

Question 1.

Answer any 4 out of the given 6 questions based on Employability Skills. (4×1 = 4)

(i) A \_\_\_\_\_ is a collection of information saved as a unit. (1)

- (a) Folder
- (b) File
- (c) Path
- (d) File extension

Answer:

- (b) File

(ii) \_\_\_\_\_ generates within the human regarding the unreasonable matters. (1)

- (a) Internal stress
- (b) Survival stress
- (c) Environmental stress
- (d) None of the above

Answer:

- (a) Internal stress

(iii) Which of the following is an example of a barrier to effective communication? (1)

- (a) Active listening
- (b) Providing clear instructions
- (c) Language barriers
- (d) Using appropriate body language

Answer:

- (c) Language barriers

(iv) An entrepreneur must establish good relations with \_\_\_\_\_ and its functionaries. (1)

- (a) customer
- (b) government
- (c) Both (a) and (b)
- (d) None of these

Answer:

- (b) government

(v) Which of the following is not an environmental benefit of green skills? (1)

- (a) Reduction in greenhouse gas emissions
- (b) Preservation of biodiversity
- (c) Increased use of non-renewable resources
- (d) Conservation of natural habitats

Answer:

- (c) Increased use of non-renewable resources

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(vi) Sonika gets up at 6 am and goes for her hobby classes. Then, she comes back home and finishes her homework before going to school. She does all the work by herself. No one tells her to do so. This is called \_\_\_\_\_ (1)

- (a) self-awareness
- (b) self-motivation
- (c) self-regulation
- (d) discipline

Answer:

- (b) self-motivation

Question 2.

Answer any 5 out of the given 6 questions. ( $5 \times 1 = 5$ )

(i) Every computer is protected by a \_\_\_\_\_ (1)

- (a) firewall
- (b) software
- (c) server
- (d) network

Answer:

- (a) firewall

(ii) The structure line displays the elements for entries in the level column. The \_\_\_\_\_ button represents the page number. (1)

- (a) #
- (b) &
- (c) %
- (d) @

Answer:

- (a) #

(iii) \_\_\_\_\_ command is used to restore the database to the original since the last COMMIT. (1)

- (a) REVIEW
- (b) SELECT
- (c) ROLLBACK
- (d) None of these

Answer:

- (c) ROLLBACK

(iv) Default name of the first scenario created in Sheetl of Calc is \_\_\_\_\_ (1)

- (a) SheetlScenario
- (b) Sheet\_Scenario\_1
- (c) Sheetl\_Scenario\_1
- (d) None of the above

Answer:

- (c) Sheetl\_Scenario\_1

(v) To delete a template, \_\_\_\_\_ on a template in the Templates window and select Delete. (1)

- (a) Right-click
- (b) Double-click
- (c) Left-click
- (d) None of these

Answer:

- (a) Right-click

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(vi) Which of the following fields will not make a suitable primary key? (1)

- (a) A customer's account number
- (b) A date-field
- (c) An auto number field
- (d) A student's admission number

Answer:

- (b) A date-field

Question 3.

Answer any 5 out of the given 6 questions. ( $5 \times 1 = 5$ )

(i) Under Insert tab, \_\_\_\_\_ group contains the features like Shapes, ClipArt, etc. (1)

- (a) Illustrations
- (b) Shapes
- (c) Paragraph
- (d) Clipboard

Answer:

- (a) Illustrations

(ii) \_\_\_\_\_ command is used to retrieve data from a database. (1)

- (a) SELECT
- (b) INSERT
- (c) UPDATE
- (d) None of these

Answer:

- (a) SELECT

(iii) Instant messaging service accepts instant messages from \_\_\_\_\_ (1)

- (a) external sites
- (b) internal sites
- (c) Both (a) and (b)
- (d) None of these

Answer:

- (a) external sites

(iv) Two other toolbars can be opened from the Picture Toolbar are: the \_\_\_\_\_ and \_\_\_\_\_ (1)

- (a) Edit picture, Color picture
- (b) Format, drawing
- (c) Graphic Filter toolbar, Color toolbar
- (d) Floating toolbar, Color toolbar

Answer:

- (b) Format, drawing

(v) In the Subtotal dialog box, the \_\_\_\_\_ box is used to select the column to which you want to add the Subtotal to. (1)

- (a) group by
- (b) filter by
- (c) consolidate by
- (d) update by

Answer:

- (a) group by

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(vi) Commands are a set of instructions that are used to interact with the database. (1)

- (a) SQL
- (b) Java
- (c) Mac
- (d) DBMS

Answer:

- (a) SQL

Question 4.

