



**Intellect**

Strictly according to the latest CBSE Sample Paper

**CBSE 10 SAMPLE QUESTION PAPERS**

(Including Answers Key)

**INFORMATION TECHNOLOGY**

(SUBJECT CODE-402)



**CLASS X**

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# Syllabus

## INFORMATION TECHNOLOGY (SUBJECT CODE 402)

### CLASS-X (SESSION 2023-2024)

	UNITS	No. of Hours for Theory and Practical		Max. Marks for Theory and Practical
<b>PART A</b>	<b>EMPLOYABILITY SKILLS</b>			
	<b>Unit-1</b> : Communication Skills-II	10		2
	<b>Unit-2</b> : Self-Management Skills-II	10		2
	<b>Unit-3</b> : ICT Skills-II	10		2
	<b>Unit-4</b> : Entrepreneurial Skills-II	15		2
	<b>Unit-5</b> : Green Skills-II	05		2
	<b>Total</b>	<b>50</b>		<b>10</b>
<b>PART B</b>	<b>SUBJECT SPECIFIC SKILLS</b>	<b>Theory</b>	<b>Practicals</b>	<b>Marks</b>
	<b>Unit-1</b> : Digital Documentation (Advanced)	12	18	8
	<b>Unit-2</b> : Electronic Spreadsheet (Advanced)	15	23	10
	<b>Unit-3</b> : Database Management System	18	27	12
	<b>Unit-4</b> : Web Applications and Security	15	22	10
	<b>Total</b>	<b>60</b>	<b>90</b>	<b>40</b>
<b>PART C</b>	<b>PRACTICAL WORK</b>			
	<b>Practical Examination</b>			
	• Advanced Documentation	5 Marks		20
	• Advanced Spreadsheets	5 Marks		
	• Databases	10 Marks		
	• Viva Voce	10 Marks		
	<b>Total</b>			<b>30</b>
<b>PART D</b>	<b>PROJECT WORK/FIELD VISIT</b> Any Interdisciplinary Real World Case Study to be taken. Summarized data reports of same can be presented in base. Input should be taken using forms and output should be done using repors using base. Documentation of the case Study should be presented using writer.			10
	<b>PORTFOLIO/PRACTICAL FILE :</b> (Portfolio should contain printouts of the practical done using Writer, Calc and Base with minimum 5 problems of each)			10
	<b>Total</b>			<b>20</b>
	<b>GRAND TOTAL</b>	<b>200</b>		<b>100</b>

# C.B.S.E. DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Marking Scheme for Class X (Session 2023-2024)

Max. Time : 2 Hours

Max. Marks : 50

## PART A : EMPLOYABILITY SKILLS (10 MARKS)

Unit No.	Name of the Unit	Objective Type Questions	Short Answer Type Questions	Total Questions
		1 Mark Each	2 Marks Each	
1	Communication Skills-II	1	1	2
2	Self-Management Skills-II	2	1	3
3	ICT Skills-II	1	1	2
4	Entrepreneurial Skills-II	1	1	2
5	Green Skills-II	1	1	2
Total Questions		6	5	11
No. of Questions to be Answered		Any 4	Any 3	07
Total Marks		$1 \times 4 = 4$	$2 \times 3 = 6$	10 Marks

## PART B : SUBJECT SPECIFIC SKILLS (40 MARKS)

Unit No.	Name of the Unit	Objective Type Questions	Short Answer Type Questions	Descriptive/ Long Ans. Type Questions	Total Questions
		1 Mark Each	2 Marks Each	4 Marks Each	
1	Digital Documentation (Advance)	6	1	1	8
2	Electronic Spreadsheet (Advance)	6	2	1	9
3	Database Management System	6	1	2	9
4	Web Applications and Security	6	2	1	9
Total Questions		24	6	5	35
No. of Questions to be Answered		20	Any 4	Any 3	27
Total		$1 \times 20 = 20$	$2 \times 4 = 8$	$4 \times 3 = 12$	40 Marks

# **C.B.S.E. DEPARTMENT OF SKILL EDUCATION**

**INFORMATION TECHNOLOGY (SUBJECT CODE-402)**

**Blue Print Sample Question Paper for Class X (Session 2023-2024)**

**Max. Time : 2 Hours**

**Max. Marks : 50**

## **GENERAL INSTRUCTIONS**

1. Please read the instructions carefully.
2. This Question Paper consists of **21 questions** in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (5 + 16 ) = 21 questions, a candidate has to answer (5 + 10) = 15 questions in the allotted (Maximum) time of 2 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A – OBJECTIVE TYPE QUESTIONS** **(24 MARKS)**
  - i. This section has 05 questions.
  - ii. Marks allotted are mentioned against each question/part.
  - iii. There is no negative marking.
  - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS** **(26 MARKS)**
  - i. This section has 16 questions.
  - ii. A candidate has to do 10 questions.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.

# C.B.S.E. DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Blue Print of Sample Question Paper for Class X (Session 2023-2024)

Max. Time : 2 Hours

Max. Marks : 50

## SECTION A : OBJECTIVE TYPE QUESTIONS

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

**(1 × 4 = 4 Marks)**

- (i) When it is difficult to communicate with someone who is not willing to talk or express their feelings and views it means there is a/an ..... .  
(a) Culture Barrier (b) Interpersonal Barrier  
(c) Physical Barrier (d) Language Barrier
- (ii) Kartik's Computer was running very slow, hangs and often restarts. He is very confused and tensed as he was working on a very important assignment. Kartik's friend gave him the following suggestions. Identify who has given him a genuine suggestion.  
(a) Radha : Restart your machine  
(b) Ishan : Install reliable antivirus software and update  
(c) Amar : Don't use Pendrive  
(d) Sam : Install free antivirus from net
- (iii) ..... refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations.  
(a) Self-Motivation (b) Stress Management  
(c) Self-Awareness (d) Self-Regulation
- (iv) High expectations from self can leave with chronic anxiety and stress, thus leading to ..... stress.  
(a) Physical (b) Emotional  
(c) Mental (d) Financial
- (v) Which of the following is/are a myth about Entrepreneurship?  
(a) Need a lot of Money  
(b) Must have a great Idea  
(c) Should know everything about business  
(d) All of these
- (vi) Name the organization that has the Sustainable Development Goals?  
(a) UNICEF (b) League of Nations  
(c) United Nations (d) World Health Organization

(2)

**R.K. PUBLICATIONS HOUSE**

**Q.2. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Which one is not the tab of the insert/index Table window of Writer Document?  
(a) Entries (b) Background  
(c) Style (d) Row
- (ii) In the custom styles, each ..... field on the Structure line represents a blank space in a document.  
(a) Black (b) White  
(c) Blue (d) Yellow
- (iii) Saurabh has made an advertisement in Digital Document. He is facing difficulty in positioning the images within the text. Suggest him how he can adjust the image?  
(a) Wrap text (b) Crop  
(c) Alignment (d) Layout
- (iv) A ..... is a collection of records that store data in Mail merge.  
(a) Data Source (b) Main Document  
(c) Document (d) Merge Field
- (v) To increase the contrast of an image, ..... option is used in a document.  
(a) Smooth (b) Sharpen  
(c) Aging (d) mosaic
- (vi) ..... provide Internet access by transmitting digital data over wires of a local telephone network.  
(a) ISP (b) DSL  
(c) Dial-up Connection (d) Modern

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) ..... is specifically designed to minimize the results according to a set of rules that we define in a spreadsheet.  
(a) Goal Seek (b) Scenario  
(c) Solver (d) Subtotal
- (ii) Sahil and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option should they use to access the same Spreadsheet from home?  
(a) Consolidate Worksheet (b) Link Worksheet  
(c) Merge Worksheet (d) Lock Worksheet
- (iii) ..... can help to clarify the relation between cells while using "Multiple Operations".  
(a) Detective (b) Solver  
(c) Navigation (d) Hyperlink

- (iv) Identify the part of a Spreadsheet using which a user can manage multiple sheets.
  - (a) Status Bar
  - (b) Sheet Tab
  - (c) Formula Bar
  - (d) Worksheet Area
- (v) Spreadsheet software can find the changes by ..... sheets.
  - (a) Changing
  - (b) Comparing
  - (c) Renaming
  - (d) Editing
- (vi) At the bottom of each worksheet, left tab indicates the ..... of the worksheet in a workbook.
  - (a) Size
  - (b) 3 Type
  - (c) Name
  - (d) Color

