

Question 1.

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

(i) What is a file? (1)

- (a) A file is a section of main storage used to store data.
- (b) A file is a collection of information that has been given a name and has an extension.
- (c) A file is the part of a program that is used to describe what the program should do.
- (d) A file can be saved only on CDs.

Answer:

- (b) A file is a collection of information that has been given a name and has an extension.

(ii) In _____, we change from our normal activities to silence. (1)

- (a) meditation
- (b) stress
- (c) worries
- (d) survival

Answer:

- (a) meditation

(iii) _____ is a common response to danger in all people and animals. (1)

- (a) Internal stress
- (b) Environmental stress
- (c) Survival stress
- (d) Fatigue related stress

Answer:

- (c) Survival stress

(iv) Effective communication involves (1)

- (a) Speaking only
- (b) Listening only
- (c) Speaking and listening
- (d) Writing and reading

Answer:

- (c) Speaking and listening

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(v) To find a suitable market an entrepreneur performs the functions of (1)

- (a) advertisement and publicity
- (b) appointment of selling agents
- (c) new organization structure
- (d) Both (a) and (b)

Answer:

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

(vi) What is the meaning of sustainable development? (1)

- (a) Development that focuses on economic growth only
- (b) Development that meets the needs of the present without compromising future generations
- (c) Development that prioritizes social progress over environmental protection
- (d) Development that relies solely on renewable energy sources

Answer:

(b) Development that meets the needs of the present without compromising future generations

Question 2.

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

(i) Safari is a web browser developed by _____ (1)

- (a) Google
- (b) Microsoft
- (c) Apple
- (d) None of these

Answer:

(c) Apple

(ii) When you define a field for a table, in which of the following parameters is access always considered optional? (1)

- (a) Field name
- (b) Data type
- (c) Field size
- (d) Description

Answer:

(d) Description

(iii) A _____ is a language that enables users to access and manipulate data in a database. (1)

- (a) DML
- (b) DCL
- (c) TCL
- (d) DDL

Answer:

(a) DML

(iv) _____ include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection in the document. (1)

- (a) Cell style
- (b) Numbering style
- (c) Paragraph style
- (d) Character style

Answer:

(a) Cell style

(v) When you apply a _____, you apply a group of formatting effects together in one single step. (1)

- (a) effect
- (b) template
- (c) style
- (d) format

Answer:

(c) style

(vi) Akshat wants to store a huge amount of information about his firm in a database. Which type of table organization would be most suitable for this purpose? (1)

- (a) Relational
- (b) Flat file
- (c) Either relational or flat file
- (d) Hierarchical

Answer:

(c) Either relational or flat file

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Question 3.

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

(i) Select _____ → Track changes →

Record from the menu bar. Thereafter, every change you record on the spreadsheet will have a red border around it. (1)

- (a) File
- (b) Edit
- (c) Format
- (d) Layout

Answer:

(b) Edit

(ii) Calc considers any data that it does not recognize as a number, date, time, or formula, as: (1)

- (a) Expression
- (b) Equation
- (c) Text
- (d) Function

Answer:

(c) Text

(iii) In _____ topology, each node is connected to two and only two neighbouring nodes. (1)

- (a) star
- (b) ring
- (c) mesh
- (d) tree

Answer:

(b) ring

(iv) State True or False.

‘Goal seek in Calc, helps us to find the desired result by adjusting an input value.’ (1)

- (a) True
- (b) False

Answer:

(a) True

(v) Rajiv was asked to highlight the cells with green colour where the value entered is either greater than or equal to 120 in the worksheet containing thousands of data entries. Which feature of Calc should he use to get this work done within seconds? (1)

- (a) Conditional formatting
- (b) Filtering
- (c) Sorting
- (d) Simple formatting

Answer:

(a) Conditional formatting

(vi) Which of the following tools will help Swati, if she wants to arrange the height of students in her class in ascending order? (1)

- (a) Ordering data
- (b) Sorting data
- (c) Presenting data
- (d) Referring data

Answer:

- (b) Sorting data

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Question 4.

