Question 1.
Answer any 4 out of the given 6 questions based on Employability Skills. (4 × 1 = 4)
(i) High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. (1)
(a) physical
(b) emotional
(c) mental
(d) financial
Answer:
(c) mental

(ii) Which term means walking in the local park or a similar activity? (1)
(a) Nature walk
(b) Motivation
(c) Regulation
(d) None of these
Answer:
(a) Nature walk

(iii) It is a picture or graphic representation of an application or a file. (1)
(a) Icon
(b) Taskbar
(c) Status bar
(d) Desktop
Answer:
(a) Icon

(iv) A/An _____ creates new needs and new means to satisfy them. (1)
(a) leadership
(b) innovation
(c) entrepreneur
(d) None of these
Answer:
(c) entrepreneur

(v) Non-verbal communication includes (1)
(a) Written messages
(b) Facial expressions
(c) Email communication
(d) Phone calls
Answer:
(b) Facial expressions

(vi) Which of the following is not a solution for sustainable development? (1)
(a) Education and awareness programs
(b) Sustainable agriculture practices

(c) Deforestation and habitat destruction
(d) Green technology advancements
Answer:
(c) Deforestation and habitat destruction

Question 2.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) _____ is a form of electronic commerce where customers can buy or sell goods over the Internet. (1)
(a) Online shopping
(b) E-Reservation
(c) Email
(d) E-banking
Answer:
(a) Online shopping

(ii) Facilities offered by databases are (1)
(a) the ability to store a large amount of data in a structured format, easy updates, sort queries, and production of reports.
(b) easy edition, spell check, perform calculations, a library of mathematical functions, replication.
(c) the ability to rotate images, copy and paste, and fill scale.
(d) None of the above
Answer:
(a) the ability to store a large amount of data in a structured format, easy updates, sort queries, and production of reports.

(iii) Computer-based record-keeping system is known as (1)
(a) Data Manipulation System
(b) Computerised Data System
(c) Computerised Record Keeping System
(d) DBMS
Answer:
(d) DBMS

(iv) Which of the following is a spreadsheet software? (1)
(a) Lotus 1-2-3
(b) VisiCalc
(c) Both 'a' and 'b'
(d) None of these
Answer:
(c) Both 'a' and 'b'

(v) A template is a model that you use to create (1)
(a) images
(b) other documents
(c) design
(d) DBMS

Answer:
(b) other documents

(vi) Database servers are referred to as (1)
(a) front-ends
(b) back-ends
(c) clients
(d) model
Answer:
(b) back-ends

Question 3.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Which of the following is a set of formats consisting of such things as fonts, colors, etc?
(1)
(a) Style
(b) Margin
(c) Indent
(d) Leading
Answer:
(a) Style

(ii) Which of the following is not a data type? (1)
(a) Picture/Graphic
(b) Date/Time
(c) Text
(d) Number
Answer:
(a) Picture/Graphic

(iii) _____ is a Malware which is designed to spy on the victim's computer. (1)
(a) Virus
(b) Spyware
(c) Worms
(d) Trojan horse
Answer:
(b) Spyware

(iv) Pictures can be added to Word documents and they cannot be formatted in various ways.
(1)
(a) True
(b) False
Answer:
(b) False

(v) Which function cannot be performed through Subtotal in a Spreadsheet? (1)
(a) Sum
(b) Product
(c) Average
(d) Percentage
Answer:
(d) Percentage

(vi) It refers to a cell or a range of cells on a worksheet and can be used to find a formula. (1)
(a) Row
(b) Column
(c) Autosum
(d) Cell reference
Answer:
(d) Cell reference

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Question 4.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) A computer _____ controls access between networks. (1)
(a) Firewall
(b) Virus
(c) Spyware
(d) Antivirus
Answer:
(a) Firewall

(ii) In a document, _____ is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. (1)
(a) Fill format mode
(b) Formatting window
(c) Painter mode
(d) Text wrapping
Answer:
(a) Fill format mode

(iii) When you define a field for a table, _____ are the names given to columns in a table. (1)
(a) Field Name
(b) Field Size
(c) Data Type
(d) Description
Answer:
(a) Field Name

(iv) _____ program(s) also offers real-time protection monitoring your computer for any changes by malware software. (1)

(a) Antivirus
(b) Antispyware
(c) Both (a) and (b)
(d) None of these
Answer:
(c) Both (a) and (b)

(v) The _____ feature creates a summarized outline of data in a worksheet. (1)
(a) Subtotal
(b) Solver
(c) Goal Seek
(d) Scenario
Answer:
(a) Subtotal

(vi) Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number if required. He also would like to know the changes done by his employees. Which feature of the spreadsheet he should enable to see the changes made by his employees? (1)
(a) Macro
(b) Link workbook
(c) Change worksheet
(d) Track changes
Answer:
(d) Track changes

Question 5.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Which of the following commands is not a Data manipulation language? (1)
(a) Select
(b) Insert
(c) Update
(d) Alter
Answer:
(d) Alter

