Question 1.
Answer any 4 out of the given 6 questions based on Employability Skills. (4 × 1 = 4)
(i) _____ refers to focusing human efforts on maintaining a healthy body and mind, capable of withstanding stressful situations. (1)
(a) Artificial Intelligence
(b) Stress management
(c) Motivation
(d) Emotional intelligence
Answer:
(b) Stress management

(ii) Which of the following is not the benefit of stress management? (1)
(a) Boosts immunity
(b) Reduces efficiency
(c) Improves mood
(d) Prevents behavioural problems
Answer:
(b) Reduces efficiency

(iii) _____ are computer programs that can damage the data and software programs or steal the information stored on a computer. (1)
(a) Spam
(b) Viruses
(c) Junk mail
(d) BIOS
Answer:
(b) Viruses

(iv) _____ is a horizontal bar present at the bottom of the Windows 7 desktop. (1)
(a) Status Bar
(b) Menu Bar
(c) Task Bar
(d) Recycle bin
Answer:
(c) Task Bar

(v) State whether the following statement is a myth or reality:
Entrepreneurs are born a certain way. (1)
Answer:
The given statement is a myth. Entrepreneurs are people who make a series of good decisions to chase success.

(vi) Which one of the following is not true for entrepreneurs? (1)
(a) They create needs and demands.
(b) They provide raw materials.
(c) They do not create jobs.
(d) They help society by supporting infrastructure development.
Answer:
(c) They do not create jobs.

Question 2.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) _____ controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting. (1)
(a) Page Style
(b) Character Style
(c) Cell Style
(d) Paragraph Style
Answer:
(d) Paragraph Style

(ii) How many levels of headings does Open Office Writer evaluate to build the Table of contents? (1)
(a) 8
(b) 9
(c) 10
(d) 12
Answer:
(c) 10

(iii) Reema has created a pamphlet on 'Tour to West India'. She has inserted many images to make it more presentable but the size of the images occupies a lot of space. Her friend has suggested she reduce the size of the images. Which of the following options will help her in doing the task without losing any content of the image? (1)
(a) Recolor
(b) Docking
(c) Resize
(d) Rotate
Answer:
(c) Resize

(iv) Which of the following Graphic filters is used to increase the contrast of an image in a document? (1)
(a) Smooth
(b) Sharpen
(c) Remove Noise
(d) Invert
Answer:
(b) Sharpen

(v) Which of the following is not used when creating a mail merge document? (1)
(a) Spreadsheet
(b) Document
(c) Paint
(d) Database
Answer:
(c) Paint

(vi) Which mode is used to apply a style to many different areas of a document quickly without going back to the styles and formatting window in Writer? (1)
Answer:
Fill Format mode

Question 3.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) A colored border, with _____, appears around a cell where changes are made in a shared worksheet. (1)
(a) a dot in the upper left-hand corner
(b) a dot in the lower left-hand comer
(c) a cross in the upper left-hand corner
(d) a cross in the upper right-hand comer
Answer:
(c) a cross in the upper left-hand corner

(ii) _____ feature adds data arranged in a group of cells in Calc, with labels for columns and/or rows. (1)
(a) Average
(b) Subtotal
(c) Goal seek
(d) Solver
Answer:
(b) Subtotal

(iii) A _____ refers to a cell or a range of cells on a worksheet whose data values can be used in a formula. (1)
(a) sheet
(b) cell
(c) cell reference
(d) cell data
Answer:
(c) cell reference

(iv) _____ feature of Calc is used to test 'what-if' questions. (1)
(a) Solver
(b) Goal seek
(c) Scenario
(d) Styles
Answer:
(c) Scenario

(v) Macros are especially useful to _____ the same way over and over again.
(a) repeat a task
(b) reject a task
(c) report a task
(d) comment a task
Answer:
(a) repeat a task

(vi) _____ feature of Calc helps to track what data was changed, when the change was made, who made the change, and in which cell the change has occurred. (1)
(a) Record Changes
(b) Edit record
(c) Change record
(d) Macro
Answer:
(a) Record Changes

Question 4.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Which one of the following is not an example of DBMS? (1)
(a) PostgreSQL
(b) SQLite
(c) FoxPro
(d) Impress
Answer:
(d) Impress

(ii) A _____ is an interface in a user-specified layout that lets users view, enter, and change data directly in database objects such as tables. (1)
(a) frame
(b) form
(c) relation
(d) report
Answer:
(b) form

(iii) Which of the following is an expanded form of SQL? (1)
(a) Systematic Query Language
(b) Structured Query Language
(c) Software Query Language
(d) Structural Query Language
Answer:
(b) Structured Query Language

(iv) _____ is usually suitable for less amount of data. (Relational/Flat file) (1)
Answer:
Flat file

(v) Binary data types in a database can be used for storing _____ (1)
(a) photos, music files, etc.
(b) integer values
(c) only image files
(d) only video files
Answer:
(a) photos, music files, etc.