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) It enables users to view, enter, and change data directly in database objects.
  - (a) Report
  - (b) Query
  - (c) Form
  - (d) Database
- (ii) There are ..... types of Relationships in a table of a database.
  - (a) One
  - (b) 3
  - (c) 4
  - (d) Many
- (iii) A Relational database uses ..... commands which is a standard user application that provides an easy programming interface for database interaction.
  - (a) Access
  - (b) Python
  - (c) SQL
  - (d) Protocol
- (iv) Suraj wants to create a database for his clients. For this purpose, she needs to store the Email IDs of his clients. Which datatype should he use to accomplish this purpose?
  - (a) Numeric
  - (b) Varchar
  - (c) Binary
  - (d) Boolean
- (v) Geet has written a SQL query in SQL view. But he doesn't know how to execute the query using keyboard keys. Suggest him the shortcut key to complete the task.
  - (a) Enter
  - (b) Ctrl + E
  - (c) Space bar
  - (d) F5
- (vi) A table can have only ..... primary key in a database.
  - (a) 1
  - (b) 2
  - (c) 3
  - (d) Many

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) ..... key is an accessibility feature that assists people having difficulty in using keyboard and mouse.
  - (a) Guide
  - (b) Sticky
  - (c) Serial
  - (d) Home

- (ii) Anaisha is a wildlife photographer. She wants to create her website where she can update the pictures and discuss about different events, reviews, announcements, news etc. Suggest her a suitable option to complete the task.
- (a) Blog (b) E-Mail  
(c) Instant Messaging (d) Mail Merge
- (iii) Which of the following is not a web browser?
- (a) Safari (b) Internet Explorer  
(c) Google (d) Firefox
- (iv) Which out of the following is the best example of a strong password?
- (a) 9412356789 (b) 14 Hd{]\$\_Sb10  
(c) Harry Potter Series (d) 14 Oct, 2004
- (v) Bharat has set up his company with 20 computers in a building. He wants to connect all the computers together. Which type of Network will be the best suitable for this purpose?
- (a) LAN (b) WAN  
(c) PAN (d) MAN
- (vi) IP stands for .....
- (a) International Protocol (b) Internet Protocol  
(c) Intranet Protocol (d) Interpersonal Protocol

## SECTION B : SUBJECTIVE TYPE QUESTIONS

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** What are the learning objectives of communication?
- Q.7.** Why do we say that an entrepreneur should be open-minded ?
- Q.8.** How is self-regulation connected to the ability to work independently?
- Q.9.** How we can prevent computer against attack by viruses.
- Q.10.** “Green economy promotes sustainable development”. Justify the statement.

**Answer any 4 out of the given 6 questions in 20-30 words**  
**each (2 × 4 = 8 Marks)**

- Q.11.** What do you understand by Anchoring in Word Processor?
- Q.12.** What do you mean by Sorting in a Spreadsheet?
- Q.13.** State any four etiquettes to be followed while chatting on the internet.
- Q.14.** How is Goal Seek different from Solver in a Spreadsheet?
- Q.15.** Differentiate between a Primary key and Foreign key.
- Q.16.** What is the importance of healthy lifestyle? Give any four points related to it.

**Answer any 3 out of the given 5 questions in 50-80 words  
each (4 × 3 = 12 Marks)**

- Q.17.** What do you understand by the term Table of Contents? List the characteristics of a good 'Table of content' in a word processor.
- Q.18.** Explain the term 'Scenarios' in relation to the Spreadsheets with example.
- Q.19.** Explain different kinds of online threats.
- Q.20.** Explain the term "Referential Integrity". Why is it important in a database?
- Q.21.** Consider the following Vendor table and write the queries for the following:

**TABLE DATESHEET**

Sub_code	Sub_Name	Date of Exam	Days
E001	English	11-03-2021	Monday
H002	Hindi	15-03-2021	Friday
S003	Social Sci.	18-03-2021	Monday
S004	Science	21-03-2021	Thursday

- (i) Write a SQL command to display the records in ascending order by date of exam.
- (ii) Write a query to display the above date sheet.
- (iii) Write a query to display the subject name and date of the exam held on 'Monday'
- (iv) Write a SQL command to display the date of exam and Sub\_Name of Science subject.

**For visually impaired candidates.**

Write a short note on the following:

- (i) DBMS
- (ii) Database Server
- (iii) Data Integrity
- (iv) Record

## ANSWERS

### **SECTION A : OBJECTIVE TYPE QUESTIONS**

- Ans.1.** (i) (b) Interpersonal Barrier
- (ii) (b) Ishan : Install reliable antivirus software and update
- (iii) (b) Stress Management
- (iv) (c) Mental
- (v) (d) All of these
- (vi) (c) United Nations

- Ans.2.** (i) (d) Row  
(iii) (a) Wraptext  
(v) (b) Sharpen
- Ans.3.** (i) (b) Scenario  
(iii) (c) Solver  
(v) (b) Sharpen
- Ans.4.** (i) (c) Form  
(iii) (c) SQL  
(v) (d) F5
- Ans.5.** (i) (c) Serial  
(iii) (c) Google  
(v) (a) LAN
- (ii) (a) Black  
(iv) (a) Data source  
(v) (b) DSL
- (ii) (b) Linksheet  
(iv) (a) Sheet tab  
(vi) (b) Comparing
- (ii) (b) 3  
(iv) (b) Varchar  
(vi) (a) 1
- (ii) (a) Blog  
(iv) (b) 14 Hd{]\$\_Sb10  
(vi) (b) IP Protocol

## **SECTION B : SUBJECTIVE TYPE QUESTIONS**

- Ans.6.** Learning objectives of Effective communication are :
1. Sending, receiving and understanding the message or information.
  2. Development of Interpositional Skills.
  3. To express effectively with maximum efficiency.
- Ans.7.** The smartest and most successful people welcome new ideas and diverse perspectives, allowing them to see more opportunities ahead of them and better solutions to problems. Open-minded entrepreneurs are able to strategize better because they can listen to varying and look at a problem through multiple lenses.
- Ans.8.** The ability to work independently can be enhanced by being self-regulated. Self-regulation guides independent individuals as it helps them to consider long term consequences rather than just transient feelings. It leads to a responsible and a value driven behavior. It teaches self-control and well-directed efforts to reach the goal. Self-regulated includes discipline that helps in consistent efforts to move towards the goal.
- Ans.9.** We can prevent the computer against attack of viruses by installing proper antivirus, enabling the firewall, scan external devices before using on other computer, by avoiding emails that are suspicious or not known to us, should be very careful while downloading files or any programs from the internet etc.
- Ans.10.** The focus of green growth strategies is ensuring that natural assets can deliver their full economic potential on a sustainable basis. That potential includes the provision of critical life support services – clean air and water, and the resilient biodiversity needed to support food production and human health.

- Ans.11.** Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is, paragraph, or even a character. An image always has an anchor point. (Answer in Libre Office and Open Office both are acceptable.)
- Ans.12.** Sorting is the process of arranging data into meaningful order so that you can analyze it more effectively. For example , you might want to arrange sales data by calendar month so that you can produce a graph of sales performance. (Answer in Libre Office and Open Office both are acceptable.)
- Ans.13.** The etiquettes to be followed while chatting on the internet are :
- (i) Message should be short and to the point.
  - (ii) Always introduce yourself by name if your screen name doesn't reflect it.
  - (iii) Always ask if the other person has time to chat first, regardless of how important you think what you have to say is, it's not going to be well received if the recipient is busy.
- Ans.14.** Goal seek determines what values needs to be input in a cell to achieve the described result in a formula cell as it allows varying the value for one cell whereas Solver can solve equations that uses several variables, so it can be used to determine what values need to be entered in multiple-input cells to achieve the described result.
- Ans.15.** A primary key is a unique value that identifies a row in a table, whereas a foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of column in another (referenced. table. A table can have only Primary Key but a table can have multiple foreign keys.
- Ans.16.** A healthy lifestyle helps to keep and improve people's health and well-being. A healthy lifestyle includes :
- (i) Healthy eating habits.
  - (ii) Physical activities.
  - (iii) Stress management
  - (iv) Sound sleep.
- Ans.17.** The table of contents is a snapshot of the headings and page numbers in your document and does not automatically updates itself as you make changes. It acts as a map for the users.
- A good table of content has the following characteristics:
- It should be easy to read and simple to use.
  - It should be organised and formatted properly.
  - It must be accurate and easily accessible.
  - It should be given after the title and copyright page.
- (Answer in Libre Office and Open Office both are acceptable.)