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

(i) In URL, <http://www.arihant.com/index.htm>, which component identifies the path of a web page? (1)

- (a) http
- (b) www.arihant.com
- (c) /index, htm
- (d) All of the above

Answer:

- (c) /index.htm

(ii) What dialog box opens on choosing File → Templates → Manage Templates in Writer? (1)

- (a) The File dialog box
- (b) The Manage Templates dialog box
- (c) The Templates dialog box
- (d) The Record Template dialog box

Answer:

- (c) The Templates dialog box

(iii) _____ are the ways to produce the data stored in databases and tables in a printed form. (1)

- (a) Forms
- (b) Queries
- (c) Reports
- (d) Data

Answer:

- (c) Reports

(iv) Arnab learned about the software that gets installed on the computer without the user's knowledge. Help him to find the name of the same. (1)

- (a) Spyware
- (b) Malware
- (c) Adware
- (d) None of these

Answer:

- (a) Spyware

(v) Tamanna wants to know the name of the kind of software that seems useful in the beginning but will cause damage to the computer once installed. What is such a kind of software called? (1)

- (a) Trojan horse
- (b) Worm
- (c) Malware
- (d) Virus

Answer:

- (a) Trojan Horse

(vi) Which shortcut key is used to make the selected text italic? (1)

- (a) Ctrl + I
- (b) Shift + I
- (c) FI + I
- (d) None of these

Answer:

- (a) Ctrl + I

Question 5.

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

(i) If the two departments (HR and IT) access the data simultaneously then only one department will see the updates by the other department. DBMS solves this issue. Thus, DBMS helps to avoid _____ which means if a single database is used by multiple users then it also ensures that the same data is present for all the users. (1)

- (a) Data redundancy
- (b) Data inconsistency
- (c) Data piracy
- (d) Data modification

Answer:

- (b) Data inconsistency

(ii) Line or paragraph spacing is measured in terms of lines or points, which is referred as _____ (1)

- (a) text wrapping
- (b) PDF
- (c) XPS
- (d) leading

Answer:

- (d) leading

(iii) Rinky wants to know about the Number data type in Calc. Which of the following statement(s) is/are TRUE about it? (1)

- (a) Numbers are generally raw numbers or dates.
- (b) Numbers can be started with a dollar sign (\$) or with some other currency symbols to display as currency.
- (c) By default, the number and date data are aligned to the right in Calc.
- (d) All of the above

Answer:

- (d) All of the above

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(iv) How much space does the DATE/TIME data type hold in Base? (1)

- (a) 2 bytes
- (b) 4 bytes
- (c) 8 bytes
- (d) 10 bytes

Answer:

- (c) 8 bytes

(v) Which tab is used to create a Table of Contents in a document? (1)

- (a) File tab
- (b) Format tab
- (c) Insert tab

(d) Styles tab

Answer:

(c) Insert tab

(vi) _____ is a form of electronic commerce that allows customers to directly buy goods or services from a seller on the Internet. (1)

(a) E-Shopping

(b) E-ticketing

(c) E-buying

(d) E-Delivery

Answer:

(a) E-Shopping

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 is fatigue-related stress? Why is it difficult to avoid? (2)

Answer:

Fatigue-related stress builds up over a long time and can take a heavy toll on our bodies. It is caused by working too long or too hard at our job, school, or home. It can also be caused by exercising too much or too long. If you do not know how to manage your time well or how to take time out for rest, you will become a victim of fatigue-related stress. It is difficult to avoid because many people feel that it is out of their control.

Question 7.

In what way does inadequate planning hinder effective communication? (2)

Answer:

Poor planning act as a barrier to communication as without adequate planning the result desired due to the communication may not be achieved. So, we need to properly plan what message we want to send before actually sending it.

Question 8.

What is an operating system? (2)

Answer:

The operating system is the system software that performs all the basic tasks of a computer system. It works like an interface between the user and the computer hardware resources. It is a collection of programs that controls and coordinates the execution of all other tasks and functions in a computer system. It mainly provides an environment to run the software and serves services to the computer hardware.

Question 9.

How can individuals acquire green skills? (2)

Answer:

Individuals can acquire green skills through education and training programs focused on sustainability, attending workshops, gaining practical experience, and staying updated with environmental developments.

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Question 10.

What is the contribution of the entrepreneurs in the execution of Government policies? (2)

Answer:

Entrepreneurs make an important contribution in implementing government policies and achieving the national goals. They cooperate with the government for the implementation of development plans in the country.

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

Question 11.

What do you mean by template? (2)

Answer:

A template is a collection of styles that already have some formatting in place, such as fonts, logos, and line spacing, and can be used as a starting point for almost anything that you want to create. Microsoft Word offers hundreds of free templates, including invoices, resumes, invitations, and form letters, among others.

Question 12.

What is the difference between absolute and relative hyperlinks as used in Calc? (2)

Answer:

Hyperlinks can be stored within your file as either relative or absolute. An absolute link will stop working only if the target is moved. A relative link will stop working only if the start and target locations change relative to each other. For instance, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break but an absolute link will break.

Question 13.

What is the role of a foreign key in a database management system (DBMS)? (2)

Answer:

In a DBMS, a foreign key establishes a relationship between two tables. It references the primary key of another table, enforcing referential integrity. It ensures data consistency by preventing actions that would violate the defined relationships, such as deleting a record referenced by a foreign key constraint.