(vi) _____ clause can be used with the SELECT statement in SQL to specify which rows to retrieve from the table. (1)
(a) WHERE
(b) GROUP
(c) SAME
(d) SIMILAR
Answer:
(a) WHERE

Question 5.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)

(i) _____ is an accessibility function which is designed for people who have vision impairment or cognitive disabilities. (1)
(a) Filter Keys
(b) Sound Key
(c) Toggle Keys
(d) Sticky Keys
Answer:
(c) Toggle Keys

(ii) Networks in which certain computers have special dedicated tasks, providing services to other computers (in the network) are called _____ networks. (1)
(a) hierarchical
(b) dedicated server
(c) peer to peer
(d) client-server
Answer:
(d) client-server

(iii) _____ provides Internet access by transmitting digital data over wires of a local telephone network. (1)
(a) HSDPA
(b) P2P
(c) DSL
(d) Modem
Answer:
(c) DSL

(iv) A _____ is an unplanned event that may happen all of a sudden and may lead to unwanted or unprecedented results/outcomes. (1)
(a) emergency
(b) hazard
(c) accident
(d) illness
Answer:
(b) hazard

(v) A _____ worker will always perform to the best to his ability. (1)
(a) fast working
(b) highly educated
(c) happy and healthy
(d) stressed
Answer:
(c) happy and healthy

(vi) _____ is the process of emptying a place in case of an emergency, or disaster. (1)
(a) Emergency
(b) Accident
(c) Drill
(d) Evacuation
Answer:
(d) Evacuation

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

Question 6.
What is self-awareness? Also, give any two benefits of self-awareness. (2)
Answer:
Self-awareness refers to our knowledge and understanding of ourselves. It includes our emotions, beliefs, assumptions, biases, knowledge base, abilities, motivations, interests etc. Benefits of self-awareness are

- Improve critical thinking skills
- Improve decision making

Question 7.
Give one example of each of the following stress causal agents for students: (2)
(a) Mental
(b) Social
Answer:
(a) Exams
(b) too/less interaction

Question 8.
Differentiate between files and folders. (2)
Answer:
Differences between files and folders are as follows:

File	Folder
(i) Files may or may not have extensions.	(i) Folders do not have extensions.
(ii) A file cannot contain another file/folder.	(ii) A folder can contain any number of files/folders.

Question 9.
Give any two qualities of a successful entrepreneur. (2)
Answer:
Two qualities of a successful entrepreneur are

- An entrepreneur must possess the characteristics of leadership and must lead a team for the achievement of goals.
- An entrepreneur has to make many decisions to put his business idea into reality.

Question 10.
Give any two promotional functions of an entrepreneur. (2)

Answer:
Two promotional functions of an entrepreneur are as follows:

- Entrepreneurs must exercise control over all departments and direct them on a timely basis.
- An entrepreneur has to take a risk by choosing one among various alternatives.

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

Question 11.
Differentiate between Keep scale and Keep image size options while cropping an image in a document. (2)
Answer:
When keep scale is selected (default), cropping the image does not change the scale of the picture. When keep image size is selected, cropping produces enlargement, shrinking, or distortion of the image so that the image size remains constant.

Question 12.
Give any two characteristics of a template in Open Office Writer. (2)
Answer:
Two characteristics of a template in Open Office Writer are as follows:

- Templates are reusable, which means that once a template is created, it can be used again and again for similar types of documents.
- A template ensures consistency in the formatting and layout of a document.

Question 13.
Why do we need to merge worksheets? (2)
Answer:
There are some reasons to merge worksheets as

- Remove duplication
- Keep data consistent

Question 14.
What is a Primary Key? How is it different from a foreign key? (2)
Answer:
A field or a set of fields that uniquely identify each record in a table is known as the primary key.
Differences between primary key and foreign key are as follows:

Primary Key	Foreign Key
(i) It is used to uniquely identify data in the table.	(i) It is used to maintain relationships between tables.

(ii) It cannot be NULL.	(ii) It can accept the NULL values.

