location= „Gujrat" Where location= „Kolkata";`

Question

Write the steps to search the records in a form.

Answer

To search a record using form, follow these steps:

- (i) Click on Find Record button from the navigation toolbar. A new dialog box appears with the title "Record Search".
- (ii) Type text you want to search in the search for option and in the box available at the front of Text.
- (iii) Select the fields whether all the fields or single field from the box. Apply the desired settings and click on search button.
- (iv) Now the record that you have searched, will be displayed on the screen.

Question

Define the following:

- (a) Data Integrity
- (b) Data Inconsistency
- (c) Composite Primary Key
- (d) Relationship (with respect to DBMS)

Answer

(a) **Data Integrity**: Data Integrity is very important as there are multiple databases in a DBMS. It means that the data is accurate and consistent in the database.

(b) **Data Inconsistency**: Data inconsistency is when the same data exists in different forms in multiple tables. Which can provide a unreliable or meaningless information.

(c) **Composite Primary Key**: It is also called a composite key. It is a combination of two or more columns to form a primary key for a table

(d) **Relationship**: A relationship refers to an association or connection between two or more tables. When we relate two tables, we don't need to enter the same data in separate tables.

Three types of relationships are:

- (1) One to One relationship
- (2) One to many or many to one relationship
- (3) Many to many relationships

Managing Health and Safety

Question

Write any four safety rules of fire safety.

Answer

Preventive Measures of Fire Safety

- i. Installing fire Alarms: All businesses are required by law to install fire alarms. While some alarms may go off automatically, if they're manual, make sure to teach staff members how to use them.
- ii. Emergency plan: This should include information on what staff members must do in the event of a fire, the kinds of warning systems in use, and evacuation protocols.
- iii. Create fire escape routes: They must have visible signage, be well-lit, and direct visitors to a secure location. To make sure your fire escape routes are successful, plan them in line with the local fire authority.
- iv. Designate a Specialised Person: A person or persons should be in charge of overseeing fire safety at your place of business and helping with evacuations in the case of a fire. They are referred to as fire wardens.

Question

What are the various types of accidents?

Answer

Types of Accidents at the Workplace

The following are different types of the accidents at the workplace:

- i. Falls and Slips: Slips and falls are the most frequent accidents at work. Employees may sustain a variety of injuries as a result of slips, trips, and falls.
- ii. Fire: Explosions and fire are both harmful and occasionally fatal. It causes huge damages to organizations.
- iii. Road Traffic accidents: An accident involving two or more automobiles on a public highway or road that leaves many people injured or dead.

iv. Clinical Negligence: It refers to suffering or injury brought on by a doctor's inadequate or nonexistent treatment. It might be bodily or emotional injury.

v. Sports related accidents: Physical activities frequently result in injuries. An injury sustained while participating in sports, exercise, or other athletic activities is referred to as a sports injury.

Question

Write preventive measures of hazards.

Answer

Following are the preventive measures of hazards:

- make sure that your personal hygiene poses no risk to others in order to achieve the complete eradication of all potential risks when working with others.
- Respond appropriately in the event of an accident, damage, or injury.
- Look for crowds at your place of employment.
- Use established methods while being closely supervised when performing potentially hazardous job.
- Employ proper handling and movement practices.
- Observe hygienic practices.
- To deal with emergencies, put on protective clothing.
- Handle spills and dispose of trash while using and storing tools and supplies securely.

Question

What is the importance of healthy lifestyle? Give any four points related to it.

Answer

A healthy lifestyle helps to keep and improve people's health and well-being.

A healthy lifestyle includes:

- (i) Healthy eating habits.
- (ii) Physical activities.
- (iii) Stress management
- (iv) Sound sleep