

SECTION-A

1. (i) (b) Dot (.)
(ii) (c) Visual
(iii) (b) Emotional Intelligence
(iv) (d) Self-Motivation
(v) (d) Wealthy
(vi) (c) 17
2. (i) (b) styles
(ii) (c) format
(iii) (d) Hold down the Ctrl and Shift key while dragging and dropping the image.
(iv) (b) Raster Image
(v) (b) Two
(vi) (d) F4
3. (i) (b) Define Range
(ii) (b) record Changes
(iii) (d) Solver
(iv) (c) Add-In
(v) (c) edit → Compare Document
(vi) (d) Adding Text
4. (i) (d) Delete
(ii) (c) asc
(iii) (a) Boolean
(iv) (c) SELECT
(v) (c) LONGVARBINARY
(vi) (c) text (varchar)
5. (i) (c) Blog
(ii) (c) Evacuation Drill
(iii) (b) Serial Key
(iv) (a) Peer to Peer architecture
(v) (c) Cookies
(vi) (c) Digital Subscriber Line

SECTION - B

6. People sometimes make stereotypical assumptions about others based on their cultural background, this leads to difference in opinions and can be a major barrier to effective communication. It helps us in converting our strength into an exceptional talent.

OR

Cultural barriers is when people of different cultures are unable to understand each other's customs, resulting in inconveniences and difficulties, which leads to barriers in effective communication.

7. Misconceptions about entrepreneurship are:-

- Every business idea needs to be unique or special.
- A person needs a lot of money to start a business.
- Only a person having a big business is an entrepreneur.
- Entrepreneurs are born, not made.
- Successful entrepreneurs possess innate/extraordinary qualities that cannot be learned.
- Entrepreneurs are mainly motivated to get rich.
- Entrepreneurs always make profit.

8. When one is clear on the best use of time, one becomes more focused and productive. Good time management helps in achieving bigger goals, reduces procrastination and increases productivity, as a result more chances of getting success in life.

OR

Time management is an important life skill that helps you make the most of your time without affecting your mental health. It can help you achieve your goals, maintain a healthy work-life balance, and improve your overall productivity.

OR

Time management skills help you reduce stress and prioritise your time. Effective time management clarifies your goals and prioritises your most important tasks. As a result, you have more time to achieve bigger and better results.

9. Spam Mails (Definition)

When we get mails from companies who are advertising a product or trying to attract you to their website. Such mails are called spam.

OR

Spam emails also known as junk mails, are unwanted emails that are sent from unknown sources without the recipient's consent. They are often sent for commercial purposes and can be sent in large volumes.

Ways to handle spam mails (any one of the following):-

- Report the email as spam
- Block spam email addresses
- Use an email alias
- Change your email privacy settings
- Unsubscribe from unwanted newsletters or mailing lists
- Keep your email address private
- Use a third-party spam filter
- Never respond to spam mails
- Delete spam mails on a regular basis

10. Ways to get clean and affordable energy:

- Using solar power i.e., power generated using the sun does not cause pollution as it does not require burning of non-renewable fuels, such as coal.
- Use of biogas is also an eco-friendly alternative to natural gas.
- Wind Energy is a form that uses the power of wind to generate electricity.
- Hydropower energy is generated using force of running water.

11. To group drawing objects:

- (i) Select one object, hold down the shift key and select the others which need to be included in the group.
- (ii) Hover the mouse pointer over one of the objects and choose Format → Group → Group from the new bar or right click and choose Group → Group From the pop-up menu.

12. Data Consolidation allows you to gather together your data from separate worksheets/workbooks into a master worksheet.

OR

Data Consolidation function takes data from a series of worksheets or workbooks and summarises it into a single worksheet that you can update easily.

13.

LAN	WAN
It stands for Local Area Network	It stands for Wide Area Network
It connects computers and devices in a limited geographical area.	It covers a broad area (i.e., any network that links across metropolitan, regional, or national boundaries).
Example: A network at home, school, computer laboratory, office building, or closely positioned group of buildings.	The Internet is the most popular example of WAN.
It is a smallest network.	It is a largest network.

14. The reference has two parts:-

- (1). The sheet name enclosed within single quotes
- (2). The cell reference/address.

Both the parts are separated by a period (.) or exclamatory mark(!)

Syntax: ='Sheet Name'. Cell Address

for example: = 'Savings Account' . F3.

In this example, Savings Account is the name of the sheet and it is enclosed in single quotes whereas F3 is the cell of this sheet that is being referenced.

15. Two benefits are:-

- Saves time as there is no need to enter the same data in separate tables.
- It helps in summarizing data from related tables.
- It reduces data redundancy
- It reduces data inconsistency
- It maintains data integrity
- It allows data sharing among all database users
- It allows centralized control of data

16. Fire can be prevented using appropriate measures (Any two):-

- Fire escape plans must be installed at proper levels.
- Install fire extinguishers.
- Conduct regular drills.
- Smoke alarms/fire detection system must be placed at proper intervals
- Keep workplace a no-smoking zone.
- Maintenance of safety equipment must be taken care of regularly.
- Provide fire safety training to all staff members.

17. A mail merge is a way to take a letter you've written and send it to a whole bunch of people, personalizing it with information about them so they might think that you typed that letter personally for them. It can also be a quick way to generate labels to be pasted on envelopes.

Major benefits of mail usage are as follows :-

- It saves time.
- It is fast.
- It is an efficient way to communicate with people.
- It is an economical way of communication.
- Personalized mails can be sent in bulk.
- It reduces efforts in writing bulk mails in one go.

18. Four types of hyperlinks are :

- Internet: the hyperlink points to a web address, normally starting with http://
- Mail and News: the hyperlink opens an email message that is pre-addressed to a particular recipient.
- Document: the hyperlink points to a place in either the current worksheet or another existing worksheet.
- New document: the hyperlink creates a new worksheet.

19. General guidelines for managing strong passwords

- Keep the length of the password at least 12-14 characters if permitted.
- Avoid keeping passwords based on repetition, dictionary words, letter or number sequences, usernames, relative or pet names, personal information etc.
- Include numbers and symbols in passwords.
- Use a combination of capital and lowercase letters.
- Avoid using the same password for multiple sites or purposes.
- Avoid using something that the public or workmates know about your likes or dislikes.
- Use random password generators if possible.
- Example of a strong password: ulvX:,4Hd{]S

20. Forms: A database form provides the user a systematic and interactive way of storing information into the database. It is an interface in a user-specified layout that lets users view, enter and change data directly in database objects such as tables.

Reports: A database report is the formatted and presentable result of data retrieved from database objects like tables or queries. A report helps to display the data in a summarized manner. It is used to generate the overall work outcome in a clear format.

21. (a) `SELECT PNAME FROM PRODUCT WHERE CATEGORY = 'DOMESTIC';`
(b) `SELECT PNAME, PRICE FROM PRODUCT WHERE QUANTITY < 50;`
(c) `SELECT PRICE, QUANTITY FROM PRODUCT WHERE PNAME = 'LAPTOP';`
(d) `SELECT PNAME, QUANTITY FROM PRODUCT WHERE PRICE > 5000;`