Question 14.

Write the steps to insert a record in a Datasheet View. (2)

Answer:

The steps to insert a record in a Datasheet View are as follows:

- Step 1: When you create a table, a new blank record automatically appears in the second row of the table.
- Step 2: If you enter data in the last record, a new blank record will automatically appear at the end of the table.
- Step 3: Type data into the fields.
- Step 4: When you have finished adding records in the datasheet, save it and close it.

Question 15.

Elucidate the following terms: (2)

(i) PAN

(ii) WiMAX

Answer:

(i) PAN: It stands for Personal Area Network. It is a computer network used for communication among the computer and different technological devices close to it.

(ii) WiMAX: It stands for Worldwide Interoperability for Microwave Access. It is a wireless transmission of data using a variety of transmission modes.

Question 16.

State any two practices for internet security. (2)

Answer:

Any two practices for internet security are:

- **Use Strong Passwords:** A strong password is a combination of alpha-numeric and special characters. Do not use your mobile number, friend's name, etc. for a password. Change your password frequently at least once in 2 or 3 weeks.
- **Backup Your Data:** Always keep copies of your data on CDs, pen drives, etc. This may be helpful in a loss of data situation.

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

Question 17.

Rita is working on a spreadsheet. She wants to know about the use of the following terms: (4)

(a) Quick Sort

(b) Filtering Data

Answer:

(a) Quick Sort is especially useful when you add new information to a spreadsheet. When a spreadsheet is long, it is usually easier to add new information at the bottom of the sheet, rather than adding it in its correct place. After you have added information, you can sort the records to update the spreadsheet and put the information in its correct place in quick sort.

(b) When a sheet contains a large amount of data, it can be difficult to find information quickly. In that case, Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need. In other words, Filters help you to ask questions about your data and retrieve only the relevant information filtering away the undesirable data.

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Question 18.

Riddhima wants to know about mailing labels in a word processor. Help her to find the answers to the given questions. (4)

(a) What is a mailing label?

(b) What are the ways to prepare and print mailing labels?

Answer:

(a) Mailing labels are usually pieces of paper with adhesive on the back that can be affixed to packages or envelopes to identify the name and address of a recipient. They may also indicate the name and address of the person sending the mail. Mailing labels are extremely useful and time-saving for the people who must send out a large volume of mail.

(b) Mailing labels can be created in two ways:

- Printing multiple copies of a single label
- Printing address lists where each label contains a different address

Question 19.

Consider the following table PRODUCT (4)

TABLE: PRODUCT

S_NO	P_Name	S_Name	Qty	Cost	City
S1	Biscuit	Priyagold	120	12.00	Delhi
S2	Bread	Britannia	200	25.00	Mumbai
S3	Chocolate	Cadbury	350	40.00	Mumbai
S4	Sauce	Kissan	400	45.00	Chennai

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

(ii) Write SQL queries for the following:

(a) Display all Products whose Qty is between 100 and 400.

(b) Display S_Name, P_Name, and Cost for all the Products whose Qty is less than 300.

(c) Display all the records alphabetically by S_Name.

Answer:

(i) There are 6 fields and 4 records in the table PRODUCT.

(ii) (a) `SELECT * FROM PRODUCT WHERE Qty BETWEEN 100 AND 400;`

(b) `SELECT S_Name, P_Name, Cost FROM PRODUCT WHERE Qty < 300;`

(c) `SELECT * FROM PRODUCT ORDER BY S_Name;`

Question 20.

Shubham is learning about DBMS. He wants to know about the following: (4)

(a) The purpose of DBMS

(b) Any two uses of DBMS

Answer:

(a) DBMS (Database Management System) is used to store logically related information at a centralized location. It facilitates data sharing among all the applications requiring it.

(b) Two uses of the database management system are as follows:

- DBMS is used to store data at a centralized location.
- It is used to minimize data redundancy and data inconsistency.

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Question 21.

Rahul has purchased some stationary items from an online site. He has to make online payment for the items to complete the transaction. Help him by answering the following queries: (4)

(i) Suggest any two options that he can use to make payment of his bill on the online shopping website.

(ii) Name any 2 situations where online shopping could be useful.

(iii) Name any 2 popular online shopping websites.

(iv) Write the full form of COD about online shopping.

Answer:

- (i) Credit, debit card, Internet banking, etc are the options that he can use to make payment of his bill on the online shopping website.
- (ii) (a) They offer huge discounts on goods and services.
- (b) Online shopping saves time and effort to buy products of one's choice.
- (iii) Flipkart and Amazon are two popular online shopping websites.
- (iv) COD stands for Cash On Delivery. Cash on delivery is the sale of goods by mail order where payment is made at the time of delivery rather than in advance.