Question 1.
Answer any 4 out of the given 6 questions based on Employability Skills. (4 × 1 = 4)
(i) In a professional setting, which communication channel is most appropriate for discussing complex or sensitive issues? (1)
(a) Social media platforms
(b) Face-to-face meetings
(c) Text messages
(d) Voicemails
Answer:
(b) Face-to-face meetings

(ii) _____ stress is a result of body's response to deal with a dangerous situation or escape from it. (1)
(a) Internal
(b) Environmental
(c) External
(d) Survival
Answer:
(d) Survival

(iii) An operating system that manages a group of independent computers and makes them appear to be a single computer is known as a _____ operating system. (1)
(a) real-time
(b) graphical
(c) distributed
(d) multi-user
Answer:
(c) distributed

(iv) An entrepreneur must form contacts with the _____ to analyze the market. (1)
(a) Planning
(b) Competitors
(c) Neighbours
(d) None of these
Answer:
(b) Competitors

(v) How can green skills contribute to poverty reduction? (1)
(a) By creating job opportunities in sustainable sectors
(b) By encouraging overconsumption of resources
(c) By promoting deforestation for economic growth
(d) By neglecting social and community development
Answer:
(a) By creating job opportunities in sustainable sectors

(vi) _____ plays a major role in reaction to stress. (1)
(a) Personality
(b) Positive attitude
(c) Behaviour
(d) None of these
Answer:
(a) Personality

Question 2.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Which client software is used to request and display web pages? (1)
(a) Web server
(b) FTP
(c) Multimedia
(d) Web browser
Answer:
(d) Web browser

(ii) The default data type for a field is _____
(a) char
(b) int
(c) text
(d) None of these
Answer:
(c) text

(iii) Alpana has made four spreadsheets containing marks of 5 subjects of all the students of her class. She has to prepare a sheet that contains the total marks of all the students of her class. Name the option that can be used to perform this task. (1)
(a) Subtotal
(b) Average
(c) Goal Seek
(d) Scenario
Answer:
(a) Subtotal

(iv) Field is the individual sub-component of one _____ (1)
(a) record
(b) column
(c) data
(d) None of these
Answer:
(a) record

(v) In the Mail Merge dialog box, you can select the _____ option if you want to save the merged documents. (1)
(a) File
(b) Edit
(c) View
(d) Format
Answer:
(a) File

(vi) Which of the following is a single piece of data? (1)
(a) Field
(b) Table
(c) Record
(d) Form
Answer:
(a) Field

Question 3.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Prerna is a student of class X. Her teacher has asked her to create a document on 'Women Empowerment'. She has written the text and also added relevant images in her document using Writer. However, she has realized that the paragraph will look better if the images are placed around the text. Name the feature the writer can use to get the desired result. (1)
(a) Placing image
(b) Positioning image
(c) Wrap text
(d) Closing text
Answer:
(c) Wrap text

(ii) Linked data is stored in the _____ (1)
(a) destination file
(b) web file
(c) source file
(d) domain file
Answer:
(c) source file

(iii) Key field is a unique identifier for each record. It is defined in the form of (1)
(a) rows
(b) columns
(c) tree
(d) query
Answer:
(b) columns

(iv) The grey colour in the TOC reminds us that the text has been generated _____ (1)
(a) manually
(b) automatically
(c) Both (a) and (b)
(d) None of these
Answer:
(b) automatically

(v) _____ is used in between the cell reference in a formula. (1)
(a) :
(b) ,
(c) Both (a) and (b)
(d) @
Answer:
(c) Both (a) and (b)

(vi) Internally for each recorded macro, some code is generated, which is stored inside _____ and _____ clause. (1)
(a) Sub, End Sub
(b) Section, End Section
(c) Function, End Function
(d) None of the above

Answer:
(a) Sub, End Sub

Question 4.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) The first network ever developed was _____ (1)
(a) ARPANET
(b) Internet
(c) NSFnet
(d) NET
Answer:
(a) ARPANET

(ii) Prashant is a writer. He has just completed writing his book using Writer software. Now, he wants to add a page that will contain the title of each chapter and its respective page number. Suggest the feature that can be used to do this task. (1)
(a) Mail merge
(b) Templates
(c) Styles
(d) Table of contents
Answer:
(d) Table of contents

(iii) _____ is the blank space between the worksheet data and the edges of the printed page. (1)
(a) Field space
(b) Data space
(c) Margins
(d) Description box
Answer:
(c) Margins

(iv) A/An _____ that identifies a specific computer on the Internet. (1)
(a) user name
(b) domain name
(c) E-mail
(d) None of these
Answer:
(b) domain name

(v) Which of the following commands is not a Data manipulation language? (1)
(a) Select
(b) Insert
(c) Update
(d) Alter
Answer:
(d) Alter

