Question 1.
Answer any 4 out of the given 6 questions based on Employability Skills. (4 × 1 = 4)
(i) Which one of the following is not a symptom of stress? (1)
(a) Increased sweating
(b) Dry mouth
(c) Cold hands or feet
(d) None of the above
Answer:
(d) None of the above

(ii) Which term refers to our knowledge and understanding of ourselves? (1)
(a) Self-awareness
(b) Motivation
(c) Both (a) and (b)
(d) None of these
Answer:
(a) Self-awareness

(iii) Which of the following is an example of effective written communication? (1)
(a) Using excessive jargon and technical terms
(b) Writing lengthy paragraphs without any breaks or bullet points
(c) Using concise and clear language
(d) Including personal opinions and biases
Answer:
(c) Using concise and clear language

(iv) _____ provides process and memory management services that allow two or more tasks, jobs or programs to run simultaneously. (1)
(a) Multi-tasking
(b) Multi-threading
(c) Multi-processing
(d) Multi-computing
Answer:
(a) Multi-tasking

(v) Which of the following is an example of a green skill? (1)
(a) Traditional farming techniques
(b) Renewable energy installation and maintenance
(c) Conventional manufacturing processes
(d) Non-recyclable waste disposal methods
Answer:
(b) Renewable energy installation and maintenance

(vi) In which situation an entrepreneur will not be able to convince his fellow beings to achieve his goals? (1)
(a) Low self-confidence
(b) Innovativeness
(c) Risk-taking
(d) None of the above
Answer:
(a) Low self-confidence

Question 2.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) A _____ is a temporary connection that uses the Public Switched Telephone Network (PSTN) to connect to the Internet. (1)
(a) broadband connection
(b) wireless connection
(c) dial-up connection
(d) None of the above
Answer:
(c) dial-up connection

(ii) The small area network created around a Bluetooth device is called _____ (1)
(a) LAN
(b) PAN
(c) WAN
(d) MAN
Answer:
(b) PAN

(iii) The _____ SQL statement is used to make a query or retrieve data from a table in a database. (1)
(a) INSERT
(b) UPDATE
(c) SELECT
(d) REVIEW
Answer:
(c) SELECT

(iv) Which of the following allows you to reorder data? (1)
(a) Sorting
(b) Filtering
(c) Scenario
(d) Custom sorting
Answer:
(a) Sorting

(v) Which of the following is not an AutoShape? (1)
(a) Line
(b) Circle
(c) Curve
(d) ClipArt
Answer:
(d) ClipArt

(vi) Neeta is planning to take a car loan to buy a new car. But she is not sure about the payback time, i.e. whether to pay it back in 5 or 6 years considering that her monthly fuel cost will also increase. In such cases, which of the following features of the spreadsheet can she use to get an idea about it? (1)
(a) Consolidation
(b) Macros
(c) Templates
(d) What-if analysis
Answer:
(d) What-if analysis

Question 3.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Editing Custom Shapes feature allows _____ of small segments of a drawing. (1)
(a) shaping
(b) reshaping
(c) rehearse
(d) None of these
Answer:
(b) reshaping

(ii) DBMS is a program, that controls the creation, maintenance, and use of a database. Here, DBMS stands for (1)
(a) Digital Base Management System
(b) Data Build Management System
(c) Database Management System
(d) Database Management Service
Answer:
(c) Database Management System

(iii) A _____ filters data traffic at a network boundary. (1)
(a) bridge
(b) switch
(c) gateway
(d) hub
Answer:
(a) bridge

(iv) Template includes a text space that is surrounded by brackets. It is called a _____ (1)
(a) margin
(b) placeholder
(c) data source
(d) track changes
Answer:
(b) placeholder

(v) 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

(vi) What is the name given to a combination of two cell references? (1)
(a) Relative reference
(b) Absolute reference
(c) Mixed reference
(d) None of the above
Answer:
(c) Mixed reference

Question 4.

