

SECTION-A

1. (b) Notice/Poster
 - (ii) (a) Managing emotions
 - (iii) (b) Self-motivation
 - (iv) (a) Folder
 - (v) (b) every business idea must be unique or special. (1 mark for correct answer)
 - (vi) (b) Education
2. (i) (a) Styles
 - (ii) (c) sharpen
 - (iii) (a) To background
 - (iv) (d) Table of Contents
 - (v) (c) blank document
 - (vi) (b) Fill Format
3. (i) (b) Edit
 - (ii) (d) +
 - (iii) (c) What-if Scenarios
 - (iv) (a) a set of instructions in a programming language.
 - (v) (c) absolute hyperlink
 - (vi) (b) Subtotal
4. (i) (a) Ingress/Ingres
 - (ii) (d) Sorting
 - (iii) (b) Currency
 - (iv) (c) Query
 - (v) (a) calendar
 - (vi) (b) Label
5. (i) (c) Health
 - (ii) (b) Gas
 - (iii) (b) DoIT
 - (iv) (d) Repetitive/Repetition Strain Injury
 - (v) (b) Ergonomics
 - (vi) (c) Wear loose clothing or jewellery while working with machines.

SECTION – B

6. 7 C's of effective communication are:
 - (i) Clear/ Clarity: Be clear about what you want to say.
 - (ii) Concise/Conciseness: Use simple words (say only what is needed)
 - (iii) Concrete/Concreteness: Use exact words and facts.
 - (iv) Correct/Correctness: Use correct spelling and grammar.
 - (v) Coherent: Words should make sense and relate to the main topic.
 - (vi) Complete/Completeness: Include all the needed information.
 - (vii) Courteous/Courtesy: Be respectful, friendly, and honest.
7. Managing stress is about making a plan to be able to cope effectively with daily pressures. The ultimate goal is to strike a balance between life, work, relationships, relaxation and fun.

OR

ABC of stress management.

A : Adversity or the stressful event.

B : Beliefs or the way you respond to the event.

C: Consequences or actions and outcomes of the event.

OR

Stress management refers to a set of techniques, strategies and practices aimed at reducing, coping with and effectively handling the various stressors that individuals encounter in their lives.

OR

Stress management means finding ways to handle stress and stay healthy, both mentally and physically. By doing this, you are able to deal with daily stress triggers and meet these challenges head on.

8. Tips to keep the computer in perfect working condition are :
 - Uninstall unused programs and apps.

- Run disk-cleaner software.
- Run full system virus scan
- Run disk defragmentation.
- Shut down the computer after use.
- Keep your computer clean by wiping off dust from the keyboard and screen.
- Keep your computer software/apps updated.
- Install licensed antivirus software.
- Be careful with food and drinks while working on computer.
- Do not overcharge your battery.
- Backup your data regularly.
- Do not use pirated software.
- Do not respond to/open spam emails and unknown links.
- Organize photos into folders or albums.

9. Functions of an entrepreneur are:-

- Making decisions.
- Managing the business/ arranging raw material/hiring people/capital.
- Dividing the income/Buying raw material/Paying rent/Paying salaries.
- Taking risk.
- Creating a new method/idea/product/employment.

10. Problems related to sustainable development are:

- Food: The amount of rich, fertile land needed to grow crops, such as wheat, rice, etc. is becoming less as we are using up more and more land for other purposes.
- Water: We use fresh water from rivers and ponds for drinking and cleaning but dump garbage into them.
- Fuel: We are using a lot of wood from trees as fuels and for construction of homes and furniture. As more and more trees are being cut, it is affecting the climate of the place.

11. Using frame style, a document can be organized in sections, so that each section of the page can have a different appearance.

OR

Frames are like containers, which can hold text, graphics and lists.

OR

Frame Styles allows to format a frame by specifying its size, position, border and how the text is placed around the picture.

12. A macro is a single instruction that executes a set of instruction.

OR

The recorded macros are actually stored as a set of instructions in a programming language.

OR

A macro is a set of commands or keystrokes that are stored for later use.

Rules for naming a macro are: -

The name should

- (a) Begin with a letter
- (b) Not contain spaces
- (c) Not contain special characters except for (underscore)

13. Goal seek helps in finding out the input for the specific output.

OR

Goal seek helps to do backward/reverse calculation to obtain an input that would result in a given output.

For example, if you want to know the number of units produced to get the desired output then use Goal seek analysis tool.