**Ans.18.** Scenarios are a tool to test “What-if” questions. Each scenario is named and can be edited and formatted separately. When you print the spreadsheet, only the content of the currently active scenario is printed. A scenario is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the navigator or a drop-down list which can be shown beside the changing cells. For example, if you wanted to calculate the effect of different interest rates on investment, you could add a scenario for each interest rate and quickly view the results. Formulas that rely on the values changed by your scenario are updated when the scenario is opened. If all your sources of income used scenarios, you could efficiently build a complex model of your possible income.

**Ans.19.** There are different kinds of online threats:

**(i) Phishing :** Phishing attacks use fake communication, such as an email, to trick the receiver into opening it and carrying out the instructions inside, such as providing a credit card number.

**(ii) Malware :** Malware is malicious software such as spyware, ransomware, viruses, and worms. Malware is activated when a user clicks on a malicious link or attachment, which leads to installing harmful software.

**(iii) Password Attacks :** With the right password, a cyber attacker has access to a wealth of information. Social engineering is a type of password attack that data insiders define as “a strategy cyber attackers use that relies heavily on human interaction and often involves tricking people into breaking standard security practices.”

**(iv) Email Spoofing :** It is the forgery of an email header so that the message appears to have originated from someone or somewhere other than the actual source.

**Ans.20.** Referential Integrity is used to maintain the accuracy and consistency of data in a relationship. In a database, data can be linked between two or more tables with the help of primary key and foreign key constraints.

Referential Integrity is important in DBMS as:

- It prevents the entry of duplicate data.
- It prevents one table from pointing to a nonexistent field in another table.
- It prevents inconsistency between “Partnered” tables.
- It prevents the deletion of a record that contains a value referred to by a foreign key in another table.
- It prevents the addition of a record to a table that contains a foreign key unless there is a primary key in the linked table.

**Ans.21. (i)** Select \* from Datesheet order by Date of Exam

**(ii)** Select \* from Datesheet

**(iii)** Select Sub\_Name, Date of Exam from Datesheet where Days = ‘Monday’.

**(iv)** Select Sub\_Name, Date of Exam from Datesheet where Sub\_Name = ‘Science’.

**For visually Impaired Candidates.**

- (i) A database management system is a software package with computer programs that controls the creation, maintenance, and use of a database. It allows organizations to conveniently develop databases for various applications. A database is an integrated collection of data records, files, and other objects. A DBMS allows different user application programs to concurrently access the same database. Well known DBMSs include Oracle, IBM DB2, Microsoft SQL Server, Microsoft Access, PostgreSQL, MySQL, FoxPro, and SQLite.
- (ii) Database servers are dedicated computers that hold the actual databases and run only the DBMS and related software. Typically databases available on the database servers are accessed through command line or graphic user interface tools referred to as Frontends; database servers are referred to as Back-ends. Such type of data access is referred to as a client-server model.
- (iii) Data integrity means that the data is accurate and consistent in the database. Data Integrity is very important as there are multiple databases in a DBMS. All of these databases contain data that is visible to multiple users.
- (iv) A record is a set of information (made up of fields) stored in your database about one of the items.

# SAMPLE PAPER-1

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time : 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) Sustainable development requires judicious use of ..... .  
(a) natural resources (b) human resources  
(c) man-made resources (d) none of these
- (ii) Vacationing helps in ..... individuals.  
(a) stressing (b) de-stressing  
(c) destroying (d) none of these
- (iii) Computer programs that can damage the data and software programs or steal the information stored on a computer.  
(a) Spam (b) Viruses  
(c) Junk mail (d) BIOS
- (iv) The small pictures on the desktop are called ..... .  
(a) Worm (b) Wallpaper  
(c) Icons (d) None of these
- (v) Good stress is known as ..... .  
(a) Prestress (b) Eustress  
(c) Distress (d) None of these
- (vi) ..... refers to your ability to identify effective methods of getting yourself to move from thoughts to action.  
(a) Self-motivation (b) Selflessness  
(c) Self-dedication (d) None of these

**Q.2. Answer any 5 out of the given 6 questions:**

**(1 × 5 = 5 Marks)**

- (i) A ..... is an application software that processes text and is used to create, modify, format and print documents.  
(a) Open office Calc (b) Open office impress  
(c) Open office writer (d) None of these
- (ii) ..... is a horizontal bar present at the bottom of windows 7 desktop  
(a) Status bar (b) menu bar  
(c) taskbar (d) recycle bin
- (iii) ..... serves as an interface between the user and computer.  
(a) Hardware (b) Software  
(c) Internet (d) Operating System

- (iv) Complete the assignment ..... 1 hour.  
 (a) at (b) in  
 (c) by (d) under
- (v) Sound sentry is designed to help users with ..... impairments.  
 (a) vision (b) auditory  
 (c) both (a) and (b) (d) none of these
- (vi) The term ISP stands for .....  
 (a) Internet Security Protocol (b) Internet Service Protocol  
 (c) Internet Service Provider (d) Internet Security Provider

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) When a combination of hardware and software enables a person with a disability or impairment to use a computer, it is known as **[CBSE 2020]**  
 (a) Mechanical Assistance (b) Assertiveness  
 (c) Assistive Technology (d) Assistance and Communication
- (ii) The intersection point between a row and a column is called a .....  
 (a) Table (b) Cell  
 (c) Row (d) Active Cell
- (iii) ..... keys are also known as modifier keys.  
 (a) Shift (b) Ctrl  
 (c) Alt (d) All of these
- (iv) A ..... is a graphical representation of data, in which the data is represented by symbols, such as bars.  
 (a) Picture (b) Graph or Chart  
 (c) Smart Art (d) None of these
- (v) A ..... is a model used to create other documents.  
 (a) Wizards (b) Chart  
 (c) Styles (d) Templates
- (vi) Header & Footer option is available under ..... menu.  
 (a) Edit (b) View  
 (c) Insert (d) Format

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) ..... are generally prepared for presenting the data in hard copy by using printers.  
 (a) Form (b) Query  
 (c) Report (d) Table

- (ii) The extension of Libre Offices preadsheet file is ..... .  
 (a) .ODS (b) .ODT  
 (c) .ODP (d) .ODD
- (iii) Data can be organized in a database in mainly ..... types.  
 (a) Four (b) Six  
 (c) Three (d) Two
- (iv) Relational Database is a collection of ..... .  
 (a) Tables (b) Values  
 (c) Records (d) None of the above
- (v) Which website is used for online booking of train tickets?  
 (a) Amazon (b) IRCTC  
 (c) Flipkart (d) Trivago
- (vi) In which menu Share Spreadsheet option is available?  
 (a) Tools (b) Data  
 (c) Styles (d) Format

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

**(1 × 5 = 5 Marks)**

- (i) IMS include the option for ..... .  
 (a) File transfer (b) Audio Chat  
 (c) Video Calling & Conferencing (d) All of these
- (ii) ..... is a set of data values of one type arranged in a vertical manner.  
 (a) Row (b) Field  
 (c) Tuple (d) All of these
- (iii) To combine two or more cells ..... option is used.  
 (a) Merge Cells (b) Split Cells  
 (c) Protect Cells (d) None of these
- (iv) ..... key is used to select contiguous files and folders.  
 (a) Shift (b) Ctrl  
 (c) Alt (d) All of the above
- (v) The field which is designated as the Primary key of a table cannot have ..... .  
 (a) Values (b) Duplicate values  
 (c) Numbers (d) Text
- (vi) A table is an arrangement of ..... .  
 (a) Rows (b) Columns  
 (c) Cells (d) Both (a) and (b)

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**

**Answer each question in 20 – 30 words.**

- Q.6.** Explain any 2 Qualities of an entrepreneur.
- Q.7.** Differentiate between files and folders.
- Q.8.** Rohan's father told him that they need to attach a modem for internet connection on their computer explain the meaning and function of modem to Rohan.
- Q.9.** State the purpose of creating a blog.
- Q.10.** What are the measures to increase the performance of a computer system?

