

Section-A**(Objective Type Questions)****1. Answer any 4 out of the given 6 questions on Employability Skills.**

(i) The school is organizing a Career Counselling Workshop. Which of the following will be the most effective method of communication to inform all students of the school?

- (a) Face-to-face informal communication
- (b) Notice/Poster
- (c) Phone call
- (d) Meet everyone in person

(ii) Which of the following is the most suitable term for the ability to regulate one's own emotions and help others also to do the same?

- (a) Managing emotions
- (b) Harnessing emotions
- (c) Knowing emotions
- (d) Suppressing emotions

(iii) Roshin studies in class X and is practicing hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of ____.

- (a) Self-awareness
- (b) Self-motivation
- (c) Influential motivation
- (d) Emotional intelligence

(iv) A ____ is a location where a group of files can be stored in the computer.

- (a) Folder
- (b) SMPS
- (c) CMOS
- (d) UPS

(v) Which of the following is a myth about entrepreneurs?

- (a) An entrepreneur should be confident and should be able to take decisions.
- (b) Every business idea must be unique or special.
- (c) An entrepreneur should keep trying new ideas.
- (d) An entrepreneur should be creative and should have different solutions to the problem.

(vi) Which one of the following is the most important factor for sustainable development and helps us become aware of our role as a responsible citizen?

- (a) Sports
- (b) Education
- (c) Business
- (d) Illiteracy

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

(i) Ravi has to prepare a project report. He wants to save certain formatting features and then apply them on the project report. He can use the ____ feature of OpenOffice Writer.

- (a) Styles
- (b) Image
- (c) Mail Merge
- (d) Preview

(ii) During a recent excursion, Roshni has taken some pictures for making a report in writer. She wants to increase the contrast of the images. Which one of the following image filters should she use in Writer?

- (a) Aging
- (b) Mosaic
- (c) Sharpen
- (d) Smooth

(iii) Which one of the following image arrangement options in Writer sends the drawing object behind the text?

- (a) To background
- (b) To foreground
- (c) Behind the text
- (d) Back one

(iv) ____ feature of Writer is based on different types of heading styles and is used to give the listing of the contents of the document.

- (a) Table of Heading
- (b) Index
- (c) Label of Contents
- (d) Table of Contents

(v) ____ is the default template for the files being created in Writer.

- (a) Resume template
- (b) Project Report
- (c) Blank document
- (d) Chapter

(vi) Shanta is creating a project report in Writer and wants to apply the same style on headings / titles in the entire document as she has done at the beginning of the document. She can use the ____ feature of Writer to apply the same format on each line / word, wherever needed.

- (a) Fill Style
- (b) Fill Format
- (c) Apply Feature
- (d) Apply Character

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

(i) To add your own comments in Calc, select ____ → Track changes → Comment.

- (a) File (b) Edit
- (c) Insert (d) Data

(ii) To add a new sheet in the spreadsheet, click on the ____ sign located at the left bottom of the spreadsheet.

- (a) * (b) /
- (c) % (d) +

(iii) ____ is a set of values that can be used within the calculations in the spreadsheet to explore and compare various alternatives depending on changing conditions.

- (a) Sort (b) Filter
- (c) What-if Scenarios (d) Comments

(iv) The recorded macros are actually stored as ____.

- (a) a set of instructions in a programming language.
- (b) a sequence of data cells
- (c) a document
- (d) a list of values

(v) Which creating a hyperlink in calc, if the complete path along with filename is given then it is an example of ____.

- (a) Relative hyperlink (b) Mixed hyperlink
- (c) Absolute hyperlink (d) Folder hyperlink

(vi) This tool in Calc allows you to create a group of cells automatically and apply common functions like sum, average on the grouped data. It is known as ____ tool.

- (a) Sum (b) Subtotal
- (c) Function (d) Common

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

(i) ____ is the database software that is used to create, manipulate and manage data.

- (a) Ingress (b) Writer
- (c) Paint (d) Windows

(ii) The process of arranging data in ascending or descending order is known as ____.

- (a) Filtering (b) Tracking
- (c) Purification (d) Sorting

(iii) With reference to LibreOffice Base, which of the following is a valid data type to indicate the monetary values?

- (a) Money (b) Currency
- (c) Rupee (d) Dollar

(iv) Data can be retrieved and displayed from one or more tables in a DBMS using a ____.