(vi) Template includes _____ text that is surrounded by brackets. (1)
(a) margin
(b) placeholder

(c) data source
(d) track changes
Answer:
(b) placeholder

Question 5.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Duplication of data is known as _____ (1)
(a) data security
(b) data incomplete
(c) data redundancy
(d) None of these
Answer:
(c) data redundancy

(ii) Reviewers and authors can add their _____ to explain their changes in the cell of Spreadsheet. (1)
(a) Comments
(b) Hyperlink
(c) Worksheet
(d) Macros
Answer:
(a) Comments

(iii) To create a hyperlink to a webpage, FTP server of Telnet connection, click on the _____ icon. (1)
(a) internet explorer
(b) Internet
(c) hyperlink
(d) document
Answer:
(b) Internet

(iv) In WWW, a client is called _____ (1)
(a) webserver
(b) web page
(c) web browser
(d) None of these
Answer:
(c) web browser

(v) Priya, Ravi, and Suresh are working in the accounts department of an advertising company. They handle different sets of clients. Now, they are collaborating to create a spreadsheet for maintaining records of all their clients combined together. Which option should they use so that they all can work simultaneously on the sheet? (1)
(a) Add document
(b) Share document
(c) Combine document
(d) None of these
Answer:
(b) Share document

(vi) In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. (1)
(a) arrangement
(b) anchoring
(c) alignment
(d) text wrapping
Answer:
(c) alignment

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 × 2 = 6)

Question 6.
What are the skills necessary for independent working? List any six. (2)
Answer:
The skills necessary for independent working are:

- Becoming self-awareness, self-monitoring, and self-correcting.
- Knowing what we need to do.
- Taking the initiative rather than waiting to be told what to do.
- Doing what is asked to the best of our ability without needing external prodding, and working until the job is completed.
- Taking ownership of our mistakes without looking for excuses.
- Refusing to let self-doubt or negative emotions due to negative past experiences take us away from the task.

Question 7.
What are the benefits of acquiring green skills? (2)
Answer:
Acquiring green skills can lead to improved employability, career growth, and job opportunities in emerging green sectors. It also contributes to a more sustainable and resilient society.

Question 8.
What are the responsibilities of an operating system concerning file management? (2)
Answer:
The operating system is responsible for the following activities in connection with file management:

- Allocating and deallocating memory space as needed.
- Creating and deleting files- and directories to organize files.
- Supporting primitives for manipulating files and directories.
- Mapping files onto secondary storage.
- Backing up files on stable (non-volatile) storage media.

Question 9.
What are the disadvantages of entrepreneurship? (2)
Answer:
Some of the disadvantages of entrepreneurship are as follows:

- Huge Amount of Time: You have to dedicate a huge amount of time to your own business. Entrepreneurship is not easy and for it to be successful, you have to take a level of time commitment.
- Risk: Entrepreneurship involves a high risk of loss. If the business fails then it will wipe away all the personal savings.
- Hard Work: An entrepreneur has to work very hard to make the new business very successful.
- Uncertain Income: There is no regular or fixed income available to an entrepreneur. So, there is an uncertain kind of income received by an entrepreneur.

Question 10.
How can empathy enhance communication skills? (2)
Answer:
Empathy involves understanding and sharing others' feelings and perspectives. By empathizing, individuals can connect on a deeper level, demonstrate understanding, and establish trust in their communication.

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

Question 11.
What is Mail Merge? (2)
Answer:
Mail Merge is a very important feature of a word processor. It is used to create a series of documents with the same text and multiple addresses. In the process of mail merge, we merge a main document (a letter or certificate, etc.) with different mailing addresses to create several copies of the main document bearing the addresses of different individuals. Mail merge is generally used to send invitations, and letters or to print certificates for several people.

Question 12.
What is a macro? (2)
Answer:
A macro is a saved sequence of commands or keystrokes that are stored for later use. An example of a simple macro is one that "types" your address. The Libre Office macro language is very flexible, allowing automation of both simple and complex tasks. Macros are especially useful to repeat a task the same way over and over again.

Question 13.
What is the role of key fields in a database? Name the keys in a DBMS. (2)
Answer:
The key is defined as the column or the set of columns of the database table which is used to identify each record uniquely in a relation, e.g. If a table has id, name, and address as the column names then say id is the key for that table as it is a unique identifier for each record. Alternate, foreign, primary, and candidate are a few types of keys in a DBMS.

Question 14.
How does a router help in maintaining a network? (2)
Answer:
A hardware device designed to take incoming packets, analyze the packets, move the packets to another network, convert the packets to another network interface, drop the packets, direct packets to the appropriate locations, etc. A router functions similarly to a bridge. However, unlike a bridge, a router passes data packets from one network to another network based on their IP addresses, not MAC addresses.