**Answer any 4 out of the given 6 questions in  
20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** What are document templates? State the purpose of using a document template.
- Q.12.** Differentiate between data definition language (DDL) and data manipulation language (DML).
- Q.13.** Explain any three character formatting options in a word document.
- Q.14.** What is the use of consolidate data tool in calc?
- Q.15.** What do you mean by grouping of objects?
- Q.16.** Define the following terms.
- (i) P2P (ii) DBMS  
(iii) Primary Key (iv) Foreign Key

**Answer any 3 out of the given 5 questions in  
50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Elaborate the different types of styles which can be provided in word processor.
- Q.18.** Write the SQL commands to answer the questions based on the "WORKER" table.
- (a) Create "Worker" table with the following fields

<b>FIELDS</b>	<b>DATA TYPES</b>
WID	Integer
Wname	Varchar(20)
WDesignation	Char(10)
WCity	Varchar(30)
WPhone	Char(10)

- (b) Display all the records in the Worker table
- (c) Display the records where city is Delhi
- (d) Define Primary Key

**Q.19.** What precautions must be taken to improve the online security?

**Q.20.** Given the following Spreadsheet, Write the appropriate Formula/Expression/Function to be used for the following- *[CBSE 2020]*

	A	B	C	D	E	F
1	<b>Quarterly Sales Report</b>					
2	<b>ZONE</b>	<b>JAN-MAR</b>	<b>APR-JUN</b>	<b>JUL-SEP</b>	<b>OCT-DEC</b>	<b>TOTAL</b>
3	North	500	420	290	400	
4	West	150	130	400	250	
5	East	400	270	320	350	
6	South	540	530	457	380	

- (a) Write the formula to calculate the Total Sales of North Zone.
- (b) Write the feature used for arranging the sales from Lowest to the Highest
- (c) Write the formula to find the Maximum Sales in East Zone in cell G5.
- (d) Write the formula to find the Average Sales in Jan-Mar in cell C7.
- (e) Write the formula to find the difference between the sales in East Zone and West Zone in Apr-Jun in cell H5.

**Q.21.** Write down the steps for creating a table in OpenOffice application.

# SAMPLE PAPER-2

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time : 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) According to the concept of sustainable development the environment and development are ..... issues.  
(a) Inseparable (b) Separate  
(c) Independent (d) None of these
- (ii) ..... refers to systematic efforts to direct one's thought feeling actions towards the attainment of one's goals.  
(a) Self motivation (b) Self regulation  
(c) Innovative (d) None of these
- (iii) ..... are the programs that display unwanted ads to your computer in pop up form.  
(a) Spam (b) Adware  
(c) Malware (d) None of these
- (iv) The right bottom of the desktop contains .....  
(a) Notification area (b) Start button  
(c) Icons (d) Taskbar
- (v) ..... stress if continues for a long duration turns into chronic disease.  
(a) Bad (b) Good  
(c) Both (d) None of these
- (vi) ..... ability of a person to do things that need to be done without someone or something influencing us.  
(a) Self-Discipline (b) Self Awareness  
(c) Self-motivation (d) Self Regulation

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

**(1 × 5 = 5 Marks)**

- (i) ..... is not an instant messaging service.  
(a) Skype (b) Yahoo Messenger  
(c) Firefox (d) WhatsApp
- (ii) ..... is the process of emptying the place in case of an emergency.  
(a) Disaster (b) Evacuation  
(c) Accident (d) Hazard

- (iii) ..... is a device that converts digital computer signals into a form analog signals that can travel over phone lines and vice-versa.
- (a) Repeater (b) Switch  
(c) Router (d) Modem
- (iv) In which of the following architecture the whole data is saved at centralised system and other computers will take the services from the centralised system.
- (a) Client server (b) Peer to peer  
(c) Point to point (d) Ring
- (v) Which of the following is not an offline blog editor?
- (a) Qumana (b) Word press  
(c) Blog Desk (d) None of these
- (vi) A/An ..... software is a program that detects prevents from malicious programs such as viruses.
- (a) Anti-virus (b) Disc cleanup  
(c) Spam (d) Worm

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) The shortcut key to print a document is ..... .
- (a) Ctrl + C (b) Ctrl + V  
(c) Ctrl + P (d) None of these
- (ii) ..... refers to the relation of images to the surrounded text which may wrap around the graphic on one or both sides, be over printed behind or in front of the graphic or treat the graphic as a separate paragraph or character.
- (a) Text wrapping (b) Text alignment  
(c) Text arrangement (d) None of these
- (iii) Which menu carries Group > Group option in Writer?
- (a) Edit (b) Tools  
(c) Format (d) None of these
- (iv) A ..... is a intersection point between row and column.
- (a) Row (b) Column  
(c) Table (d) Cell
- (v) A Formula in a spreadsheet must begin with ..... sign.
- (a) \$ (b) @  
(c) # (d) =.
- (vi) Krishna wants to make a flowchart for his programs in a document. Which option should he use to accomplish the task efficiently?
- (a) Drawing/shapes (b) Symbols  
(c) Pictures (d) All of these.

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Cells hold the individual elements as ..... .  
(a) Text (b) Numbers  
(c) Formulas (d) All of these
- (ii) ..... is a mathematical expression to perform calculations on data in cells.  
(a) Goal Seek (b) Macro  
(c) Formula (d) None of these
- (iii) ..... tab is used to create a scenario.  
(a) Tools (b) View  
(c) Format (d) None of the above
- (iv) To perform an online transaction you need is a ..... .  
(a) Web browser (b) Internet connection  
(c) both (a) and (b) (d) None of the above
- (v) ..... is a set of data values of one type arranged in a vertical manner.  
(a) Row (b) Column  
(c) Cell (d) Table
- (vi) Types of DML commands are ..... .  
(a) Procedural (b) Non-Procedural  
(c) Both (a) and (b) (d) None of the above

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) If a field uniquely identifies each row in a table, it is a  
(a) Primary Key (b) Composite key  
(c) Foreign Key (d) All of these
- (ii) LAN stands for  
(a) Low Area Network (b) Local Area Network  
(c) Level Area Network (d) None of these
- (iii) What is the output of the query: select 1 \* 4?  
(a) 2 (b) 5  
(c) 4 (d) None of these
- (iv) ..... are dedicated computers that store the actual databases and run only the DBMS related software.  
(a) Data (b) Web Server  
(c) Spread sheet (d) Database Servers
- (v) How much space does the INTEGER data type hold in Base?  
(a) 2 Bytes (b) 4 Bytes  
(c) 8 Bytes (d) 10 Bytes

- (vi) A column within a table that contains only one type of information is called .....
- (a) Field (b) Record  
(c) Cells (d) Both (a) and (b)

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** Communication skills are very important for any business. Explain any two elements of a communication process.
- Q.7.** Goal Setting is very essential factor in your personal life. List all the SMART methods to set a goal.
- Q.8.** How can individual contribute to Sustainable Development Goals?
- Q.9.** What is self motivation? How can you motivate yourself?
- Q.10.** How can we overcome barriers of cultural influence?

**Answer any 4 out of the given 6 questions in**  
**20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** Differentiate between absolute and relative hyperlink.
- Q.12.** What is online shopping? Explain its benefits.
- Q.13.** Following are the descriptions of some features in LibreOfficesuite, identify them and give their names-
- (a) It is a predesigned document that you can use to create new documents with the same formatting effects.
- (b) It is a tool that you can use to produce invitation letters to be sent to people altogether.
- Q.14.** Write short notes on-
- (a) Web server (b) Dial-up
- Q.15.** State the preventions a workstation should provide to the employees.
- Q.16.** How to insert an image in the file?