(ii) The action of sharing your opinions contents on a blog is termed as _____ (1)
(a) Blogger
(b) Blogging
(c) Tweeting
(d) Commenting
Answer:
(b) Blogging

(iii) To copy a formula from one cell to another (1)
(a) Drag the autofill handle
(b) Cut the cell
(c) Both (a) and (b)

(d) None of the above
Answer:
(a) Drag the autofill handle

(iv) Tanu explained to his class that to apply an existing style, except for _____, position the insertion point in the paragraph, frame or page and then double-click on the name of the style in one of these lists. (1)
(a) Window style
(b) Character style
(c) Paragraph style
(d) Cell style
Answer:
(b) Character style

(v) In a document, _____ refers to the vertical or horizontal placement of a graphic about the chosen anchor point. (1)
(a) arrangement
(b) alignment
(c) indentation
(d) margin
Answer:
(b) alignment

(vi) A _____ is a location or a place of employment, where someone works to earn his living. (1)
(a) Workplace
(b) Home
(c) Society
(d) Industry
Answer:
(a) Workplace

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Section B
Subjective Type Questions

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

Questions 6.
When interviewing job candidates, what qualities do employers find impressive? (2)
Answer:
During a personal interview, employers are impressed by a job candidate with the qualities of answering questions with more than one-word answers, demonstrating that he is listening and sharing ad information and ideas by asking questions for clarification and follow-up.

Questions 7.
What do you mean by internal stress? (2)
Answer:
Internal stress is generated within humans regarding unreasonable matters. This internal stress is one of the most important kinds of stress to understand and manage because it keeps on building up as time passes. For example, some people become used to the kind of hurried, tense, lifestyle of persons living in large cities. They even look for stressful situations and feel stress about matters which may not be stressful at all. This stress affects our work performance adversely. Internal stress is a result of unexpressed worries.

Questions 8.
What are the facilities provided by the operating system? (2)
Answer:
The facilities provided by the operating system are:

- Easy interaction between humans and computers.
- Starting the computer automatically when power is turned on.
- Loading and scheduling users' programs along with necessary compilers.
- Controlling Input and Output.

Questions 9.
Explain innovativeness as a quality of the entrepreneur. (2)
Answer:
With the changing needs and requirements of customers, production should meet requirements with the help of innovative ideas. An entrepreneurial venture does not have to restrict itself to just one innovation or even one type of innovation. Success can be built on a combination of innovation, for example, a new product delivered in a new way with a new message.

Questions 10.
What policies can support the development of green skills? (2)
Answer:
Policies such as funding incentives, vocational training programs, and partnerships between educational institutions and industries can foster the development and utilization of green skills.

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

Questions 11.
Explain the role of a template in a word processor. (2)
Answer:
In word processors, templates are a special type of document that can hold text, styles, macros, keyboard shortcuts, custom toolbars, QAT and ribbon modifications, and building blocks including Auto Text entries.

Questions 12.
What is the purpose of a primary key in a database management system? (2)
Answer:
The primary key in a DBMS uniquely identifies each record in a table and ensures data integrity. It enforces data integrity by preventing duplicate and null values. Also, it facilitates efficient data retrieval and serves as a reference for establishing relationships between tables.

Questions 13.
Write down the significance of electronic spreadsheets. (2)
Answer:
Using electronic spreadsheets, large volumes of data can be stored in worksheets. Worksheets can be managed, edited, viewed, retrieved, and printed easily in the desired format. Electronic spreadsheets support charts, which represent data pictorically.

Questions 14.
When is the Memo data type is preferred over the Text data type for a field? (2)
Answer:
Text data type is not capable of storing the project description because its length cannot be more than 255 characters so the memo data type is preferred over the Text data type.

Questions 15.
What are slipping and tripping hazards? (2)
Answer:
You slip when you lose your footing whereas you trip when you catch your foot on or in something and you fall when you come down suddenly on wet or oily surfaces, occasional spills, flooring that does not have the same degree of fraction in all areas, etc common causes of slips whereas trip occurs due to wrinkled carpeting, poor lighting, obstructed view, uncovered cables, ladders, etc.

Questions 16.
Define router as a network device. (2)
Answer:
The router is a network 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.

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

Question 17.
How can a document's style be changed? Explain with proper steps. (4)
Answer:
You can modify an existing style in the style gallery in two ways:
1. To change an existing style using the Style dialog, right-click on the required style in the Styles and Formatting window and select Modify from the pop-up menu. The Style dialog displayed depends on the type of style selected. Each style dialog has several tabs.

2. To change a style from a selection:

- Step 1: Open the Styles and Formatting dialog.
- Step 2: In the document, select an item that has the format you want to adopt as a style.
- Step 3: In the Styles and Formatting dialog, select the style you want to update (single-click, not double-click), then long-click on the arrow next to the New Style from the Selection icon and click on Update Style.

