

SECTION-A

1. (i) (b) Stress Management
(ii) (b) Reduces efficiency
(iii) (b) Viruses
(iv) (c) Task Bar
(v) Myth
(vi) (c) They do not create jobs
2. (i) (d) Paragraph Style
(ii) (c) 10
(iii) (c) Resize
(iv) (b) Sharpen
(v) (c) Paint
(vi) Fill Format / Fill Format mode
3. (i) (a) a dot in the upper left-hand corner
(ii) (b) Subtotal
(iii) (c) cell reference
(iv) (c) Scenario
OR
(a) Solver
OR
(b) Goal Seek
(v) (a) repeat a task
(vi) (a) Record Changes
4. (i) (d) Impress
(ii) (b) form
(iii) (b) Structured Query Language
(iv) Flat file
(v) (a) photos, music files, etc.
(vi) (a) WHERE
5. (i) (c) Toggle Keys
(ii) (d) client server
(iii) (c) DSL
(iv) (c) accident
(v) (c) happy and healthy
(vi) (d) Evacuation

SECTION - B

6. Self-awareness means that we can identify our strengths and weaknesses.

OR

Self-awareness means being aware of your personality, likes and dislikes, thoughts, beliefs, emotions and motivations.

OR

Having conscious knowledge of yourself, capabilities, feelings and your own character is called self-awareness. Benefits of self-awareness:

- It helps us in converting our weakness into strength.
- It helps us in converting our strength into an exceptional talent.
- It allows us to understand other people.
- It influences our personal development.
- It makes us more confident, innovative, empathetic.
- Ability to work independently.
- Better communication skills.
- Better decision-making skills.
- Improved relationships and teamwork.
- Better leadership skills etc.

7. (a) Mental:-

- Unable to handle their assignment, submission deadlines and examination grades

- High expectations from self/family/society
- Uncontrolled internet usage (viz. social media, Gaming etc.)
- Financial constraints/problems
- Poor time management
- Stress due to Pandemic/Unforeseen circumstances
- Health issues
- Not getting due attention/importance (identity crisis) etc.

(b) Social:-

- Discord among family members
- Peer Pressure
- Status show off
- Maintaining balance in relationships among friends/family
- Bullying/Stalking/Trolling
- Physical appearance
- Gender Bias etc.

8.

Files	Folders
(1). All information stored in a computer is kept in files.	(1). A folder is a location/container where file(s)/folder(s) can be stored.
(2). Files may or may not have extension.	(2). Folders do not have extension.
(3). Different types of files store different types of information.	(3). A folder can contain any type of files/folders.
(4). A file cannot contain another file.	(4). A folder can contain another folder.
(5). A file is a collection of text, images, videos etc.	(5). A folder is collection of text, images, video files.
(6). Files take space in computer memory	(6). Folders do not take space in computer memory
(7). Example: abc.txt, abc.jpg, abc.mp4 etc.	(7). Example: abc, Game, Photos etc.

9. Qualities of successful entrepreneur:-

- They are confident/ patient/ optimistic/ energetic/ passionate/ risk takers/ innovative/ perseverant/ hard working/ persistent/ disciplined/ self-independent/ decision makers/ problem solver/ visionary.
- They provide job opportunities.
- They believe in themselves and their abilities.
- They keep trying new ideas in their business.
- They have leadership qualities.
- They are creative and think differently about business ideas.
- They take responsibility for their actions.
- They do not give up when they face a difficulty.
- They have competitive spirit.
- They have good communication skills.
- They have strong work ethics etc.

10. Promotional functions of an entrepreneur:

- Idea Discovery/Idea generation/Ideation
- Determining the business objective

- Detailed Investigation
- Assembling the Requirements/procurement of Machines and Materials/ Resource acquisition
- Preparation of Business Plan
- Financing

11. Difference between Keep Scale and Keep image size :-

Keep Scale	Keep image
(1). When Keep scale is selected, cropping the image does not change the scale of the picture.	(1). When Keep image size is selected, cropping produces enlargement, shrinking, or distortion of the image so that the image size remains constant.
(2). When Keep scale is selected, size of the image changes.	(2). When Keep image is selected, size of the image does not change.

12. Characteristics of a template in Open Office Writer:-

- A template is a pre-defined format/model that is used to create other documents.
- They can contain anything that a regular document can contain- text, graphics, styles etc.
- Templates simplify the creation of documents.
- Templates can ease our workload
- Templates can increase our efficiency.
- They help in saving time and money.
- Templates improve clarity and consistency.

13. Sometimes, multiple reviewers return edited versions of a worksheet at the same time. In this case, it may be quicker to review all of these changes at once, rather than one review at a time. For this purpose, Calc provides the feature of merging worksheets.

OR

When multiple copies of same worksheets are modified by multiple users then all of them need to be merged into a single sheet.

OR

To summarize/combine data from separate worksheets into a single sheet, we need to merge worksheet.

14. A primary key is a unique value that identifies a row/record in a table.

OR

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

OR

Primary Key cannot contain duplicate values and it cannot be NULL.

OR

Primary Key = Unique + Not Null

How is primary key different from foreign key:-

- A foreign key can contain duplicate values while primary key cannot.
- A foreign key can contain null value while primary key cannot.
- A table can have multiple foreign keys but only one primary key.
- Value of foreign key is derived from primary key.
- A primary key of a table is referred as foreign key in another table.
- Primary key focusses on uniqueness of values while foreign key is used for creating relationships between tables.
- The foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table.

15. Self

16. Self

17. Self

18. Self

19. Self
20. Self
21. Self