**Answer any 3 out of the given 5 questions in**  
**50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Divya was asked by her Class teacher, to make course for the subject Chemistry. For this she needs to insert a list of chapters done. Which feature she must use for doing this? Also write the steps to do this.
- Q.18.** Define the following terms-
- (a) Goal Seek (b) Scenarios

**Q.19.** What is DBMS? Explain any two advantages of DBMS.

**Q.20.** Given the following Spreadsheet, Write the appropriate Formula/Expression/Function to be used for (a) to (d) :

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>1</b>	<b>Sr. No.</b>	State	July	Aug.	Sept.	Total Rainfall	Average Rainfall
<b>2</b>	1	Andhra Pradesh	550	600	450		
<b>3</b>	2	Gujarat	400	400	500		
<b>4</b>	3	Maharashtra	350	550	400		
<b>5</b>	4	Karnataka	500	560	490		
<b>6</b>	5	Uttarakhand	600	500	400		
<b>7</b>							

(a) To calculate the Total Rainfall in cell F2

(b) To calculate the Average Rainfall in cell G2

(c) To find the Maximum Rainfall in the month of July in Cell C7

(d) To find the Minimum Rainfall in the month of Aug in Cell D7

**Q.21.** Write the steps to share the spreadsheet.

# SAMPLE PAPER-3

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

(1 × 4 = 4 Marks)

- (i) ..... operating system enables multiple users to work on the same computer at different times or simultaneously.
- (a) Multiprogramming. (b) Multiprocessors.  
(c) Multi-user. (d) Multi-tasking
- (ii) ..... is a series of postures and breathing exercises practiced to achieve control of body and mind.
- (a) Meditation (b) Nature Walk  
(c) Yoga (d) Physical Exercise
- (iii) From the following statements, which one is not correct about the Qualities of an entrepreneur .....
- (a) Successful entrepreneurs adapt the habit of hard work from a very early stage.  
(b) Entrepreneur should not think optimistically about the future of the business.  
(c) Confident entrepreneur must not deviate from his/her decisions too early in case success is delayed.  
(d) Entrepreneurs like to function at their own will and rules.
- (iv) To remove the files of temporary folder, we type in Run dialog box after pressing “Windows button + R” on the keyboard.
- (a) #temp# (b) %temp%  
(c) e \$temp% (d) &temp&
- (v) ..... is not the quality of self-confident people.
- (a) Dependent (b) Positive Attitude  
(c) Hard Working (d) Commitment
- (vi) From the following statements, which one is not the positive impact of Entrepreneurship on society:
- (a) Stimulates Innovation and Efficiency  
(b) Creates Jobs and Employment Opportunities  
(c) Solves the problems of the society  
(d) Discourages welfare of the society

**Q.2. Answer any 5 out of the given 6 questions. (1 × 5 = 5 marks)**

- (i) A ..... key is used to reduce repetitive strain.  
(a) Sticky (b) Serial  
(c) Mouse (d) Toggle
- (ii) ..... means that the query uses criteria you provide to hide some data and display only required data.  
(a) Filtering (b) Report  
(c) Sorting (d) Forms
- (iii) Which of the following application is not appropriate to store data about ABC Bank customers?  
(a) Open Office Base (b) Open Office Writer  
(c) MS Access (d) MS Excel
- (iv) When you open a new spreadsheet, by default, it has a sheet named ..... which is managed using tabs at the bottom of the spreadsheet.  
(a) Sheet 1 (b) Worksheet 1  
(c) Untitled 1 (d) New Sheet 1
- (v) In a word processor, ..... option is selected for a scaled resizing of an image.  
(a) Original Size (b) Image Size  
(c) Keep Ratio (d) Relative
- (vi) Multiple copies of the same file leads to .....  
(a) Data Inconsistency (b) Data Redundancy  
(c) Data Consistency (d) Foreign Key

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) It is a reference point for the graphics which is created while positioning any image. This point could be the page, or frame where the object is either a paragraph, or even a character in a word processor.  
(a) Wrap Text (b) Anchoring  
(c) Alignment (d) Book Mark
- (ii) Identify the property which help to set the number of characters in text/varchar type field of a table in DBMS.  
(a) Entry Required (b) Size  
(c) Default Value (d) Length
- (iii) ..... is designed to help users with auditory impairments.  
(a) Sound Sentry (b) Serial Key  
(c) High Contrast (d) Show Sounds

- (iv) State whether True or False :-  
 “It is not possible to create a default template in a Word processor”  
 (a) True (b) False
- (v) Reviewers and authors can add their ..... to explain their changes in the cell of Spreadsheet [1]  
 (a) Comments (b) Worksheet  
 (c) Hyperlink (d) Macros
- (vi) In Calc, Arguments passed to a macro from Calc are always .....  
 (a) Cell Reference (b) Both (a) and (b)  
 (c) Value (d) Sheet Reference

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Identify the website that offers offline blog service for free.  
 (a) Blogdesk (b) Qumana  
 (c) Word Press (d) both (a) and (b)
- (ii) John has written a book consisting of fifteen chapters. He wanted to make the index of the book. Suggest him the option used to create the index automatically in a word processor.  
 (a) Tables (b) Columns  
 (c) Mail Merge (d) Table of Content
- (iii) The length of the field value of text data type is ..... characters by default in DBMS. [1]  
 (a) 10 (b) 25  
 (c) 20 (d) 50
- (iv) A healthy lifestyle helps to keep and improve people’s health and well-being. It does not include: [1]  
 (a) Healthy eating habits (b) Physical activities  
 (c) Stress management (d) Less sleep
- (v) In a spreadsheet using to create a hyperlink to a web FTP or Telnet, click on the icon available in Hyperlink dialog box.  
 (a) browser (b) Internet  
 (c) hyperlink (d) mail & news
- (vi) A ..... refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.  
 (a) Cell Reference (b) Sheet Reference  
 (c) Block (d) Autofill

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) identify the mode, where we can modify in the structure of table?  
(a) Datasheet view (b) Design view  
(c) Structure view (d) All of these
- (ii) BSNL stands for .....  
(a) Bihar Sanchar Nigam Limited (b) Bharat Samachar Nigam Limited  
(c) Bharat Sanchar Nigam Limited (d) None of these
- (iii) ..... function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily.  
(a) Data Combination (b) Data Consolidation  
(c) Data Merging (d) Data Concatenation
- (iv) ..... store data in a single table which is suitable to store less amount of Data.  
(a) Flat File (b) Relational  
(c) Mini File (d) Single File
- (v) In a word processor, by default, evaluates ..... levels of headings when it builds the table of contents.  
(a) 2 (b) 10  
(c) 7 (d) 12
- (vi) In ..... Networks, all computers have an equal status and each terminal has an equally competent CPU.  
(a) MAN (b) WAN  
(c) Client Server (d) P2P

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** What are the advantages of the ability to Work Independently?.
- Q.7.** Name the Stress causal agents.
- Q.8.** What do you mean by Disk Defragmentation?.
- Q.9.** Explain any two Myths about Entrepreneurship.
- Q.10.** Write any four roles of Entrepreneurs.

**Answer any 4 out of the given 6 questions in  
20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** State any two purposes of using Templates in a word document.
- Q.12.** Mention any two operations that can be performed using Macros in a spreadsheet.
- Q.13.** What do you mean by Hyperlinks in Spreadsheets? Give the two different types of Hyperlinks that can be used in Spreadsheets.
- Q.14.** List Numeric and Alphanumeric Datatypes in OpenOffice Base.
- Q.15.** Differentiate between Filter keys and Toggle keys in Microsoft Windows?
- Q.16.** In which situations Online shopping could be useful? Write any two popular e-commerce websites.

**Answer any 3 out of the given 5 questions in  
50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following:-  
1. Scenarios    2. Goal Seek    3. Solver    4. Subtotal
- Q.18.** Tanmay is a Class X student. He has learnt Mail Merge option of a Word Processor in his computer period. But he is confused with few terms used to merge documents.  
Explain the following briefly, which will help Tanmay better understand the Mail Merge options.  
(i) Merge Field    (ii) Data Source    (iii) Main Document  
(iv) Mention two types of data on which mail merge can be applied.
- Q.19.** Consider the following table : Sales

Sale_Id	Prod_Name	Price	Discount
1101	Laptop	65000	2500
1103	Pen tab	29500	1000
1105	Desktop	50000	1550
1106	Printer	12000	2000

- (A) How many fields and records are there in Sales table?
- (B) Write SQL commands for the following:  
(i) Display Sales ID and price of all products whose discount is more than 1000.  
(ii) Display the details alphabetically by product name.  
(iii) Display product name and sales price after deducting the discount from the price.  
**Note :** Sales price can be calculated as (price-discount)

- Q.20.** Your friend owns a chemist shop, he needs to keep records of the medicines with their id's, date of purchase, expiry date, price, etc. in a database program. But he does not have any knowledge about the database. Explain to him the following to get a better understanding of the DBMS concepts.
- (A) What is DBMS? Explain in brief.
  - (B) Name any two database programs which can be used to create a table and store the data as per the requirement.
  - (C) Which field can be set as a Primary Key?
  - (D) Is it possible to make more than one field as a primary key in your table? (Yes/No). Justify your answer.
- Q.21.** Vicky is a student of class X. He used to get the work based on internet surfing, But he is not aware of the internet and its terminology. Being a friend of Vicky, help him in finding the answers of the following questions.
- (A) What do you mean by P2P?
  - (B) Expand the following terms:
    - (i) WAP
    - (ii) W3
  - (C) Mention any two advantages of Networking.
  - (D) What is a Blog? Name any two Online Blogs.

