

1. Phrases/Sentences/Messages/Statements
2. Stress Management / Yoga / Meditation /Exercise /Vacations with friends and family /Taking Nature walks
3. Awareness / Confidence / Consciousness / Esteem (use of word 'Self ', 'External' or 'Internal' with the above words should also be considered)
4. Word Processor
5. True
6. United Nations Environment Programme / UNEP / Sustainable Development / Green skills
7. There are four types of sentences in the English language.
 - (1). Imperative- gives a command (.)
 - (2). Assertive / Declarative- makes a statement (.)
 - (3). Interrogative- asks a question (?)
 - (4). Exclamatory- expresses strong feelings (!)

OR

- (1). Simple
- (2). Compound
- (3). Complex above three can also be considered as different types of sentences

OR

Any four different types of examples should also be considered full marks.

8. (Any four from the following)
Ambition, Confidence, Willingness, Ability to learn from mistakes, Trust and respect for the team, Self-Motivation, Leadership, Risk taking, Optimistic, Innovative, Goal oriented, Vision, Creativity, Motivator, Decision maker, Strong work ethics, Action oriented, Disciplined, Dynam agent, Skill, Knowledge etc.

OR

Any other characteristics of entrepreneurship

9. Select the text and click on  icon (font colour) /  (highlighting text) in the Font group.

OR

Select the text which you want to highlight and click **B** (or Press Ctrl+B)

OR

Select the text which you want to highlight and click **I** (or Press Ctrl+I)

Select the text which you want to highlight and

click  (or Press Ctrl+U)

OR

Select the text with help of Keyboard / Mouse

OR

Any other option that makes text appear distinct from the rest of the text.

10. (1). Childhood
- (2). Family
- (3). Friends
- (4). Work
- (5). Environment
- (6). Society
- (7). Media
- (8). Spirituality/Yoga/Meditation/Exercise
- (9). Relationships
- (10). Health
- (11). Academics
- (12). Self-belief
- (13). Stress

OR

Any other relevant factor

11. The various factors causing ecological imbalance are as follows: -

- (1). destruction of forests /Deforestation
- (2). Industrialization/ Factories

- (3). Urbanization
- (4). Large scale use of pesticides
- (5). overgrazing
- (6). degradation of land / Soil erosion
- (7). Faulty utilization of water resources
- (8). Environmental problems from faulty mining practices
- (9). Pollution
- (10). Population/Over population
- (11). Excessive of Technologies

OR

any other relevant factor causing ecological imbalance.

SECTION-B

(SUBJECT SKILLS)

- 12.** Assistive Technology
- 13.** Accessibility Options/Ease of Access
- 14.** Insert Tab/Illustrations Group
- 15.** Header & Footer
- 16.** Sum/Auto sum
- 17.** Horizontally, Vertically

OR

Rows, Columns

- 18.** Slides/ New slide layout

OR

Page Setup (consider this answer because software is not mentioned)

- 19.** Statistical /Raw / Tabular / Comparative / Simple

- 20.** Productivity, Efficiency, Strength, Capability

OR

any other relevant answers

- 21.** Recurring / Business / Daily / Weekly / Monthly / Yearly

- 22.** INSERT

OR

Insert>Row

OR

Right-click on any Row > New Row

OR

Ctrl + [+]

- 23.** SELECT

OR

Double click on the table Name

OR

Right Click on Table Name > Open

- 24.** A blog is a discussion style site used by non-technical (or technical users) users for creating personal web pages.

OR

Blogs are similar to an online personal diary and simple to use.

OR

We can use a blog to convey messages about events, announcements, news, reviews, etc.

OR

A website where a person writes regularly about topics that interest them, with photograph or text

OR

Some of the popular websites that offer free blog services include:-

- (1). www.WordPress.com
- (2). www.blogger.com
- (3). www.blog.com
- (4). www.weebly.com

- (5). www.blogsome.com
- (6). www.tumblr.com
- (7). www.wix.com
- (8). www.joomla.com
- (9). www.medium.com
- (10). www.ghost.com

25. – Picture

- Page number
- Number of Pages
- Date
- Time
- File Path
- File Name
- Sheet name
- Name of the author
- Company or Department Name

Any other relevant answers can be considered.