- (a) Referential integrity (b) Domain
- (c) Query (d) Field

(v) While designing a form, it is suggested to get the date input by adding the ____ to the date field to prevent entering invalid dates.

- (a) Calendar (b) Text input
- (c) Timer (d) Number input

(vi) While designing a form, titles, headings or sub-headings may be added using ____ tool available on the Form Controls toolbox.

- (a) Textbox (b) Label
- (c) Title (d) Heading

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

(i) ____ is a state of physical, mental and social well-being.

- (a) Richness (b) Popularity
- (c) Health (d) Activity

(ii) Which one of the following is a class B ignition material?

- (a) Paper
- (b) Gas
- (c) Electrical equipment
- (d) Potassium

(iii) The ____ has prepared the policy to provide employees with a healthy and safe work environment.

- (a) GoIT (b) DoIT
(c) ToIT (d) SoIT

(iv) RSI stands for :-

- (a) Recurring Syndrome Injury
(b) Repetition Symptom Injury
(c) Recessive Stress Injury
(d) Repetitive Strain Injury

(v) _____ is the science that deals with designing and arranging the things at workplace so that people can use them easily and safely.

- (a) Health science (b) Ergonomics
(c) Fixture science (d) Work Economics

(vi) Which one of the following is a wrong safety guideline?

- (a) Store all cleaning chemicals in tightly closed containers in separate cupboards.
(b) Never distract the attention of people who are working near a fire or with some machinery, tools or equipment.
(c) Wear loose clothing or jewelry while working with machines.
(d) Make sure all areas have proper lighting.

Section B

(Subjective Type Questions)

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

6. Briefly explain the meaning of any 2 C's out of the 7 Cs of effective communication.
7. What is Stress management?
8. Give any four tips to keep the computer in perfect working condition.
9. Mention any four main functions of an entrepreneur.
10. Explain any two problems related to sustainable development.

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

11. Out of various style categories provided by Writer, briefly explain Frame style category in brief.
12. What is a Macro? Give any two rules that should be followed while naming a Macro or module in Calc.
13. What is the main purpose of Goal Seek in Calc? Give an example to support your answer.
14. What are the important prerequisites for setting a relationship between two tables in LibreOffice Base? Mention any two.
15. For a computer workplace, give any two health and safety requirements while using a keyboard.
16. Excessive use of computers might have a bad impact on your vision. Give any two eye-related problems that might arise due to long hours spent on a computer.

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

17. (a) What is the benefit of grouping drawing objects in Writer?
(b) Differentiate between text wrapping and image alignment feature in Writer.
18. Mr. Amit, Sales Manager of ABC Sales Corporation has created a spreadsheet in LibreOffice Calc that lists Sales for different years in different regions in different worksheets. He wants to summarize and make certain decisions based on it.

Help him by answering the following questions:-

- (a) Which tool in Calc can be used to combine the sales data from multiple sheets into a single summary sheet?
 - (b) Name the Menu Option and Sub-Menu Option that can be used to generate combined summary of all the worksheets.
 - (c) Name the function that can be used to display total of all sales.
 - (d) He wants to open a summary document stored at a different location from within the sheet by clicking on a text stored in a cell. How can it be done?
19. Imagine that you have been signed a contract of handling fire safety and emergency in a company. You need to spread awareness on fire safety and emergency handling to the employees.

Answer the following questions: -

- (a) Give any two fire prevention measures at the workplace.
 - (b) Give any two basic emergency handling procedures at the workplace.
20. (a) Give any two advantages of relating two tables in a database.
(b) Explain many-to-many relationship between the tables in a database.

21. Consider the following table: -

Table : Student

Student_ID	Name	Age	Phone_Number
S001	Amit	15	9876543210
S002	Priya	16	8765432109
S003	Priya	15	7654321098

Answer the following questions: -

- (a) You are given the task to design the student database for your school in LibreOffice Base. Based on the given table structure, suggest the datatype of student_id and age field that would be suitable to store student's-id and age respectively.
- (b) As a database administrator, you need to ensure each student has a unique identifier. Which field in the table would you choose as the primary key and why?
- (c) Identify the field that can serve as an alternate key. Justify your answer.
- (d) How many attributes and records are present in the above shown table?

