

Question 1.

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

(i) Identify the measures to protect computers from viruses. (1)

- (a) Sharing passwords with friends
- (b) Allow anyone to use your device
- (c) Use Antivirus
- (d) Leave the computer without logging out

Answer:

- (c) Use Antivirus

(ii) Stress is identified as a condition in which a person is \_\_\_\_\_ (1)

- (a) tensed
- (b) worried
- (c) relaxed
- (d) Both (a) and (b)

Answer:

- (d) Both (a) and (b)

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(iii) \_\_\_\_\_ is our body's way of responding to any demand. (1)

- (a) Stress
- (b) Self-regulation
- (c) Self-motivation
- (d) All of these

Answer:

- (a) Stress

(iv) What is the purpose of active listening? (1)

- (a) To interrupt the speaker and share your thoughts
- (b) To fully understand the speaker's message and respond appropriately
- (c) To ignore the speaker and focus on other tasks
- (d) To dominate the conversation and assert your authority

Answer:

- (b) To fully understand the speaker's message and respond appropriately

(v) Which of the following is a problem related to sustainable development? (1)

- (a) Overconsumption and waste production
- (b) Efficient use of resources
- (c) Promotion of renewable energy
- (d) Conservation of biodiversity

Answer:

- (a) Overconsumption and waste production

(vi) Innovation of an entrepreneur includes (1)

- (a) division of work
- (b) opening new markets
- (c) introducing new products

(d) Both (b) and (c)

Answer:

(d) Both (b) and (c)

Question 2.

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

(i) Which of the following is an application program that is stored on a remote server and delivered over the Internet? (1)

- (a) Web application
- (b) System application
- (c) Internet application
- (d) None of the above

Answer:

(a) Web application

(ii) Which of the following is not a good choice as a field name for a database? (1)

- (a) Emp\_Id
- (b) Emp\_dept
- (c) Emp\_name
- (d) Emp\_set

Answer:

(d) Emp\_set

(iii) The data in the data source is organized in (1)

- (a) text form
- (b) image form
- (c) tabular form
- (d) paragraph form

Answer:

(c) tabular form

(iv) Shalini is working in a school. She is the class teacher of VIII B. It is the time to enter the subject marks and grades of all students in her class in a worksheet. While entering the marks and grades, she has to scroll up again and again to the row where all subject names are entered, to avoid any mistakes in her entries. This process is consuming a lot of her time.

Help her by letting her know about one such tool by which she can fix the field rows from the following and continue with her work without wasting much time. (1)

- (a) Fix row
- (b) Fix column
- (c) Freeze panes
- (d) Freeze all

Answer:

(c) Freeze panes

(v) Template is a \_\_\_\_\_ document based on which one can create a new document. (1)

- (a) blueprint
- (b) printed
- (c) suggested

(d) copied

Answer:

(a) blueprint

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(vi) Which of the following is not an object of a database? (1)

(a) Report

(b) Forms

(c) Query

(d) Functions

Answer:

(d) Functions

Question 3.

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

(i) Grouping drawing object can be used for which of the following? (1)

(a) Combining drawing objects as one

(b) Resizing

(c) Adding more drawing objects

(d) None of these

Answer:

(a) Combining drawing objects as one

(ii) Aanya is making a table in a Database to store data of all the employees working in her organization. She has decided on the various information that she needs to store on that table. She also has to have a field in which unique data can be entered. Out of the given fields suggest the best field suitable that can be used as a primary key, so that it can accept unique data. (1)

(a) Emp\_name

(b) Emp\_dept

(c) Emp\_number

(d) Emp\_DOB

Answer:

(c) Emp\_number

(iii) Computer connected with LAN (1)

(a) can work fast

(b) can go online

(c) can E-mail

(d) can share information or peripheral devices

Answer:

(d) can share information or peripheral devices

(iv) State True or False. (1)

“A custom style displays user-defined styles.”

(a) True

(b) False

Answer:

(a) True

(v) According to OpenOffice Calc which of the following is not a What-if analysis tool? (1)

(a) Conditional formatting

(b) Goal seek

(c) Scenarios

(d) Solver

Answer:

(a) Conditional formatting

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(vi) \_\_\_\_\_ allows multiple users to view, edit and change in a spreadsheet. (1)

(a) Opening

(b) Reviewing

(c) Sharing

(d) Collaborating

Answer:

(c) Sharing

Question 4.

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

(i) What can you do with the Internet? (1)

(a) Exchange information with friends and colleagues.

(b) Access pictures, sounds, video clips, and other media elements.

(c) Find diverse perspectives on issues from a global audience.