# SAMPLE PAPER-4

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) Yoga is one of the popular stress management techniques because.
- (a) It keeps mind and body healthy      (b) Improves personality  
(c) Make us feel fit      (d) All of these
- (ii) Kritika has participated in Inter School Debate Competition. The topic of debate will be given 30 minutes before the competition. She is tensed and worried. Which of the following best describes these emotions?
- (a) Stress      (b) Harassment  
(c) Demotivation      (d) All of these
- (iii) Surya Pratap works as Office Manager in a leading construction company. He manages all the documentation of the office. He is creating a tender for a contract For writing quotations, he is taking reference from an old file. He wants to copy text from that file. Which of the following shortcut keys should he use?
- (a) Ctrl + X      (b) Ctrl + V  
(c) Ctrl + C      (d) Ctrl + Y
- (iv) Rohit works as an App developer for an IT company but now he wants to work for himself. He has created a team to achieve his goals. Help him by suggesting which of the following initiatives have been taken by the Govt of India to encourage such entrepreneurs?
- (a) Jan Dhan Yojna      (b) Make in India  
(c) Digital India      (d) Startup India
- (v) GUI stands for .....
- (a) Graphic User Interface      (b) Graphical User Interface  
(c) Graphic User Interaction      (d) Graphical User Interaction
- (vi) Which of the following is an idea of self-employment?
- (a) Teaching in a School      (b) Owning a Shoe Business  
(c) Cooking in a Restaurant      (d) Marketing of a Product

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

**(1 × 5 = 5 Marks)**

- (i) 'App Solutions', an IT based company, wants to conduct an interview for the position of System Analyst. For this purpose, the company has already received a number of resumes.

Now the company wants to send interview letters to all the candidates with different names and addresses. To accomplish the task company should use ..... feature of Word Processor.

- (a) E-mail (b) Tables  
(c) Mail Merge (d) All of these
- (ii) ..... allows you to test out various scenarios and determine a range of possible outcomes.  
(a) Data consolidation (b) Goal seek  
(c) Track Changes (d) What-If Analysis
- (iii) Sahil is designing a database for storing records of students in a school. He has created two tables one for the personal details of students and another to store their fee records. He wants to keep a common field in both the tables to identify the records uniquely. That field should be declared as  
(a) Composite primary (b) Primary  
(c) Alternate (d) Foreign
- (iv) Data consolidation allows you to combine data from ..... worksheet to single worksheet.  
(a) 2 (b) 3  
(c) 4 (d) Multiple
- (v) Which of the following sign or symbol is used in secured sites?  
(a) HTTP (b) Padlock sign  
(c) FTP (d) Cross sign
- (vi) Commands that allow you to make permanent changes in the database are called .....  
(a) DDL commands (b) TCL commands  
(c) DML commands (d) All of these

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) ..... is a named collection of various formatting features.  
(a) Group (b) Ribbon  
(c) Style (d) Tab
- (ii) Collecting and integrating data from multiple resources into a single destination is called .....  
(a) Grouping (b) Sorting  
(c) Consolidating (d) Merging
- (iii) Kavita has been working on a Project. She is creating a Project report in a word processor. The report consists of various headings and sub headings. The report is quite a large document with more than 100 pages in it. She wants that there should be a way to reach to

a particular heading or sub heading directly. Which of the following features of Word processor can be used to accomplish the task?

- (a) Table of Contents
  - (b) Macros
  - (c) Lists
  - (d) Styles
- (iv) Database servers are referred to as .....
- (a) Data-ends
  - (b) Front-ends
  - (c) Data-models
  - (d) Back-ends
- (v) Which of the following software is appropriate to store records of employees?
- (a) Open Office Calc
  - (b) Open Office Base
  - (c) Open Office Writer
  - (d) Open Office Impress
- (vi) Sukanya works in Bangalore and her mother lives all alone in Jaipur. During office hours she talks to her mother via texting using an Instant messenger. Which of the following applications you would not suggest for Instant messaging?
- (a) Google hangouts
  - (b) Facebook
  - (c) Skype
  - (d) Telegram

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Technique used to remove an unwanted area from an image is called .....
- (a) Grouping
  - (b) Ungrouping
  - (c) Cropping
  - (d) Deleting
- (ii) The amount of data that a signal can carry is called .....
- (a) WiFi
  - (b) Bandwidth
  - (c) Megabits
  - (d) Gigabits
- (iii) Satya Tripathi has started a travel agency which offers train and flight bookings along with hotel reservations. He has 4 employees each having a PC to do the task. He wants to create a network which should have a server. Which of the following network should he set up?
- (a) Peer-to-Peer
  - (b) MAN
  - (c) WAN
  - (d) Client/Server
- (iv) Kamal has created a worksheet where he has added the details of all products in his grocery shop. He told his accountant to go through the worksheet and make necessary changes if required. In addition he also wants to know the changes done by his accountant. Which of the following features of spreadsheet should he use to see the changes made by his accountant?
- (a) Review changes
  - (b) Macros
  - (c) Track changes
  - (d) Find and replace
- (v) The arrangement of records in an order is called .....
- (a) Sorting
  - (b) Indexing
  - (c) Filtering
  - (d) Query

(vi) In Excel ..... can be used to create a hyperlink inside a worksheet.

- (a) Insert → Link (b) File → New → Link  
(c) Home → Insert → Link (d) All of these

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

(i) Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish the task efficiently?

- (a) Drawing/Shapes (b) Symbols  
(c) Pictures (d) All of these

(ii) Which of the following device is used in network to convert digital signals of computer to analog signals and vice-versa?

- (a) Router (b) Modem  
(c) Switch (d) Hub

(iii) Hardik works as an accountant in a company. He maintains account in a spreadsheet. On everyday basis he has to follow certain actions on the worksheet. Which of the following feature of spreadsheet you would suggest him, through which he can perform these steps quickly and without repeating them?

- (a) Macro (b) Linking  
(c) Sharing (d) Function

(iv) Which of the following is/are functions of report?

- (a) It summarizes and prints data  
(b) It enables user to enter, view and edit data  
(c) It filters data on basis of criteria  
(d) All of these

(v) Maria International School has created a database of students. The tables Student consists of fields like AdmissionNo, RollNo, Name, Address, PhoneNo. Another table namely Marks consists of academic records of students in the fields RollNo, Marks1, Marks2, Marks3, Marks4, Marks5. To print the report card, data will be taken from both the tables as the records in both the tables are related to RollNo. What type of relationship exist between the tables Student and Marks?

- (a) One to One (b) One to Many  
(c) Many to One (d) Many to Many

(vi) In today's World, we cannot think of our lives without the internet for a single day. We provide our sensitive information like personal and financial information to many of the sites. Which of the following measures should be taken to ensure security?

- (a) Keep a strong password  
(b) Ensure the confidentiality of information  
(c) Practice safety measures online  
(d) All of these

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** Explain any two principles of effective communication.
- Q.7.** Self-Management plays a decisive role in personal and professional life. What do you understand by self-management?
- Q.8.** How is entrepreneurship important in creating jobs?
- Q.9.** What are the general things to be taken care of while physical cleaning of the computer?
- Q.10.** Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.

**Answer any 4 out of the given 6 questions in**  
**20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** Why Styles are important in Word processors?
- Q.12.** Differentiate between field and record in a table.
- Q.13.** What is document hyperlink in a spreadsheet?
- Q.14.** How is LAN different from WAN?
- Q.15.** Discuss the purpose of adding comments in a worksheet.
- Q.16.** Define online transaction. What is the other name given to it?

**Answer any 3 out of the given 5 questions in**  
**50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Rohit works for a Shoe company. He manages their sale and purchase records on a spreadsheet. He wants his team to review the records. As the file was too large he split it into parts and assigned each part of the sheet to his team members.
- (A) How can Rohit bring these sheets together?
- (B) Which command in Calc will he use for that?
- (C) How is the feature used by Rohit useful?
- (D) How many worksheets by default are provided in a workbook in Calc?
- Q.18.** Suhana is creating a brochure for a school fair. She added picture in the brochure which contains some unwanted part.
- (A) What can be done to remove that part from the picture?
- (B) There are few drawing objects on that brochure on which she wants to perform some common actions. How can she do it easily and quickly?
- (C) How can she keep the image between the text?
- (D) What is anchor point?

