

Question 1.

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

(i) Managing stress is about making a plan to be able to cope effectively with daily pressures. Always keep in mind the ABC of stress management. The acronym ABC stands for (1)

- (a) Ability, Burden, Concise
- (b) Adore, Belief, Cause
- (c) Adversity, Beliefs, Consequences
- (d) Adapt, Balance, Cooperate

Answer:

- (c) Adversity, Beliefs, Consequences

(ii) The good stress is called _____ (1)

- (a) eustress
- (b) emstress
- (c) Both (a) and (b)
- (d) None of these

Answer:

- (a) eustress

(iii) Windows 10 is an operating system developed by _____ (1)

- (a) Microsoft™
- (b) IBM
- (c) Samsung
- (d) Sony

Answer:

- (a) Microsoft™

(iv) How can an entrepreneur get the work done by his/her team? (1)

- (a) By creating a spirit of teamwork
- (b) By Motivation
- (c) Using harsh words and actions
- (d) Both (a) and (b)

Answer:

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

(v) What is the importance of feedback in communication? (1)

- (a) It allows the speaker to dominate the conversation
- (b) It helps in avoiding any further communication
- (c) It facilitates understanding, clarification, and improvement
- (d) It discourages active listening

Answer:

- (c) It facilitates understanding, clarification, and improvement

(vi) What is the primary goal of green skills training? (1)

- (a) To reduce employment opportunities
- (b) To promote sustainable practices and industries
- (c) To prioritize economic growth over environmental concerns
- (d) To discourage technological advancements

Answer:

- (b) To promote sustainable practices and industries

Question 2.

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

(i) After adding the data source, you need to specify the salutation. The selected salutation will be displayed in the pane. (1)

- (a) salutation
- (b) preview
- (c) display
- (d) None of these

Answer:

- (b) preview

(ii) Cell referencing can be done by using a _____ as well as _____ (1)

- (a) keyboard, windows menu
- (b) keyboard, mouse
- (c) Windows menu, mouse
- (d) None of the above

Answer:

- (b) keyboard, mouse

(iii) Full form of OLE is _____ (1)

- (a) Object Linked and Embedded
- (b) Option Linking and Embedding
- (c) Open Linking and Embedding
- (d) Object Linking and Embedding

Answer:

- (d) Object Linking and Embedding

(iv) We can rename a new sheet in Calc. (1)

- (a) After inserting a new sheet
- (b) While inserting a new sheet
- (c) Both (a) and (b)
- (d) None of the above

Answer:

- (c) Both (a) and (b)

(v) To start the macro recorder, which of the following commands is used? (1)

- (a) Tools → Macros → Record Macro
- (b) Tools → Record → Record Macro
- (c) Data → Macros → Record
- (d) None of the above

Answer:

- (a) Tools → Macros → Record Macro

(vi) In case, another user is trying to save the shared worksheet and resolve conflicts, you see a message that the shared spreadsheet file is due to a merge in progress. (1)

- (a) stopped
- (b) locked
- (c) Both (a) and (b)
- (d) None of the above

Answer:

- (b) locked

Question 3.

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

(i) In a document, you can insert _____ (1)

- (a) Pictures
- (b) ClipArts
- (c) Shapes
- (d) All of these

Answer:

- (d) All of these

(ii) Which of the following is not the main building block of a database? (1)

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

Answer:

- (a) Lists

(iii) _____ is a computer program that provides services to other computer programs. (1)

- (a) Server
- (b) Client
- (c) Network
- (d) None of these

Answer:

- (a) Server

(iv) State True or False.

ClipArt object includes effects such as shadows, outlines, colors, gradients, and 3D effects. (1)

- (a) True
- (b) False

Answer:

- (b) False

(v) To group sheets, while holding the _____ key, click on the Sheets tab you want to group. (1)

- (a) Alt
- (b) Shift
- (c) Ctrl
- (d) Tab

Answer:

- (c) Ctrl

(vi) If a table has to be created which tab and group should be used? (1)

- (a) Insert tab → Tables group
- (b) Home tab → Tables group
- (c) Design tab → Tables group
- (d) None of the above

Answer:

- (c) Design tab → Tables group

Question 4.

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

(i) _____ is a network architecture which separates the client from the server. (1)

- (a) Client Server Network
- (b) Peer-to-Peer Network
- (c) Both (a) and (b)
- (d) None of the above

Answer:

- (a) Client Server Network

(ii) In the hierarchy of headings, the lower-level headings pertain to _____ and _____ (1)

- (a) section, sub-sections
- (b) headings, sub-headings
- (c) Both (a) and (b)
- (d) None of the above

Answer:

- (a) section, sub-sections

(iii) TCL commands are used to manage _____ in the database. (1)

- (a) data
- (b) values
- (c) transactions
- (d) None of the above

Answer:

- (c) transactions

(iv) _____ is used to begin text-to-speech utility that reads what is displayed on the screen. (1)

- (a) Start Narrator
- (b) Web page
- (c) Website
- (d) None of these

Answer:

- (a) Start Narrator

(v) _____ provides the physical connection between the network and the computer workstation. (1)

- (a) LIC
- (b) NC
- (c) NIC
- (d) None of the above

Answer:

- (c) NIC

(vi) In Calc, you can insert the data from different databases and other data sources. One such format is (1)

- (a) odd
- (b) .dbms
- (c) .odb
- (d) .ods

Answer:

- (c) .odb

Question 5.