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

(i) Which of the following is an application program that is stored on a remote server and delivered over the Internet? (1)
(a) Web application
(b) System application
(c) Internet application
(d) None of these
Answer:
(a) Web application

(ii) A _____ is a document model that you use to create other documents. (1)
(a) Anchoring
(b) Alignment
(c) Template
(d) None of these
Answer:
(c) Template

(iii) 1 : 1, 1 : n, and n : 1 are examples of different types of _____ (1)
(a) Relations
(b) Databases
(c) Data
(d) Query
Answer:
(a) Relations

(iv) In packet-based networks, the message gets broken into small _____ (1)
(a) data packets
(b) data frame
(c) chunk
(d) None of these
Answer:
(a) data packets

(v) This is a type of hyperlink available in the Hyperlink dialog box, which creates a new worksheet. (1)
(a) New document
(b) New file
(c) New worksheet
(d) New data
Answer:
(a) New document

(vi) Which of the following allows you to display the specific data?
(a) Arranging
(b) Filtering
(c) Scenario
(d) Custom sorting
Answer:
(b) Filtering

Question 5.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) A _____ refers to a cell or a range of cells on a Worksheet and can be used to find the values or data that you want the formula to calculate. (1)
(a) cell reference
(b) block
(c) sheet reference
(d) autofill
Answer:
(a) cell reference

(ii) URL is the _____ for a website or a web page. (1)
(a) web address
(b) website
(c) web page
(d) Both (a) and (c)
Answer:
(a) web address

(iii) Rajiv has created an employee table and made Emp_No, the primary key so that it can accept unique values for each record. At the same time, he wants to have one more field that can behave like a primary key. Which of the following types of key can serve the purpose? (1)
(a) Foreign key
(b) Composite key
(c) Unique key
(d) None of these
Answer:
(b) Composite key

(iv) _____ is used to define the structure of your tables and other objects in the database. (1)
(a) DDL
(b) DML
(c) DCL
(d) None of these
Answer:
(a) DDL

(v) Suraj wants to know the sequence of steps used to open the Templates dialog. Answer to his query. (1)
(a) File → New → ext Document
(b) File → New → Templates
(c) Format → Group → Group
(d) None of the above
Answer:
(b) File → New → Templates

(vi) Two other toolbars can be opened from the Picture Toolbar: the _____ and _____ (1)
(a) Edit picture, Color picture
(b) Format, drawing
(c) Graphic Filter toolbar, Color toolbar
(d) Floating toolbar, Color toolbar
Answer:
(b) Format, drawing

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

Question 6.
How stress can be caused by both good and bad experiences? (2)
Answer:
Stress can be caused by both good and bad experiences when people feel stressed by something going on around them, their bodies react by releasing chemicals into the blood. These chemicals give more energy and strength, which can be a good thing if their stress is caused by physical danger but it can also be a bad thing if the stress is in response to something emotional and there is no outlet for this extra energy and strength. The good stress is called eustress, whereas the bad stress is termed as distress.

Question 7.
How do green skills contribute to sustainable development? (2)
Answer:
Green skills enable the transition to a more sustainable society by promoting responsible resource management, reducing pollution, and fostering social and economic well-being.

Question 8.
What is the difference between moving and copying a folder? (2)
Answer:
Differences between moving and copying a folder are as follows.

Copying a Folder	Moving a Folder
Copying a folder means making a duplicate copy of a folder.	Moving a folder means transferring a folder from one location to another.
It uses the Copy and Paste option.	It uses the cut-and-paste option.
The original folder remains at the source locations.	The original folder is moved to the destination location.

Question 9.
How entrepreneur is helpful in capital formation? (2)
Answer:
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. Those nations that are not able to increase the rate of capital formation or do it nominally remain backward from industrial development's point of view.

Question 10.
Can you explain what it means to encode a message? (2)
Answer:
Encoding a message means to change the message into a form suitable for sending. The factors that must be considered when encoding messages are language, cultural differences, etc.

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

Question 11.
What is the use of grouping objects in a word processor application? (2)
Answer:
Grouping drawing objects makes it easier to handle several objects as a single entity while preserving their relative sizes and positions. When objects are grouped, any editing operations carried out on that group are applied to all members of the group. If you click on one member of the group, the whole group is selected.

Question 12.
What is the difference between a workbook and a worksheet? (2)
Answer:
Differences between the workbook and worksheet are as follows:

Workbook	Worksheet
A workbook is an Excel file with one or more worksheets.	A worksheet is a single spreadsheet of data.
A workbook would be the entire binder, with everything in it.	A worksheet would be like one section in that binder.