**Q.19.** Following table displays part of the information of Price items kept in a grocery store.

Item Code	Item Name	Price	Quantity
101246	Tomato Puree	50.55	20
105462	Sweet Corn	120.75	35
110645	Cashew	250.00	15
149032	Noodles	15.00	330

(A) How many fields and records are there in Items table?

(B) Write SQL commands to:

(i) Display the names of those items whose quantity is less than 30.

(ii) Update the price of all items in the given table by 5%.

(iii) Add a new item in the table with given details (“1290456”, “Glucose Biscuit”, “15.00”, “40”)

**Q.20.** ‘Bookomenia’ is a public library. The librarian there wants to keep records of books with their Id’s, names, publishing house, price etc. in a database program. Solve the following queries to help them understand the concept of databases.

(A) What are the different methods that are used to create tables in Base?

(B) Write any one difference between a Table and a Database.

(C) Explain Null value.

(D) Explain primary key.

**Q.21.** Rahul and Amit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and also do video conferencing after school hours in order to complete the project on time.

(A) Discuss any two rules or etiquettes for chatting.

(B) Suggest any 4 good instant messaging software that they can use.

(C) Apart from computers, list 4 hardware that Rahul and Amit need for videoconferencing.

(D) Which other online service they can use to send messages and files both?

# SAMPLE PAPER-5

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) Self management skills refers to  
(a) Controlling your happiness. (b) Managing your belongings.  
(c) Controlling your anger. (d) Motivating oneself and setting goals.
- (ii) Which of the following is not a role of an entrepreneur?  
(a) Team building (b) Avoiding risks  
(c) Cashflow management (d) Decision making
- (iii) ..... is not a step of computer maintenance.  
(a) Cleaning dust (b) Copying files from hard drive to pen drive.  
(c) Removing junk files (d) Updating software
- (iv) Punishment is a ..... type of self motivation.  
(a) Extrinsic (b) Intrinsic  
(c) Both (a) and (b) (d) None of these
- (v) Linux is an example of  
(a) Operating system (b) DBMS  
(c) Antivirus (d) Word processor
- (vi) Which of the following statement is incorrect about the impact of an entrepreneur in the society?  
(a) Entrepreneurship creates jobs.  
(b) The price of the product goes high.  
(c) Contribute growth to overall economy.  
(d) None of these

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

**(1 × 5 = 5 Marks)**

- (i) ..... is not a type of style in word processor.  
(a) Text style (b) Character style  
(c) Paragraph style (d) Frame style
- (ii) Aradhya wants to invest some money. Her financial advisor has suggested some investment plans. She wants to check what return she would get from all the suggested plans. Which of the following What-If analysis can help her to accomplish the task?

- (a) Scenario (b) Goal Seek  
(c) Solver (d) All of these
- (iii) Each record in a database is made up of .....  
(a) Tables (b) Fields  
(c) Criteria (d) Forms
- (iv) ..... configures the Windows 10 Accessibility options.  
(a) Start menu (b) Ease of Access  
(c) Role Explorer (d) All Programs
- (v) Which of the following is not an advantage of a blog?  
(a) It enables to write your thoughts. (b) Available to everyone.  
(c) Quick to add and update new posts.  
(d) People can leave comments on blogs.
- (vi) Cropping means the area from an image.  
(a) Adding (b) Removing  
(c) Enhancing (d) Grouping
- Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**
- (i) To create figure and shapes in a document ..... feature of word processor is used.  
(a) Images (b) Drawing objects  
(c) WordArt (d) ClipArt
- (ii) In a spreadsheet the cell reference from B5 to E15 will be represented as  
(a) B5-E15 (b) B5:E15  
(c) B5;E15 (d) B5=E15
- (iii) ..... is a shortcut key to create a new database.  
(a) Ctrl + O (b) Ctrl + N  
(c) Ctrl + E (d) Ctrl + D
- (iv) ..... helps to keep the Ctrl , Shift and Alt keys pressed until next key is pressed.  
(a) Toggle keys (b) Sticky keys  
(c) Function keys (d) Filter keys
- (v) A query consists of .....  
(a) Condition (b) Reid  
(c) Value (d) All of these
- (vi) Digital order and digital receipt are a part of .....  
(a) E-ticketing (b) Online transaction  
(c) Both (a) and (b) (d) None of these

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) In Mail Merge, the main document consists of  
(a) Letter only (b) Letter and fields  
(c) Addresses and fields (d) Reids only
- (ii) Rajendra is an office assistant in a school He maintains the records of students in a spreadsheet He wants every class teacher to check the records of students their own class. He also wants to know the changes made by teachers. Which feature' of the spreadsheet can help him to accomplish the task?  
(a) Linking (b) Macro  
(c) Review changes (d) Track Changes
- (iii) key in a database is used to link tables together.  
(a) Foreign (b) Primary  
(c) Short cut (d) Relational
- (iv) In Calc, the field for subtotal is specified through ..... option.  
(a) Group By (b) Subtotal  
(c) Solver (d) Scenario
- (v) Select the incorrect statement about Alternate key.  
(a) It has unique value.  
(b) It is not selected as Primary key.  
(c) It is the other name given to the primary key.  
(d) None of these
- (vi) A page hosted on Internet is called  
(a) Web site (b) Web client  
(c) Web page (d) Home page

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Kavita wants to apply for a job. She needs a resume to submit in different companies. She knows what to write in a resume but does not know how to format it Which of the following features of a word processor can help her for the same?  
(a) Style (b) Template  
(c) Table of contents (d) None of these
- (ii) Which of the following is not an advantage of macros?  
(a) Automates repetitive keystrokes.  
(b) Reduces the possibility of human error.  
(c) Reduces time spent in repetitive tasks.  
(d) Makes tasks complex.

- (iii) To specify a condition of Bal\_Stock between 25 and 50 the Criterion row in Query Design View should contain:
- (a)  $\geq 25$  and  $\leq 50$  (b)  $\geq 50$  and  $\leq 25$   
(c)  $\geq 25$  and  $\leq 50$  in the column Bal\_Stock  
(d) Between 25 and 50 in the column Bal\_Stock
- (iv) In the office of a finance company there are 7 computers. They all are connected to a network. These computers act as server as per the need. Which type of network is established there?
- (a) Peer-to-peer network (b) Client Server Network  
(c) Common Network (d) Metropolitan Area Network
- (v) Forms shows ..... records at a time.
- (a) 1 (b) 2  
(c) 3 (d) As many as you want.
- (vi) State whether true or false. In Calc, a sheet can be added only from Insert menu.
- (a) True (b) False

## SECTION B

### SUBJECTIVE TYPE QUESTIONS

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** Explain innovation as the characteristic of an Entrepreneur.
- Q.7.** What does 'S' stands for in SMART goals? Explain.
- Q.8.** How can you manage emotional intelligence?
- Q.9.** How does an entrepreneur benefit a society?
- Q.10.** Write the steps that takes place when starting a computer.

**Answer any 4 out of the given 6 questions in**  
**20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** Explain the meaning of hierarchy of headings.
- Q.12.** Why multiple sheets are used in a workbook?
- Q.13.** Write some of the advantages of databases?
- Q.14.** Define the following terms:
- (a) Web client (b) web portal
- Q.15.** List some of the disadvantages of blogs.
- Q.16.** Differentiate between goal seek and solver.

**Answer any 3 out of the given 5 questions in  
50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Shanaya is a teacher in a school. She use to create marks lists of all the students in her diary. But this time she wants to create the marks lists in a spreadsheet.
- (A) How can Spreadsheet help her? Enlist any two points.
  - (B) List any two disadvantages of Spreadsheet
  - (C) She wants to rename the sheets with class name on them. Give her the easiest option to rename the sheets.
  - (D) She started teaching one more class. How can she add one more sheet for her new class?
- Q.18.** Priyanka works as an editor in leading magazine office. A magazine usually contains more than 100 pages. : to change the indentation and font size of all the paragraphs, fonts and colour of all headings in complete magazine.
- (A) Explain the feature of word processor she should use to get this work done easily.
  - (B) What are the various categories of this feature?
  - (C) Mention any two advantages of this tool
  - (D) What is template?
- Q.19.** Following table displays a part of information of Menu items in a restaurant. Table: Items

Item-No	Item Name	Price
110	Cold Drink	45
112	Tea	25
115	Coffee	75

- (A) Which of the given fields can be set as a Primary key and why?
  - (B) Write SQL queries to:
    - (i) Display the price of Cold Drink
    - (ii) Add a new record with details (“116”, “Cold Coffee”, “115”)
    - (iii) Change the price of all items by adding Rs. 25 to each.
- Q.20.** Amit Kohli is an owner of a Call Center. He wants to store a huge amount of information about all his employees and clients in a database.
- (A) Which type of table organisation would be most suitable for this purpose?
  - (B) What is the difference between both types of data organisation?