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

(i) _____ leads to data inconsistency. (1)

- (a) Data integrity
- (b) Data sharing
- (c) Data redundancy
- (d) Data recovery

Answer:

- (c) Data redundancy

(ii) Blog Desk is an offline blog editor which is used for _____ operating system. (1)

- (a) Linux
- (b) Unix
- (c) Windows
- (d) None of the above

Answer:

- (c) Windows

(iii) To create the link from one document to another, both the documents should be (1)

- (a) open
- (b) closed
- (c) Both (a) and (b)
- (d) None of these

Answer:

- (a) open

(iv) _____ an inquiry into the database made using the SELECT statement. (1)

- (a) Query
- (b) Data
- (c) Equation
- (d) None of these

Answer:

- (a) Query

(v) Which of the following is a single piece of data? (1)

- (a) Field
- (b) Table
- (c) Record
- (d) Form

Answer:

- (a) Field

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(vi) A web page is located using a (1)

- (a) Universal Record Linking
- (b) Universal Record Locator
- (c) Uniform Resource Locator
- (d) Uniformly Reachable Links

Answer:

- (c) Uniform Resource Locator

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.

What happens during meditation that makes it a useful technique for managing stress? (2)

Answer:

During meditation, we change from our normal activities to silence. We go beyond the noisy thoughts in the mind and enter a state of restful alertness, thus reducing stress. At this time, although we are in a state of deep rest, our mind is fully alert and awake. Thus, the body experiences many healing effects which are the reverse of the 'fight-or-flight' response, such as decreased heart rate, normalization of blood pressure, deeper breathing, reduced production of stress hormones, higher immunity, more efficient use of oxygen by the body, and reduced inflammation. All these changes in body function help in managing stress effectively.

Question 7.

What strategies can a communication sender use to overcome information overload as a barrier? (2)

Answer:

To overcome the barrier of information overload, the sender of a communication must try to eliminate unnecessary information and stick to only important information in the communication.

Question 8.

Explain any two items of the Windows desktop. (2)

Answer:

Any two items of the Windows desktop are:

- Taskbar: It is present in the bottom area of the desktop. It contains the Start button, Cortana, Task View button, Quick Launch Bar, and Notification Area.
- Icons: The small pictures on the desktop that represent various programs/applications are called icons.

Question 9.

Explain the role and significance of entrepreneurs. (2)

Answer:

The role and significance of entrepreneurs are discussed below:

- Organiser of Society's Productive Resources: He assembles the unused natural, physical, and human resources of the society, combines them properly, establishes effective coordination between them, and makes the economic activities dynamic.
- Helpful in Capital Formation: An entrepreneur is helpful in capital formation as we know that an increase in the rate of capital formation is quite essential for the economic development of any country.
- Increase in Employment Opportunities: An entrepreneur creates maximum employment opportunities in society by way of establishing new industries, developing and expanding existing industries, and undertaking innovative activities.

Question 10.

Why are green skills important? (2)

Answer:

Green skills are important because they enable individuals to participate in the transition to a greener economy and address environmental challenges such as climate change, pollution, and resource depletion.

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

Question 11.

What are objects in word processing software? (2)

Answer:

The word processor object allows different formatting within the same object. However, word processor objects are printed as an image, so they require quite a bit more resources than normal single or multiline text objects. Word processing objects include text, graphical, and embedded objects.

Question 12.

Mention any two operations that can be performed using macros in a spreadsheet. (2)

Answer:

Macros can be used for the following operations:

- If formatting settings need to be applied repeatedly in a spreadsheet then, macros can be used.
- Macros can be used to sort data and apply mathematical functions or formulas.

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Question 13.

What is the use of Auto Sum in a spreadsheet? (2)

Answer:

When working with large spreadsheets containing a considerable number of rows or columns with data, AutoSum is often needed AutoSum with a quick click of a menu or button instead of manually typing the SUM function. OpenOffice spreadsheet program Calc has this feature.

- Open any Calc workbook with numbers and data, or open your workbook.
- Select the cell where you would like to put the autosum of your data.
- Click on the sigma icon beside the formula bar and click Sum from the dropdown menu. You can see the Sum is calculated automatically.

Question 14.

A table named School (containing data of students of the entire school) is created, where each record consists of several fields including AdmissionNo (Admission Number), RollNo (Roll Number), and Name. Which field out of these three should be set as the primary key and why? (2)

Answer:

AdmissionNo should be set as the primary key because admission numbers are unique for every student of the school, which is not possible in the case of RollNo and Name.

Question 15.

List any two advantages associated with networking. (2)

Answer:

Two advantages of networking are as follows:

- User Communication Network allows users to communicate using emails, social networking sites, video conferencing, etc.
- File Sharing By using networking, data or information can be shared or transferred from one computer to another.