Question 15.
Define the following terms: (2)
(i) Active Cell
(ii) Sheet Tab
Answer:
(i) Active Cell The cell with the black outline in a spreadsheet data is always entered into the active cell.
(ii) Sheet Tab The tab at the bottom of a worksheet tells you the name of the worksheet such as Sheet 1, Sheet 2, etc. Switching between worksheets can be done by clicking on the tab of the Sheet that you want to access.

Question 16.
How can you prepare for emergencies? (2)
Answer:
To prepare for emergencies, follow the given guidelines:

- Follow workspace protocol and guidelines to ensure safety and health; know and understand rules and procedures concerning fire emergencies.
- Ensure that smoke alarms and sprinkler systems are installed, working properly, and are not blocked.
- Conduct regular fire drills.

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

Question 17.
Ishita is a teacher. She had entered the marks of all the students and also calculated the total of the students. Now, she wants to sort the data so that she can find the names of the students according to their marks in descending order. Tell her the different steps to sort the data. (4)
Answer:
Ishita can highlight the cells to be sorted, then select Data Sort to open the Sort dialog or click the Sort Ascending or Sort Descending toolbar buttons. Using the dialog, you can sort the selected cells using up to three columns, in either ascending (A-Z, 1-9) or descending (Z-A, 9-1) order.

Question 18.
Write the steps for text fitting inside a shape in a word processor document. Also, describe its options. (4)
Answer:
Assume you want to create some shapes which have text in them. Some of the text might wrap within the shape. To do this, you have to right-click and choose Text and go back to the Text Tab, and check the option Word wrap Text in Shape. In this way, the text gets wrapped inside a shape. You can also resize the shape to fit the text.
To format the text in a shape: Select the object to which the text was added. Select Format → Text or right-click on the shape and select Text from the pop-up menu. The Text dialog is displayed.

Question 19.
Consider the following table: Employee Salary. (4)

Table : EmployeeSalary

LastName	FirstName	Dept	PayrollNumber	Salary (₹)	JobTitle
Shen	James	Finance	A621	19500	Payroll Clerk
Gupta	Shruthi	Finance	M502	35000	Accountant
Bedi	Reeta	Human Resource	M421	18500	Secretary
Walker	Tia	Sales	W815	24000	Sales Represen-tative
Shafia	Ahmed	Factory	H219	39000	Factory Manager
Mittal	Chavi	Purchasing	M134	20000	Purchasing Clerk

(i) How many fields and records are in the table EmployeeSalary?
(ii) Write the SQL queries for the following:
(a) List all data of table EmployeeSalary.
(b) Display all the records whose salary' is less than 25000.
(c) Display the FirstName and JobTitle of employees having Dept 'Finance'.
Answer:
(i) There are 6 fields and 6 records in the table EmployeeSalary.
(ii) (a) SELECT * FROM EmployeeSalary;
(b) SELECT * FROM EmployeeSalary WHERE Salary<25000;
(c) SELECT FirstName, JobTitle FROM EmployeeSalary WHERE Dept='Finance';

Question 20.
What do you mean by data control language? Also, give its types.
Answer:
Data Control Language (DCL) deals with the commands used in SQL that permit a user to access, modify, or work on the different privileges in order to control the database. It allows the database owner to give access, revoke access, and change the given permissions as and when required. DCL is basically used for enforcing data security. The DCL commands present in SQL are

* GRANT: It is used to grant (give access to) security priviledges to specific database users. It is mostly used to INSERT, DELETE, SELECT, UPDATE, EXECUTE, ALTER, or to provide priviledges to user's data.
  Syntax: GRANT <priviledges> ON <object name> To <user/roles>
* Revoke: It is used to revoke or withdraw the permissions/access that was granted via the GRANT command.
  Syntax: REVOKE <priviledges> ON <object name> FROM <user/roles>

Question 21.
How to clear web history on the Mozilla Firefox browser?
Answer:
Follow the steps below to clear the web history on the Mozilla Firefox browser:

* Step 1: Click on the menu button = on the upper right of the browser toolbar to open the menu panel.
* Step 2: Click History.
* Step 3: Click Clear Recent History.
* Step 4: Select how much history you want to clear:
  * click the drop-down menu next to Time Range to clear to choose how much of your history Firefox will clear (the last hour, the last 2 hours, the last 4 hours, the current day, or everything)

- use checkboxes to select what information you want to clear from your history (like Browsing and download History, active logins, forms & search history, cookies and cache offline website data, and site preferences)
- Step 5: Click on the 'Clear Now' Button the window will close and the items you've selected will be cleared from your history.