Question 13.
What is the use of the Scenario tool? (2)
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.

Question 14.
Define data, the major component of a database. (2)
Answer:
Data is raw numbers, characters, or facts represented by a value. Most organizations generate, store, and process large amounts of data. The data acts as a bridge between the hardware and the software. Data may be of different types such as User data, Metadata, and Application Metadata.

Question 15.
Name any two ways of wireless connections to the Internet. Ramya wants to connect all the computers in her office wirelessly to avoid uncoordinated cables. Which wireless technology would be best suitable for her office? (2)
Answer:
Wi-Fi and WiMax are the two ways of wireless connections to the Internet. Wi-Fi technology would be best suitable for her office to avoid cabling. Because it allows high-speed Internet connections without the use of cables or wires.

Question 16.
What are the benefits of online shopping? (2)
Answer:
Some benefits of online shopping are as follows:

- Online shopping is very convenient. You can get products at home.
- Online shopping websites provide millions of choices of products.
- They offer huge discounts on goods and sen/ice.
- Online shops allow us to shop 24×7 and also reward us with cashback.
- Sending gifts to relatives and friends is easy by online shop.

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

Question 17.
What is sorting? How to use ascending or descending sort which depends on one column? (4)
Answer:
Sorting is a common spreadsheet task that allows users to easily re-order the data. The most common type of sorting is alphabetical ordering which you can do in ascending or descending order.
To use ascending or descending sort which depends on one column, follow the given steps:
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.
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:
The writer does not update the table of contents automatically, so after any changes to the headings, you must update it manually.
(a) To update a table of contents when changes are made to the document:
(i) Right-click anywhere in the TOC.
(ii) From the pop-up menu, choose Update Index/Table. 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 Contents and choosing Index → Update from the pop-up menu.

(b) To delete the table of contents from a document:
(i) Right-click anywhere in the TOC.
(ii) From the pop-up menu, choose Delete Index/Table. The writer deletes the table of contents.

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

Table : Employee

Emp_no	E_name	Profile	Manager	Hire_date	Salary	Commission	Dep
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 E name and Salary of those employees whose Salary is greater than or equal to 22000.
(ii) Display details of employees who are not getting commission.
(iii) Display all the details of the employee profile 'SALESMAN'.
Answer:
(a) There are 8 fields and 6 records in the table Employee.
(b) (i) SELECT E name, Salary FROM Employee WHERE Salary> = 22000;
(ii) SELECT* FROM Employee WHERE Commission IS NULL;
(iii) SELECT *FROM EMPLOYEE WHERE Profile=''SALESMAN';

Question 20.
Define the following types of integrity: (4)
(i) Entity integrity
(ii) Domain integrity
(iii) Referential integrity
(iv) User-defined integrity
Answer:
(i) Entity Integrity: It defines the primary key of a table. Entity integrity rule on a column does not allow duplicate and null values.
(ii) Domain Integrity: It defines the type, range, and format of data allowed in a column. Domain integrity states that all values in a column must be of the same type.
(iii) Referential Integrity: It defines the foreign key concepts. Referential integrity ensures that data in related tables remains accurate and consistent before and after changes.
(iv) User-Defined Integrity: If some business requirements do not fit any above data integrity then the user can create their integrity, which is called user-defined integrity.

Question 21.
Pinky had heard about the words types of networks. She had some doubts. Answer to her queries to clear her doubts. (4)
(i) What is PAN?
(ii) Define the term WAN.
(iii) Define the term MAN.
(iv) Write a disadvantage of both LAN and WAN.
Answer:
(i) A Personal Area Network (PAN) is a computer network for interconnecting electronic devices within a person's workspace.
(ii) A Wide Area Network (WAN) is the one which covers a broad area. It consists of two or more local area

networks. A WAN is used by government organizations and businesses.

(iii) A Metropolitan Area Network (MAN) is a computer network in which two or more computers that are geographically distributed but in the same metropolitan city are connected. Its geographic scope falls between a WAN and a LAN.

(iv) Disadvantage of LAN: Even though LAN saves a lot of money in terms of resource sharing, the initial cost involved in setting up the network is quite high.

Disadvantage of WAN: It is difficult to maintain the WAN network. It requires skilled technicians and network administrators.