(d) All of the above

Answer:

(d) All of the above

(ii) The Show Changes dialog box has which of the following settings? (1)

(a) Data

(b) Comment

(c) Views

(d) All of these

Answer:

(d) All of these

(iii) Reports are generally used to show the data in \_\_\_\_\_ form. (1)

(a) printed

(b) chart

(c) Both (a) and (b)

(d) None of these

Answer:

(a) printed

(iv) \_\_\_\_\_ is an example of a text-based browser which provides access to the Internet in the text-only mode. (1)

- (a) Mozilla Firefox
- (b) Lynx
- (c) Internet Explorer
- (d) All of these

Answer:

- (b) Lynx

(v) Anila works in a Multi National Company (MNC) and needs to work online from home also. She requires a fast Internet connection. Which type of Internet connection in your view would be best suited for her? (1)

- (a) Dialup
- (b) Broadband
- (c) Both are suitable
- (d) None of these

Answer:

- (b) Broadband

(vi) Manya has created a spreadsheet using Calc, to find the average of the values in a range of cells. She wants to use a function so that it is calculated automatically and she can copy the same formula for other ranges of cells. Which of these functions will give the correct result?

(1)

- (a) AVG
- (b) Average
- (c) Mean
- (d) None of these

Answer:

- (b) Average

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Question 5.

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

(i) Which data type is the most appropriate for storing an employee's short bio? (1)

- (a) Text
- (b) String
- (c) Memo
- (d) Large text

Answer:

- (c) Memo

(ii) If you have a safer and healthier workplace, there will be fewer days lost and it will have higher (1)

- (a) employee satisfaction
- (b) productivity
- (c) stress levels
- (d) None of the above

Answer:

(b) productivity

(iii) When a primary key constraint is applied on more than one column, then it is known as

(1)

(a) composite primary key

(b) foreign key

(c) composite foreign key

(d) connecting key

Answer:

(a) composite primary key

(iv) Goal Seek is also called \_\_\_\_\_ is one of the What-if analysis tools that is available in Calc. (1)

(a) back-solving

(b) solver

(c) forward-solving

(d) result analysis

Answer:

(a) back-solving

(v) Rishabh wants to make a professional resume. He tried many times but the result was not satisfactory as he did not know what all points should be there and that too in which order.

Which one of the following writers would you suggest to him, so that his problem is solved?

(1)

(a) Template

(b) Form

(c) Worksheet

(d) Format

Answer:

(a) Template

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(vi) It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want the formula to calculate. (1)

(a) Row

(b) Column

(c) Autosum

(d) Cell reference

Answer:

(d) Cell reference

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.

Why is self-regulation important in life? (2)

Answer:

Self-regulation is important in life for the following reasons:

- Self-regulation allows you to keep a tab on your own emotions.
- Self-regulation enables the development of the idea of 'what is appropriate behaviour' and 'what is inappropriate behaviour' in a given social condition.
- It helps in controlling negative impulses and reciprocating emotions for actualizing set goals.

Question 7.

Difference between file and folder. (2)

Answer:

Differences between files and folders are as follows.

File	Folder
Files may or may not have extensions.	Folders do not have extensions.
A file cannot contain another file/folder.	A folder can contain any number of files/folders.
A file has a certain size and memory consumption.	A folder has no size of its own. It derives its size from the files it contains.
Files cannot be shared on the network on their own.	Folders can be shared on the network.

Question 8.

Can you explain the principle of completeness in the context of effective communication? (2)

Answer:

The principle of completeness implies that the message must be complete, which means that it should convey all the information required by the receiver. Nothing which may be required by the receiver should be left out of the message.

Question 9.

What role do green skills play in addressing climate change? (2)

Answer:

Green skills are essential for developing and implementing climate change mitigation and adaptation strategies, including renewable energy deployment, energy efficiency improvements, and sustainable land use practices.

Question 10.

Explain any two functions of an entrepreneur. (2)

Answer:

Two functions of an entrepreneur are as follows:

- **Innovation** It includes introducing new products, opening new markets, and new raw material sources, and new organization structure.
- **Risk-taking** Choosing one among various alternatives, the results of which are unpredictable.

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

Question 11.

How can you define OLE? (2)

Answer:

Use an OLE (Object Linking and Embedding) object to insert in a presentation either a new document or an existing one. Embedding inserts a copy of the object and details of the source program in the target document, that is the program that is associated with the file type in the operating system. The major benefit of an OLE object is that it is quick and easy to edit the contents just by double-clicking on it. You can also insert a link to the object that will appear as an icon rather than an area showing the contents itself.

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Question 12.

What is the use of the Consolidate option in Calc? (2)

Answer:

Data → Consolidate provides a way to combine data from two or more ranges of cells into a new range while running one of the several functions (such as Sum or Average) on the data. During consolidation, the contents of cells from several sheets can be combined into one place. The effect is that copies of the identified ranges are stacked with their top left corners at the specified result position, and the selected operation is used in each cell to calculate the result value.

Question 13.

State any two ways of inserting sheets in the workbook.

Answer:

Two ways of inserting sheets in a workbook are as follows:

Select Insert → Sheet from the Menu Bar.

Right-click on the sheet tab and click on Insert Sheet.



Question 14.

