

Section A**(Objective Type Questions)**

1. Answer any 4 out of the given 6 questions on Employability Skills.

(i) The filename and filename extension are separated by a ____.

- (a) Dollar (\$) (b) Dot (.)
(c) Underscore (_) (d) Hash (#)

(ii) Which of the following type of communication involves interchanging messages only through images or pictures?

- (a) Verbal (b) Gesture
(c) Visual (d) Facial

(iii) ____ is the ability to identify and manage one's own emotions, as well as the emotions of others.

- (a) Self-Awareness (b) Emotional Intelligence
(c) Stress Management (d) Emotional Barrier

(iv) ____ is the driving force that pushes us to achieve our goals, feel happy and improve our quality of life.

- (a) Stress Management (b) Self-Awareness
(c) Self-Growth (d) Self-Motivation

(v) Which of the following is not an essential quality to become a successful entrepreneur?

- (a) Confidence (b) Creativity
(c) Patience (d) Wealthy

(vi) In total, how many SDGs were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity?

- (a) 13 (b) 11
(c) 17 (d) 19

2. Answer any 5 out of the given 6 questions.

(i) Which of the following features allows one to apply a group of formats at the same time?

- (a) Fill (b) Styles
(c) Images (d) Drag and Drop

(ii) In Writer, styles and formatting option is available under ____ menu.

- (a) Insert (b) Tools
(c) Format (d) Window

(iii) Gaurav is creating a report in Writer. The image gets embedded in his document whenever he drags and drops the image and the document size increases. Suggest a way to link the image file instead of embedding it.

- (a) Drag and drop the image.
(b) Hold down the Ctrl key while dragging.
(c) Hold down the Shift key while dragging the image.
(d) Hold down the Ctrl and Shift key while dragging and dropping the image.

(iv) Resizing a ____ may badly affect the resolution of an image.

- (a) Vector image (b) Raster image
(c) CAD image (d) Colored image

(v) In Writer, you can create your own template in ____ way(s).

- (a) One (b) Two
(c) Three (d) Four

(vi) In Writer, ____ function key is used to see the databases while implementing mail merge.

- (a) F1 (b) F2
(c) F3 (d) F4

3. answer any 5 out of the given 6 questions.

(i) While consolidating data, a cell range can be named using ____ option.

- (a) Name range (b) Define range
(c) Consolidate name (d) Define name

(ii) Kawal and his friends are working on a Spreadsheet for entering data and updating records. They wish to keep a track of changes. Which of the following options will help in knowing who made the changes and what changes were done in the spreadsheet?

- (a) View changes (b) Record changes
(c) Store changes (d) Track changes

(iii) ____ is a more elaborate form of Goal Seek.

- (a) Database (b) Hyperlink
(c) Report (d) Solver

(iv) Macro functions can be written to behave as regular functions by writing a/an ____.

- (a) Void (b) Return
(c) Add-In (d) Dim

(v) ____ option of Calc helps in viewing the changes made to a worksheet using original and edited worksheet.

- (a) Edit → Revise document
(b) Edit → Consolidate
(c) Edit → Compare document
(d) Edit → Collaborate document

(vi) In Calc, shared workbooks allow: -

- (a) Merging cells
(b) Conditional formatting
(c) Inserting pictures/graphs
(d) Adding text

4. answer any 5 out of the given 6 questions.

(i) in OpenOffice Base, the relationship applied on the tables can be removed with the help of ____ option.

- (a) Clear (b) Remove
(c) Drop (d) Delete

(ii) In SQL, the keyword to display records in ascending order is:-

- (a) Asce (b) Incr
(c) Asc (d) High

(iii) ____ is a numeric data type which can store Yes/No type values in the form of 0 or 1 in OpenOffice Base table.

- (a) Boolean (b) Char
(c) Binary (d) Other Object

(iv) Which of the following statement retrieves zero or more rows from one or more database tables or database views?

- (a) UPDATE (b) DELETE
(c) SELECT (d) DISPLAY

(v) Roshni has created a table Customer in SQL and wants to store photograph image of every customer under Cust photo field. Suggest a suitable data type from the options given below.

- (a) IMAGE
(b) PICTURE
(c) LONGVARBINARY
(d) GRAPHIC

(vi) By default, all the fields in OpenOffice Base will have ____ datatype.

- (a) int (tiny) (b) Boolean
(c) text (varchar) (d) text (char)

5. answer any 5 out of the given 6 questions.

(i) A ____ is a discussion style website similar to an online personal diary, used for creating personal web pages.

- (a) WWW (b) Web
(c) Blog (d) Chat

(ii) Natasha works as floor manager. She has been assigned a task for conducting regular ____ to ensure safety of life in case of any disaster or emergency by evacuating the place of danger.

- (a) Cultural assembly
(b) Open house events
(c) Evacuation drill
(d) Trips and excursions

(iii) ____ is an accessibility feature that assists people who have difficulty using a keyboard or a mouse (or both).

- (a) Sticky keys (b) Serial key

- (c) Control key (d) Toggle keys
- (iv) Network in which all computers have equal status is called ____ .
- (a) Peer-to-Peer architecture
(b) Central architecture
(c) Hierarchical architecture
(d) Client-server architecture
- (v) ____ are text files with small pieces of data - like a username and password.
- (a) Operating System (b) Antivirus
(c) Cookies (d) Modem
- (vi) DSL stands for ____ .
- (a) Digital System Line
(b) Data Subscriber Line
(c) Digital Subscriber Line
(d) Data Service Line

Section B

(Subjective Type Questions)

Answer any 3 out of the given 5 questions on Employability Skills in 20-30 words each.

6. How can cultural differences be a barrier to effective communication?
7. Explain any two misconceptions about entrepreneurship.
8. Briefly discuss the significance of time management skills in order to succeed in life.
9. Very often we hear about spam mails. Explain what spam mails are, and what should be done with such mails.
10. Mention any two ways to get clean and affordable energy.

Answer any 4 out of the given 6 questions in 20-30 words each.

11. Write the main steps to group drawing objects in Writer.
12. What is the purpose of consolidating data in spreadsheets? Discuss briefly.
13. Differentiate between LAN and WAN.
14. What are the two parts of a cell reference while referencing data on other sheets? Explain with an example.
15. Give any two benefits of creating relationships between tables in a database.
16. Mention any two basic fire safety rules to be followed in any organization.

Answer any 3 out of the given 5 questions in 50-80 words each.

17. What is the concept of mail merge in word processing software? Discuss in detail. Also give any two major benefits of using mail merge.
18. Explain four types of hyperlinks that can be applied in spreadsheets.
19. Internet security is of prime concern nowadays. Using strong passwords can lower the risk of security breach on the Internet.

Himanshi has just created her first Internet based account. Help her by giving any four general guidelines for managing strong passwords.

20. In context of OpenOffice Base, explain the concept and significance of the following:
 - (a) Forms
 - (b) Reports.

21. Consider the table Product and write SQL queries for the following: -

Table:Product

PID	PNAME	PRICE	QUANTITY	CATEGORY
P01	BOARD	10000	2	OFFICE
P02	EYELINER	700	50	MAKEUP
P04	PENCIL	5	500	SCHOOL
P05	LAMP	250	10	DOMESTIC
P08	BEDSHEET	450	45	DOMESTIC
P09	LAPTOP	75000	15	OFFICE

- (a) To display names of all products whose category is "domestic".
- (b) To display product name and price whose quantity is less than 50 .
- (c) To display price and quantity of Laptop.
- (d) To display name and quantity of those products whose price is above 5000.