Question 15.
Expand and explain the term WAN. (2)
Answer:
WAN (Wide Area Network): The network which connects different countries network is known as WAN. It can be a group of LANs. The largest existing WAN is the Internet.

Question 16.
(a) Identify the following network/Internet connectivities as wired or wireless: (2)
(i) Dial-up
(ii) WiMax
(b) Give any one feature of Instant messaging.
Answer:
(a) (i) Dial-up is wired Internet connectivity.
(ii) WiMax is wireless Internet connectivity.

(b) Features of instant messaging are as follows.

- Save messages for future reference
- Video calling

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

Question 17.
Explain the following terms concerning positioning the graphics in a document: (4)
(a) Arrangement
(b) Text Wrapping
Answer:
(a) Arrangement refers to the placement of a graphic on an imaginary vertical axis. It controls how graphics are stacked upon each other or relative to the text.
(b) Text wrapping refers to the relation of graphics to surrounding text which may wrap around the graphic on one or both sides or be overprinted behind or in front of the graphic.

Question 18.
Distinguish between the following concerning spreadsheets: (2 + 2 = 4)
(a) Relative and Absolute hyperlinks.
(b) Internet hyperlink and Document hyperlink.
Answer:
(a) Differences between relative hyperlinks and absolute hyperlinks are as follows.

Relative Hyperlink	Absolute Hyperlink

(i) Relative links only point to a file or a file path.	(i) Absolute hyperlink always includes the domain name of the website.
(ii) Relative hyperlinks will stop working only if the source and target locations change relative to each other.	(ii) Absolute hyperlinks will stop working only if the target is moved.

(b) Differences between Internet hyperlinks and document hyperlinks are as follows.

Internet Hyperlink	Document Hyperlink
(i) Internet hyperlinks connect content across the global network of the World Wide Web.	(i) Document hyperlinks are used to connect content within a specific document or on a local network.
(ii) These links are typically used to navigate between different websites or to link to specific sections of a web page.	(ii) These links are typically used to help users navigate within a document.

Question 19.
Explain any four data types of DBMS. (4)
Answer:
Four data types of DBMS are as follows:

- **Numeric Type:** Numeric data types are used for describing numeric values for the field used in the table of a database. These data types can be used for storing information such as mobile numbers, roll numbers, statistical values, etc.
  e.g., tinyint, Small, Numeric, etc.
- **Binary Types:** Binary data types are used for storing data in binary formats. Binary data types in a database can be used for storing photos, music files, etc. e.g. Binary, VarBinary, LongVarBinary, etc.
- **Date Time:** Date time data types are used for describing date and time values for the field used in the table of a database. These data types can be used for storing information such as date of birth, date of admission, date of product sale, etc.
  e.g. Date, Time, TimeStamp, etc.
- **Alphanumeric Type:** Alphanumeric data type refers to data made up of letters and numbers. Usually, symbols and spaces are also allowed.
  e.g. Long varchar, char, varchar etc.

Question 20.
(a) The structure of the table "Orders" is given below. Suggest a suitable data type for each column. (4)
Table: Orders

Order_ID	Order_date	Customer_ID	Amount
A_101	12/12/19	C3445	1200.00
A_202	11/09/19	C1245	3456.00
A_402	09/07/19	C2121	2312.00

Answer:

Column's name	Data type
Order_ID	Varchar
Order_date	Date
Customer_ID	Varchar
Amount	Decimal

(b) Consider the following table "Books".

BkID	BkName	Author	Qty	Price

B_101	Learning with Fun	Jacobins	5	355.00
B_103	How I Live Now	Meg Rosoff	4	400.00
B_104	I Capture the Castle	Dodie Smith	5	520.00
B_106	Mortal Engines	Philip Reeve	4	260.00
B_110	The Kite Rider	Geraldine McCaughrean	3	270.00

Write SQL queries to
(i) Display data of all books whose quantity is more than 3.
(ii) Display the total amount of all books whose price is less than 500.
(Hint: Amount = Qty × Price)
Answer:

(i) SELECT * FROM Books WHERE Qty > 3;
(ii) SELECT Qty*Price AS Amount FROM Books WHERE Price < 500;
Question 21.
(a) Give two best practices for Internet safety.
(b) Give any two Falls and slip safety rules. (2 + 2 = 4)
Answer:
(a) (i) When creating a new password, pay attention to the strong password requirement.
(ii) When you sign up for something online, read the terms and conditions.

(b) (i) Wearing excellent shoes can assist in forestalling slips and falls.
(ii) Cluttered or obstructed walkways and stairs can increase the hazard of falls and slips.