Question 16.

Explain the purpose of a blog. (2)

Answer:

The main purpose of a blog is to convey messages about events, announcements, needs, reviews, etc. Blogs are usually managed using a web browser and this requires an active internet connection.

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

Question 17.

Explain the Scenario tool of spreadsheet software. (4)

Answer:

A Scenario is a set of values that Calc saves for a group of cells. Whenever we run a scenario Calc automatically substitutes the saved cell values into a connected formula to give us an output. By having different scenarios for the same group of cells we can get different results from the formula and compare these results to know which is the most suitable set of values for us.

For example, if you wanted to calculate the effect of different interest rates on a car loan, you could add a scenario for each interest rate, and quickly view the results. This will help you to easily find out the most desirable rate of interest for availing the loan. A Scenario is a tool to test “what-if” questions e.g., what happens if I replace THIS value with THAT value? Each scenario has a name and can be edited and formatted separately. You can easily switch between different scenarios for a group of cells by using the scenario drop-down list or scenario navigator.

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Question 18.

Ojas had prepared a Table of Contents of the project work he had done in a word processor application. (4)

(a) Tell him the different steps to update the TOC

(b) Tell him the different steps to delete the TOC

Answer:

(a) To update a table of contents when changes are made to the document:

- Right-click anywhere in the TOC
- From the pop-up menu, choose Update IndexYTable. The writer updates the table of contents to reflect the changes in the document.

You can also update the index from the Navigator by right-clicking on Indexes → Table of Contents1 and choosing Index → Update from the pop-up menu.

(b) To delete the table of contents from a document:

- Right-click anywhere in the TOC.
- From the pop-up menu, choose Delete Index/Table. The writer deletes the table of contents.

Question 19.

Consider the following table: SummerCamp. (4)

ChildID	FirstName	LastName	DOB	Gender	Group
109	Vedansh	Gupta	30/06/10	M	2A
214	Mack	Tyagi	09/12/08	M	1B
115	Aditi	Thakur	13/04/09	F	1A
108	Vikrant	Chauhan	02/02/09	M	2A
141	Swati	Saini	06/05/10	F	2B
233	Vishakha	Tyagi	01/08/10	F	3A
274	Madhur	Gupta	06/03/10	M	3B

- (i) How many fields and records are there in the table SummerCamp?
(ii) Write SQL queries for the following:
(a) Display all the records of table SummerCamp whose DOB is between 02/02/09 and 06/03/10.
(b) Display all the records having Gender F.
(c) Display all the records according to the First Name.

Answer:

- (i) There are 6 fields and 7 records in the table SummerCamp.
(ii) (a) `SELECT * FROM SummerCamp WHERE DOB BETWEEN 02/02/09 AND 06/03/10;`
(b) `SELECT * FROM SummerCamp WHERE Gender='F';`
(c) `SELECT * FROM SummerCamp ORDER BY FirstName;`

Question 20.

Lavish wants to know the following points about the database. (4)

- (a) Definition of a Database Management System.
(b) Any two advantages of using a database management system for school.

Answer:

(a) A Database Management System (DBMS) is a collection of programs that enable users to create, and maintain a database, and control all the access to the database. The primary goal of the DBMS is to provide an environment that is both convenient and efficient for users to retrieve and store information.

(b) The advantages of using DBMS for school are as follows:

- In school, DBMS is used to store data about students, teachers, and any other related things at a centralized location.
- It provides security to the personal information of the school, stored in it.

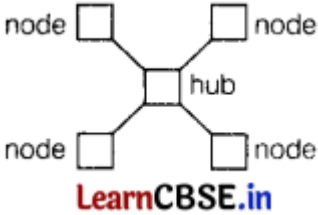
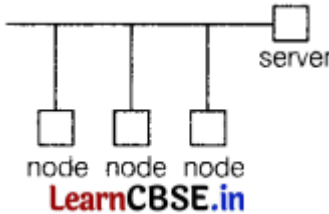
Question 21.

Manya is studying the different topologies available in networking. Tell her the difference between Star topology and Bus topology with the help of a suitable diagram. (4)

Answer:

Differences between star topology and bus topology are as follows:

Star topology	Bus topology

<p>(i) All the nodes are directly connected with the central node or server</p>	<p>(i) There is a single length of transmission medium, on which various nodes are attached and the server can be anywhere in the transmission cable.</p>
<p>(ii) Faults can be easily detected.</p>	<p>(ii) Faults cannot be easily detected.</p>
<p>(iii) It has a fast transmission speed.</p>  <p>The diagram shows a central square labeled 'hub' connected to four smaller squares, each labeled 'node'. The watermark 'LearnCBSE.in' is at the bottom.</p>	<p>(iii) It becomes slow as the number of nodes increases.</p>  <p>The diagram shows a horizontal line representing a transmission medium. A square labeled 'server' is at the right end. Three smaller squares, each labeled 'node', are connected to the line by vertical lines. The watermark 'LearnCBSE.in' is at the bottom.</p>