Answer any 5 out of the given 6 questions. ( $5 \times 1 = 5$ )

(i) Type of software is accessed using browsers (1)

- (a) Open source
- (b) Web-based
- (c) Both (a) and (b)
- (d) None of these

Answer:

- (b) Web-based

(ii) Under \_\_\_\_\_ tab, Bullet, and Numbering, Autocorrect, etc options are present. (1)

- (a) Tools
- (b) Format
- (c) Window
- (d) Table

Answer:

- (b) Format

(iii) \_\_\_\_\_ is a collection of related information. (1)

- (a) Base
- (b) Database
- (c) Web-based
- (d) None of the above

Answer:

- (b) Database

(iv) Which of the following network devices is used to connect to dissimilar networks? (1)

- (a) Gateway
- (b) Switch
- (c) Bridge
- (d) Router

Answer:

- (a) Gateway

(v) Which tab of Writer contains the Mail Merge Wizard? (1)

- (a) View
- (b) Tools
- (c) Edit
- (d) Format

Answer:

- (b) Tools

(vi) In the Goal seek dialog box, the \_\_\_\_\_ we enter the reference of the cell that contains the value to be changed. (1)

- (a) variable cell
- (b) modifying cell
- (c) changing cell
- (d) replacing cell

Answer:

- (a) variable cell

Question 5.

Answer any 5 out of the given 6 questions. ( $5 \times 1 = 5$ )

(i) If you are continually working with the same range, then you may give a name to the range using the \_\_\_\_\_ option under the Data Menu. (1)

- (a) Define data
- (b) Define range
- (c) Define reference
- (d) Define address

Answer:

- (b) Define range

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(ii) \_\_\_\_\_ is used to text-to-speech utility that reads what is displayed on the screen. (1)

- (a) Start Narrator
- (b) Web page
- (c) Website
- (d) None of these

Answer:

- (a) Start Narrator

(iii) Which of the following is also known as a computer-based record-keeping system? (1)

- (a) Data Manipulation System
- (b) Computer Data System
- (c) Computerised Record Keeping System
- (d) DBMS

Answer:

- (d) DBMS

(iv) The comments that are added while creating a scenario is displayed in the \_\_\_\_\_ while using the scenario. (1)

- (a) preview pane
- (b) navigator box
- (c) comment window
- (d) None of these

Answer:

- (b) navigator box

(v) Which of the following is not a type of text wrapping option? (1)

- (a) Wrap off
- (b) Optimal wrap
- (c) Page wrap
- (d) Wrap center

Answer:

- (d) Wrap center

(vi) \_\_\_\_\_ is a free personal publishing platform. (1)

- (a) Zoomla
- (b) WordPress
- (c) Blogger
- (d) None of these

Answer:

- (b) WordPress

## Section B

### Subjective Type Questions

Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words. ( $3 \times 2 = 6$ )

Question 6.

How can we self-motivate ourselves to complete a task that appears to be too large or too complex to be done by us? (2)

Answer:

For completing a task that appears to be too large or too complex to be done by us, we can break down the job into several smaller and easier tasks, each of which can be accomplished in a set period. This is possible only through self-motivating ourselves to find a workable solution to the task, as self-motivation is our ability to identify effective methods of thinking about something to taking action about it. Breaking down the job into smaller tasks comprises the thinking part, whereas accomplishing each small part of the task comprises the 'taking action' part.

Question 7.

What role does non-verbal communication play in effective communication? (2)

Answer:

Non-verbal communication, such as body language, facial expressions, and gestures, complements verbal communication and adds meaning to messages. It helps convey emotions, attitudes, and intentions.

Question 8.

Write any two main advantages of an operating system. (2)

Answer:

The main advantages of an operating system include:

- Allows multiple programs to run concurrently.
- Simplifies the programming of application software because the program does not have to manage the hardware. The operating system manages all hardware and the interaction of software. It also gives the program a high-level interface to the hardware and ways of interacting with other programs.

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Question 9.

Describe the following functions of an entrepreneur: (2)

- (i) Innovation
- (ii) Risk-Taking

Answer:

(i) Innovation It includes introducing new products, opening new markets, and new raw material sources, and new organizational structure.

(ii) Risk-Taking An entrepreneur has to take a risk by choosing one among various alternatives.

Question 10.

How can green skills be acquired? (2)

Answer:

Green skills can be acquired through formal education programs, vocational training, apprenticeships, and on-the-job experiences that focus on sustainable practices and environmental management.

Answer any 4 out of the given 6 questions in 20-30 words each. ( $4 \times 2 = 8$ )

Question 11.

Write some features of the spelling checker in OpenOffice Writer. (2)

Answer:

- You can right-click on a word with a wavy underline, to open a context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text.
- You can change the dictionary language (for example, to Spanish, French or German) on the Spelling dialog box.
- You can add a word to the dictionary. Click Add in the Spelling dialog box and pick the dictionary to add it to. The Options dialog of the Spelling tool has several different options, such as whether to check uppercase words and words with numbers. It also allows you to manage custom dictionaries; that is, add or delete dictionaries, and add or delete words in a dictionary.

Question 12.

How to create the reference with the mouse in Calc? (2)

Answer:

Creating The Reference With The Mouse Look at the example below which shows a Marks Detail sheet with a blank Marks column. On the Marks detail sheet, set up a place for all five subject marks, so we know where to put the cell reference. We want to place the reference for the checking marks in cell B3. To make the cell reference in cell B3, select the cell and follow these steps.