AutoUpdate applies to paragraph and frame styles only. If the AutoUpdate option is selected on the Organizer page of the Paragraph Style or Frame Style dialog, applying direct formatting to a paragraph or frame using this style in your document automatically updates the style itself. You can also update styles by copying or loading them from a template or another document.

Question 18.
Arihant stationery keeps stock of various stationery in his shop. The proprietor wants to maintain a stock value and reorder level for the following items as given in a spreadsheet. Write formulas for the operation (i) to (iii) and answer question (iv) based on the spreadsheet given below along with the relevant cell address. (4)

	A	B	C	D	E	F	G	
	Item Code	Item Name	Minimum Stock Quantity	Quantity in Stock (Unit)	Rate (₹)	Stock Value (₹)	Quantity to Order (Unit)	Or Va
1								
2	101	P. Holder	200	500	35			
3	123	Whitner	450	150	25			
4	113	Steppler Pin	250	450	5		LearnCBSE.in	
5	156	Paper cutter	300	600	10			

Sheet1 Sheet2 Sheet3

(i) To calculate the Stock Value as a product of 'Quantity in Stock' and 'Rate' for each item present in the spreadsheet.
(ii) To calculate the 'Quantity to Order' as 'Minimum Stock Quantity'-'Quantity in Stock' for each item.
(iii) To calculate the 'Order Value' as a product of 'Quantity to Order' and 'Rate' for the items if 'Quantity to Order' $>= 0$, else assign the value as 0.
(iv) The Proprietor wants to graphically represent his stationery stock. Suggest to him the most appropriate feature of MS Excel.
Answer:
(i) At cell F2, type = D2*E2 and then copy this formula using Fill handle in range F3 : F5.
(ii) At cell G2, type = C2-D2 and then copy this formula using fill handle in range G3 : G5.
(iii) At cell H2, type = IF (G2 $>= 0$, G2*E2, 0) and copy this formula using the Fill handle in the range H3 : H5.
(iv) Fie should create a chart of any type to graphically represent his data.

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

Table : Employee

Emp_no	E_name	Profile	Manager	Hire_date	Salary	Commission
8369	SMITH	CLERK	8902	1990-12-18	8000	NULL
8499	ANYA	SALESMAN	8698	1991-02-20	16000	300.00
8521	SETH	SALESMAN	8698	1991-02-22	12500	500.00
8566	MAHADEVAN	MANAGER	8839	1991-04-02	29850	NULL
8654	MOMIN	SALESMAN	8698	1991-09-28	12500	1400.00
8698	BINA	MANAGER	8839	1991-05-01	28500	NULL

(a) How many fields and records are there in the table Employee?
(b) Write the SQL queries for the following:
(i) Display Ename and salary of those employees whose Salary is less than or equal to 16000.
(ii) Display details of employees who are getting a commission of ₹ 300 or greater.
(iii) Display all the details of the employee profile 'CLERK'.
Answer:
(a) There are 8 fields and 6 records in the table Employee.

(b) (i) SELECT E_name, Salary FROM Employee WHERE Salary< = 16000;
(ii) SELECT* FROM Employee WHERE Commission >=300;
(iii) SELECT *FROM EMPLOYEE WHERE Profile="CLERK';
Question 20.
Ajay is learning about the different terms and commands of a database. He came across the following terms. Tell him the definition of the following. (4)
(i) Insert command
(ii) Select command
(iii) Delete command
(iv) DCL command
Answer:
(i) INSERT Command: It is used to add a single record or multiple records into a table.
Syntax:
INSERT INTO (col1, col2…)
VALUES (val1, val2);

(ii) SELECT Command: It is used to query or retrieve data from a table in the database.
Syntax:
SELECT column_list FROM table_name WHERE ;

(iii) DELETE Command: To discard unwanted data from a database, the delete command is used.
Syntax:
DELETE FROM WHERE ;

(iv) DCL Command: These commands are used to assign security levels in a database that involves multiple user setups. They are used to grant defined roles and access privileges to

the users.
e.g. GRANT and REVOKE command.

Question 21.
Sonia had heard about the various types of ISPs. She had some doubts. Answer her queries to clear her doubts. (4)
(a) What is an ISP?
(b) Name any two ISPs of India.
(c) Name any two connection types that home users use.
(d) What is a satellite?
Answer:
(a) An Internet Service Provider (ISP) is an organization that provides you with access to the Internet via wired or wireless connection. To use the Internet, you need an Internet connection.

(b) Internet connections are provided by Internet Service Providers (ISPs) such as Bharat Sanchar Nigam Limited (BSNL), MTNL, Airtel, Vodafone, Reliance, Tata Indicom, etc.

(c) The home users use cable modem(type of broadband connection) and Wi-Fi(Wireless Fidelity). It is a popular technology that allows an electronic device such as a computer or mobile phone to exchange data wirelessly over a network.

(d) Satellites orbit around the Earth and provide necessary links for telephone and television services.