26. (Any Two from the following conditions/Formats/Items)

We can control the following formats by using following options:

Conditions:-

- Less than (<)
- greater than (>)
- less than equal to (<=)
- greater than equal to (>=)
- equals to (=)
- not equals to (!=, <>)
- Between
- Not Between
- Top Ten
- Bottom Ten
- Above Average
- Below Average
- Text that Contains etc.

Formats :-

- Number format
- Font
- Font style
- Font color
- Fill color
- Fill pattern
- Border color
- Border style (but not border thickness) etc

Items:-

- Highlight cell rules
- Top/Bottom Rules
- Data Bars
- Colour scales
- Icon Sets etc.

27. (Any Two from the following ways)

A movie file can be inserted in following ways:-

- Using Insert Tab
- Using Title and Content Layout Option
- Using Insert > movie > from file
- Using Insert > movie > Clip Organizer
- Using Insert > movie > Online videos
- By Copy and Paste movie file

- By Cut and Paste movie file
- By Drag and Drop movie file

28. You can schedule an appointment in two ways :-

- (1). Using Menu bar.
- (2). Using calendar view
- (3). Calendar > Home tab > New appointment
- (4). Using Daily / Weekly / Monthly / Yearly

29. DDL/Data Definition Language/ Data Description Language: which work on the structure of table and it consist of following statements: CREATE, ALTER, and DROP.

DML/Data Manipulation language: which work on the content of table and it consist of following statements: INSERT, UPDATE, DELETE

- Oracle
- MySQL
- SQL
- MS Access
- dBase
- FoxPro etc.

30. Section breaks can be used to separate a document into sections.

OR

To separate a section in a document, you can use the section break.

OR

Section break help in following ways :-

- Add flexibility to formatting a document.
- We can create different footnote numbering, change the layout of columns, change page borders for different pages, and even change page layouts in the same document.
- Using section breaks is like having mini-documents in one large document.
- We can separate the chapters as separate sections in our document so that the page numbering for each chapter begins at 1.
- We can also create a different header or footer for a section of our document.

31. (Anyone from the following)

- Embedding an object makes it part of the document while linking an object does not include the object file into the document files.
- Users trying to access the linked object must also have direct access to the separate file that forms that object.
- Linking means change in source file reflected in the target file but Embedding means change in source file does not reflect in the target file.

Yes, embedding a document increases the size of the document.

Some of the websites that have free clip arts are:-

- www.openclipart.org
- www.pdclipart.org
- www.clker.com
- www.freeclipartnow.com
- www.wpclipart.com
- www.webweavers.com
- [www. Vecteezy.com](http://www.Vecteezy.com)
- www.vertvex.com
- www.clipartlord.com

32. Some Basic guidelines are as follows :-

- Convey one message per chart.
- Make the message the heading.
- Make the chart easy to read.
- Label the X and Y axis and label the lines, bars or pie wedges.
- Make the most important text largest
- Darken the most important data lines or sections.
- Make bars and columns wider than the spaces between them.
- Be accurate.
- Always start a numerical axis at zero.

- Compare only like variables.
- Eliminate all unnecessary details.
- Avoid extra grid lines, data points, boxes etc.
- Use a few (maximum four) colors per visual.

33. Steps to give transition effects:-

- Click on Animations Tab / Transitions Tab
- A list of transition effects will be displayed.
- Select an effect from Transitions to this slide group and DoubleClick on it.

34. (Any three from the following data types/examples of data types)

- (1). Numeric Types: - It is used for describing numeric values for the field.
For Example: Integer, Decimal, Float, Double, Single.
- (2). Alphanumeric Types: - it is used to store the combination of alphabet, numbers or special characters.
For Example: Char, Varchar, Text, Memo
- (3). Binary Types: it is used for describing data in binary formats.
For Example: Image, Binary, Yes/No.
- (4). Date & Time: it is used for describing date and time values for the field. For Example: Date, Time, Timestamp
- (5). Other Variable types: it is used to describing anything from binary code to images, sound file to another file.
For Example: Object, hyperlink, OLE Object, Lookup Wizard

35. (a) A form provides the user a systematic way of storing information into the database.