- Click on the = icon next to the formula bar. The icon changes and an equals sign appears in the formula bars.
- Now, click on the sheet tab for the sheet containing the cell to be referenced. In this case, that is the Marks Detail sheet.
- Click on cell F3 in the Detail sheet.
- Click the green checkmark in the formula bar to finish.

Question 13.

What is data analysis in spreadsheet software? (2)

Answer:

Data analysis is a process of inspecting, cleansing, transforming, and modeling data to derive useful information from it, which can further be used in an organization's decision-making process. Calc offers several tools for analyzing and manipulating spreadsheets including data consolidation, subtotals, scenarios, Goal seek and Solvers, etc. All these tools are organized into two menus: the tools menu and the data menu.

Question 14.

Explain the term relational database management system. (2)

Answer:

RDBMS (Relational Database Management System) is a type of DBMS that stores data in the form of relations (tables). Relational databases are powerful, so they require few assumptions about how data is related or how it will be extracted from the databases. An important feature of a relational database system is that a single database can be spread across several tables. Oracle, DB2, SAR Sybase, ASE, Informix, Access, etc. are examples of RDBMS.

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Question 15.

Differentiate between wired and wireless access. Give one example for each type. (2)

Answer:

Wired	Wireless
A wired setup uses physical cables or wires to transfer data between devices and computer systems.	A wireless setup does not use wires or cables to access the Internet.
Examples of wired access are Dial-up connection, DSL or Cable Internet Access.	Examples of wireless access are Wi-Fi and WiMAX.

Question 16.

Describe the term wireless fidelity. (2)

Answer:

Wireless Fidelity (Wi-Fi) is a universal wireless networking technology that utilizes radio frequencies to transfer data. Wi-Fi allows high-speed Internet connections without the use of cables or wires. Wi-Fi networks can be designed for private access within a home or business. It can be used for public Internet access as 'hotspots' that offer Wi-Fi access such as restaurants, coffee shops, hotels, airports, convention centers, and city parks.

Answer any 3 out of the given 5 questions in 50-80 words each. ( $3 \times 4 = 12$ )

Question 17.

Simran wants to know about Subtotal. Answer the given questions for her. (4)

(i) What is the SUBTOTALO function?

(ii) Names of any 5 functions with their function index number.

Answer:

(i) The SUBTOTAL function is listed in the mathematical category of functions. It is used to calculate subtotals for a given range with the help of another function defined within it. The general syntax of the SUBTOTAL function is as follows: SUBTOTAL (Function; Range)

Here, the Function is the index number for one of the functions

(ii) Any 5 functions with their function index number are:

Function	Function Index
Average ()	1
Count ()	2

Counta ()	3
Max ()	4
Min ()	5

Question 18.

Ram wants to compress a picture. Write the steps through which he can do so. (4)

Answer:

To resize an image:

- Click one time on the image to select it.
- From the Menu bar select: Format → Position and Size.
- Choose the Position & Size tab.
- Insert the desired image size and click the OK button.

Question 19.

Consider the following table: MASTER (4)

**Table : MASTER** [LearnCBSE.in](https://www.learnCBSE.in)

SNo	Name	Age	Department	Salary
1	Shyam	21	Computer	12000
2	Shiv	25	Maths	15000
3	Rakesh	31	Hindi	14000
4	Sharmila	32	History	20000
5	Dushyant	25	Software	30000

(i) How many fields and records are there in the table MASTER?

(ii) Write the SQL queries to:

(a) Display all the records according to Age.

(b) Display the Name and Department of the person having a salary of less than 20000.

(c) Display the Name of the person having an age less than 30.

Answer:

(i) There are 5 fields and 5 records in the table MASTER.

(ii) (a) `SELECT * FROM MASTER ORDER BY Age;`

(b) `SELECT Name, Department FROM MASTER WHERE Salary<20000;`

(c) `SELECT Name FROM MASTER WHERE Age<30;`

Question 20.

Yuan is learning about databases. But, he didn't understand the concept of fields, records, and tables.

Answer to him the following queries: (4)

(i) How are fields, records, and a table related to each other? Explain with the help of an example.

(ii) What are the main purposes of a database system?

Answer:

(i) Fields are a type of information. A record contains logically related fields.

A table contains logically related records.

EmpNo	Name	Salary
1	Shridhar	20,000
2	Raghav	40,000

In table Emp, EmpNo, Name, and Salary are three different fields. 1, Shridhar, 20,000 represents one complete record.

(ii) The main purposes of a DBMS are

- Storage of information
- Retrieval of information quickly.
- Sorting, selecting data that satisfies certain and readable format,
- Produce the report in some standardized and readable format.

Question 21.

Reema has been appointed as an SME in an IT-based company. Tell her the following: (4)

- (i) What is a workplace emergency?  
(ii) Name the workplace emergencies that may happen.

Answer:

(i) A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down workplace operations; or causes physical or environmental damage.

(ii) Emergencies may be natural or manmade and include the following:

- Floods
- Hurricanes
- Tornadoes
- Fires
- Toxic gas releases
- Chemical spills
- Radiological accidents
- Explosions
- Civil disturbances
- Workplace violence resulting in bodily harm and trauma.