14. Important prerequisites for setting a relationship between two tables in LibreOffice Base are:-

- (a) both the tables must have a common column
- (b) the data type of the common field/column in the table must be the same

15. - The keyboard should tilt and separate from the screen to find a comfortable working position and avoid fatigue in the arms or hands.

- The space in front of the keyboard must be sufficient to provide support for the hands and arms of the user
- The keyboard should have a matte surface to avoid reflective glare.
- The symbols on the keys must be adequately contrasted and legible from the design working position.

- Maintain proper posture and wrist positioning to prevent strain.
- Do not touch the keyboard with wet hands.
- Do not keep food or drinks near the keyboard.

16. Eye-related problems that might arise due to long hours spent on a computer are: -

- Computer's bright light, glare and flickering images can cause eye strain and visual fatigue.
- Computer Vision Syndrome is caused by poor lighting and glare on the computer screen.
- When you constantly focus on screen, you forget about blinking your eyes that can cause of drying eyes.
- Eye discomfort/ fatigue/ blurry vision/ headaches/ weak eye sight/ itching/ twitching/ color blindness.

17. (a) LibreOffice Writer allows grouping different shapes, to behave as a single entity without affecting their size and position. Once grouped, all shapes belonging to that group become its member and a change applied on one-member works on all.

OR

Grouping drawing objects in Writer allows users to move, align, resize, and format multiple objects simultaneously.

(b) Text Wrapping: It allows the placement of image in relation to text.

OR

Controls how text flows around an image or object.

Image alignment: It allows the vertical or horizontal placement of the image with respect to its anchor.

OR

Determines the placement of an image relative to the page or text, such as aligning left, right, or center.

18. (a) Consolidate data

(b) Data -> Consolidate

(c) Sum () / Sum

(d) It can be done by creating a hyperlink

19. (a) Fire prevention measures are:-

- All employees must know where the fire extinguishers are located, and how to properly use them.
 - Fire extinguishers and First Aid Stations should be clearly marked with signs.
 - Never block access to Exits, fire extinguishers, electric switches and panels.
 - Do not block or stack material against doors, which would prevent them from operating properly in event of a fire.
 - Do not use/place flammable material near electrical panels, switches, lift trucks, exit doorway or any electrical equipment.
 - Make sure all equipment is properly grounded where needed.
 - Fire extinguishers/fire alarm must be inspected regularly.
 - Report to your supervisor of any defect in electrical, fire prevention or material handling equipment.
- (b) Emergency handling procedures are:
- Employees must be provided instructions about electrical safety.
 - First Aid kit/box should be quickly accessible to the employees.
 - Keep a list of numbers to call during emergency.
 - Regularly check all emergency handling equipment's.
 - Place fire alarms/ fire extinguishers at various locations.
 - Never place any objects near the emergency doors or windows.
 - Leave the premises immediately in case of emergency.
 - Conduct regular mock drills.
 - Emergency exit plan should be pasted at various locations.
 - If possible, assist the person with disability to move towards the emergency exit.
 - Do not use the escalators or elevators (lifts), use the stairs instead.

20. (a) Advantages of relating two tables in a database are:

- It helps prevent missing data by keeping deleted data from getting out of sync.
- To maintain Referential Integrity.
- To prevent Data Redundancy.
- To prevent Data Inconsistency.
- To maintain Data Accuracy.
- To retrieve data from multiple tables.
- Restricts the user from entering invalid data.
- Any updation in the master table / parent table is automatically reflected in the transaction table/ child table.

(b) Many-to-many relationship: there will be multiple records in the master table that correspond to multiple records in the transaction table.

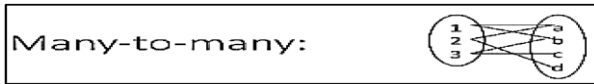
OR

A many-to-many relationship exists when multiple records in one table relate to multiple records in another table.

OR

A many-to-many relationship occurs when a record in Table A can be related to multiple records in Table B.

OR



OR



21. (a) Suitable Datatype

- Student_ID : Char/ Varchar/ Longvarchar
- Age: Integer/ Tinyint/ Smallint/ Bigint/ Numeric

(b) Primary Key: Student_ID or Phone_Number.

It uniquely identifies each student in the table.

OR

No two students have the same Student_ID/ Phone_Number.

(c) If Primary Key: Student_ID then Alternate Key Phone_Number

OR

If Primary Key: Phone_Number then Alternate Key Student_ID

(d) Attributes: 4

Records: 3