Difference between circuit switching and packet switching. (2)

Answer:

Differences between circuit switching and packet switching are as follows:

Circuit Switching	Packet Switching
Initially designed for voice communication.	Initially designed for data transmission.
It is inflexible because once a path is set all parts of a transmission follow the same path.	Flexible, because a route is created for each packet to travel to the destination.
It is connection-oriented.	It is connectionless.

Question 15.

What is Referential Integrity? Explain its purposes. (2)

Answer:

Referential Integrity is a property of data stating that all its references are valid. In the context of relational databases, it is required that if a value of one attribute of a relation references a value of another attribute, then the referenced value must exist. Referential integrity is a database concept that is used to build and maintain logical relationships between two tables. It helps to maintain the accuracy and consistency of data in RDMS.

Question 16.

What is an Internet Service Provider? (2)

Answer:

ISP (Internet Service Provider) is a company that provides individuals and other companies access to the Internet. Internet Service Provider is used to join the Internet. Internet services typically provided by ISPs include Internet access, Internet transit, domain name registration, web hosting, and Usenet service. ISP does not provide E-mail addresses, e.g. MTNL, BSNL, Airtel etc.

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

Question 17.

Lavish is preparing notes for his upcoming exams. Help him to write the correct answer to the following: (4)

(i) Scenario

- (ii) Absolute link
- (iii) Relative link
- (iv) Macro

Answer:

- (i) The Scenario is a tool to test “What-if” questions. Each scenario is named and can be edited and formatted separately. When you print the spreadsheet, only the contents of the currently active scenario are printed.
- (ii) An absolute link contains all the information necessary to locate a resource and will stop working only if the target is moved.
- (iii) A relative link locates a resource using an absolute URL as a starting point will stop working only if the start and target locations change relative to each other.
- (iv) A macro is a saved sequence of commands or keystrokes that are stored for later use or to be used repeatedly.

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Question 18.

Samarjit wants to know about the template. Tell him the definition of the template and also the steps to create a document using it. (4)

Answer:

A template is a document model that you use to create other documents. For example, you can create a template for business reports that have your company’s logo on the first page. New documents created from this template will all have your company’s logo on the first page. Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, toolbar, and menu customization. To use a template to create a document:

- From the main menu, choose File → New → Templates and Documents. The Templates and Documents dialog box will open.
- In the box on the left, click the Templates icon if it is not already selected. A list of template folders appears in the center box.
- Double-click the folder that contains the template that you want to use. A list of all the templates contained in that folder appears in the center box.
- Select the template that you want to use. You can preview the selected template or view the template’s properties:
  - To preview the template, click the Preview icon. A preview of the template appears in the box on the right.
  - To view the template’s properties, Click the Document Properties icon. (For the location of the Document Properties icon) The template’s properties appear in the box on the right.
- Click Open. The Templates and Documents dialog box closes and a new document based on the selected template opens in Writer. You can then edit and save the new document just as you would any other document.

Question 19.

Consider the following table: SHOPPE (4)

TABLE: SHOPPE

<b>Id</b>	<b>SName</b>	<b>Area</b>
S001	ABC Computeronics	CP
S002	All Infotech Media	GK II
S003	Tech Shoppe	CP
S004	Geeks Tecno Soft	Nehru Place
S005	Hitech Tech Store	Nehru Place

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

(ii) Write SQL commands for the following:

(a) Display Id and SName of all the shops located in Nehru Place.

(b) Display the details alphabetically by SName.

(c) Display the SName of shops whose Area is CP.

Answer:

(i) There are 3 fields and 5 records in the table SHOPPE.

(ii) (a) `SELECT Id, SName FROM SHOPPE WHERE Area= 'Nehru Place';`

(b) `SELECT * FROM SHOPPE ORDER BY SName;`

(c) `SELECT SName FROM SHOPPE WHERE Area='CP';`

Question 20.

Your friend's father owns a restaurant. He manually enters the customer's records in a register. You want to explain to him the importance of creating a database on a computer.

Tell the advantages of using a computerized database with the help of the following points:

(4)

(a) Data redundancy

(b) Data inconsistency

(c) Confidentiality

(d) Sharing

Answer:

(a) Data redundancy means duplication of data computerised database avoids duplication of data and ensures that there is only one instance of certain data.

(b) Data inconsistency helps, if a single database is used by multiple users then it ensures that

the same data is present for all the users.

(c) The DBMS can ensure different views for the different users of the database. This keeps the confidentiality of the data safe.

(d) Different users can use the same database to access the data according to their needs.

Hence, DBMS provides the sharing of data and resources.

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Question 21.

Rahul and Amit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and also do video conferencing after school hours to complete the project on time. Tell the use of the following devices used for video conferencing. (4)

(a) Microphone

(b) Web camera

(c) Speakers

(d) Headsets

Answer:

(a) Using a microphone, the speaker can convey their messages.

(b) A web camera is used to have a real-life image of the person.

(c) Speakers are used to listen to the words of the speaker.

(d) Headsets are used to listen to the speaker without disturbing anyone nearby.