OR

It is an interface in a user specified layout that lets users to view, enter, and change data directly in database objects such as tables.

OR

Forms are the user-friendly interfaces that facilitates the process of entering data in tables and queries.

(b) A report is used to generate the overall work outcome in a clear format.

OR

Reports are used to display the selected data in a printable format

OR

Reports collect the summarized data from one or more tables/ queries and organized it in a printable form.

(c) A table is a set of data elements (values) that is organized using a model of vertical columns (which are identified by their name) and horizontal rows.

OR

A table is a combination of rows and columns.

OR

Tables are building blocks of a database. They store complete data in a structured manner.

36. (a) (Any three types of impairments from the following)

- There are numerous types of impairment that impact computer usage. These include:
- Cognitive impairments and learning disabilities, such as dyslexia, attention deficit-hyperactivity disorder (ADHD) or autism.
- Visual impairment such as low-vision, complete or partial blindness and color blindness.
- Hearing impairment including deafness.
- Physical/Motor or dexterity impairment such as paralysis, cerebral palsy or carpal tunnel syndrome and repetitive strain injury.

(b) Client-Server Architecture: networks in which certain computers have special dedicated tasks, providing services to other computers (in the network) are called client server networks.

OR

The computer(s) which provide services are called servers and the ones that use these services are called clients.

OR

The model of interaction between two application programs in which a program(client) requests a service from a program at the other end (server)

Peer-to-peer (P2P) Architecture: Networks in which all computers have an equal status are called peer to peer networks.

OR

In peer-to-peer network each terminal has an equally competent CPU.

OR

Network in which one computer is connected to another computer directly

OR

When two or more computer connected to each other and there is no client and server between them.

37. (a) = SUM (B3:E3)

OR

= SUM (B3, C3, D3, E3)

OR

=(B3+C3+D3+E3)

OR

Select F3 cell and press autosome icon

(b) SORT / SORTING / A to Z Icon

(c) =MAX (B5:E5)

(d) =AVERAGE (B3:B6)

OR

=SUM (B3:B6)/4

OR

=(B3+B4+B5+B6)/4

(e) = C5-C4

38. (a) Charts /Graph

(b) Transition Effects/Slide Transition/ Transition/Animation Effect

(c) Choose Object from the Insert menu.

In the Insert Object dialog box, click the Create from File option and click Browse to locate and choose the spreadsheet that contains the table.

OR

Copy the desired table from the spreadsheet and paste into the slide.

(d) Through Outline option

OR

File > Print > Outline

OR

Ctrl + P > Outline

(e) - Know your topic

- Use Key phrases about the topic
- Avoid too much text on each slide
- Limit the number of slides
- Avoid fancy fonts
- Use contrasting colors for text and background
- Animation and transition must be used carefully to avoid distraction
- Do a thorough spell check across all slides
- Remove irrelevant content such as images or clip arts, terms
- Insert speaker notes. etc.

39. (a) CREATE TABLE Employee

EMPID Char (4)

EMPNAME Varchar (15)

DESIGN Varchar (15)

SALARY Decimal

OR

- select the Create tab in the toolbar at the top of the screen.
- click on the Table Design button in the Tables group.
- add the fields to the table with desired datatype from the list OR
- Create a table in Datasheet view.
- right-clicking the table > Click Datasheet view from the shortcut menu.
- Add New Field column, enter the name of the fields that you want to create.

(b) A primary key is a unique value that identifies a row (tuple) in a table.

OR

A field (column/attribute) or set of fields (columns/attributes) which uniquely identifies rows (tuples) in a table(relation) is called primary key.

(c) DDL: ALTER, DROP DML: SELECT, INSERT