(C) Mention any two advantages of database software.

(D) Name the software used to work on databases.

**Q.21.** Rajat and Saksham are friends from school time and they are still in contact with each other. They often message each other or chat whenever one finds the other one online.

(A) What is instant messaging?

(B) Name of the commonly used applications used for instant messaging.

(C) Mention any two key features of instant messaging.

(D) Write any one difference between email and instant messaging.

# SAMPLE PAPER-6

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) ..... refers to focusing human efforts for maintaining a healthy body and mind, capable of withstanding stressful situations.
- (a) Artificial Intelligence                      (b) Stress Management  
(c) Motivation                                      (d) Emotional Intelligence
- (ii) Which of the following is not the benefit of stress management?
- (a) Boosts immunity                              (b) Reduces efficiency  
(c) Improves mood                              (d) Prevents behavioural problems
- (iii) ..... are computer programs that can damage the data and software programs or steal the information stored on a computer.
- (a) Spam    (b) Junk mail  
(c) Viruses    (d) BIOS
- (iv) ..... is a horizontal bar present at bottom of the Windows 7 desktop.
- (a) Status Bar                                      (b) Menu Bar  
(c) Task Bar                                        (d) Recycle bin
- (v) State whether the following statement is a myth or reality:  
Entrepreneurs are born a certain way.
- (vi) Which one of the following is not true for entrepreneurs?
- (a) They create needs and demands.      (b) They provide raw materials.  
(c) They do not create jobs.  
(d) They help society by supporting infrastructure development.

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

**(1 × 5 = 5 Marks)**

- (i) ..... controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- (a) Page Style                                      (b) Character Style  
(c) Cell Style                                        (d) Paragraph Style
- (ii) How many levels of headings does Open Office Writer evaluate to build the Table of contents?
- (a) 8    (b) 9  
(c) 10    (d) 12

- (iii) Reema has created a pamphlet on 'Tour to West India'. She has inserted many images to make it more presentable but the size of images is occupying a lot of space. Her friend has suggested her to reduce the size of images. Which of the following options will help her in doing the task without losing any content of the image?
- (a) Recolor (b) Docking  
(c) Resize (d) Rotate
- (iv) ..... is called as stress hormone.
- (a) Adrenaline (b) Endorphins  
(c) Dopamine (d) Serotonin
- (v) Macros are especially useful to ..... the same way over and over again.
- (a) repeat a task (b) reject a task  
(c) report a task (d) comment a task
- (vi) ..... feature of Calc helps to track what data was changed, when the change was made, who made the change and in which cell the change has occurred.
- (a) Record Changes (b) Edit record  
(c) Change record (d) Macro

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Which one of the following is not an example of DBMS?
- (a) PostgreSQL (b) SQLite  
(c) FoxPro (d) Impress
- (ii) A ..... is an interface in a user specified layout that lets users to view, enter, and change data directly in, database objects such as tables.
- (a) frame (b) form  
(c) relation (d) report
- (iii) Which of the following is expanded form of SQL?
- (a) Systematic Query Language (b) Structured Query Language  
(c) Software Query Language (d) Structural Query Language
- (iv) ..... is usually suitable for less amount of data.  
(Relational/Flat file)
- (v) Binary data types in a database can be used for storing
- (a) photos, music files, etc. (b) integer values  
(c) only image files (d) only video files
- (vi) ..... clause can be used with the SELECT statement in SQL to specify which rows to retrieve from the table.
- (a) WHERE (b) GROUP  
(c) SAME (d) SIMILAR

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Prateek has created a project report for his college assignment. After performing many changes in its formatting finally he is satisfied with the current one. Now he wants that every other project report should be based on this formatting by default. What should he do?
- (a) Copy the styles of this document to every other document.  
(b) Make the current document template as default template.  
(c) Export styles in every document  
(d) Create all other documents at the end of the existing document.
- (ii) Aradhya wants to create a connection between the tables – Books and Members. Which option she should use to complete the task?
- (a) Table (b) Form  
(c) Relationships (d) Sorting
- (iii) Consider the following link: \users\Myfiles\data.xlsx  
Which type of link is this?
- (a) Relative link (b) Absolute link  
(c) Hyperlink (d) None of these
- (iv) ..... is the main building block of a database. [1]
- (a) Query (b) Form  
(c) Table (d) All of these
- (v) Which of the following should be avoided while doing instant messaging?
- (a) Keep your message detailed (b) Keep the conversation short  
(c) Use proper punctuation (d) Be aware of status message
- (vi) To make an online payment you must ensure that the URL must begin with
- (a) HTTP (b) FTP  
(c) WWW (d) HTTPS

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Aarti is experiencing abnormal behaviour of some applications in her computer. Some of her files have been converted to executable files with the extension '.exe'. What could be the possible reason for this?
- (a) Phishing attack (b) Spamming attack  
(c) Virus attack (d) Spyware attack
- (ii) A password containing ..... is not a good password.
- (a) Date of birth (b) Spouse's or children's name  
(c) All lowercase or uppercase letters (d) All of these

- (iii) The SQL command UPDATE is used to modify ..... in a table.  
 (a) Column name (b) Data  
 (c) Column size (d) Data type
- (iv) Which of the following is not specified while creating a report?  
 (a) Sorting (b) Grouping  
 (c) Layout (d) Form
- (v) Sharing of spreadsheets allows users to:  
 (a) Edit data in worksheet  
 (b) View data in worksheet  
 (c) Review changes in worksheet  
 (d) All of these
- (vi) Applying ..... means applying a group of formatting effects together.  
 (a) Template (b) Style  
 (c) Group (d) Font

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** What is self-management? Write any four self-management skills?
- Q.7.** Goodies is a toy manufacturing company. The company has a policy to give a reward to their best employees in the annual meeting of the company. What kind of motivation is this? Also discuss another type of motivation you know about.
- Q.8.** Define the shortcut menu and its importance in Windows.
- Q.9.** What are the qualities that make an entrepreneur succeed?
- Q.10.** How does entrepreneurship contribute to a country's economy ?

**Answer any 4 out of the given 6 questions in 20-30 words**  
**each (2 × 4 = 8 Marks)**

- Q.11.** Differentiate between blog and newsgroup.
- Q.12.** To resize an image you use sizing handles. What are sizing handles?
- Q.13.** Define the following terms:  
 (A) Data Consolidation (B) What-if analysis
- Q.14.** Databases can control data inconsistency. How?
- Q.15.** The World Wide Web is different from other servers on the Internet. Explain how?

**Q.16.** What is the significance of What-If analysis?

**Answer any 3 out of the given 5 questions in 50-80 words  
each (4 × 3 = 12 Marks)**

**Q.17.** Gaurav and his three more classmates are working on a school project in which they have to collect data of families and their income sources. They all want to work simultaneously to complete the project in time.

- (A) Which option in the spreadsheet will help them to achieve their purpose?
- (B) Gaurav himself is checking the changes done in the sheet by his friends. Which option should he use to check the changes done by them?
- (C) Is it possible for Gaurav to decide which changes to apply or not in the sheet?
- (D) Write a short note on the feature used in (B).

**Q.18.** Sunita has to prepare a document in which she wants to add pictures with text.

- (A) Name the feature that would help her add text with graphics.
- (B) How can she resize an image?
- (C) Name the sources from where she can add images to document.
- (D) Define cropping.

**Q.19.** Consider the following table named 'Items' with details about stationery products being sold in the shop.

Item_Code	Item_Name	Brand	Price
1001	Pen	Doms	25.00
1002	Pencil	Doms	10.00
1003	Copy	Classmate	50.00

- (A) Which data type is used for the column Price?
- (B) Write SQL Commands to:
  - (i) Display the name and price of products of Doms brand
  - (ii) Add a new column Quantity.
  - (iii) Change the price by adding 10 to all the products of Classmate.

**Q.20.** Garima has created a database for a Library that comprises of two tables – Books and Members. Both the tables are related to each other. Explain some of the basic concepts of databases to Garima.

- (A) What is the full form of DBMS and RDBMS?
- (B) Differentiate between DBMS and RDBMS.

(C) Name the types of keys in a table.

(D) Differentiate between a primary key and foreign key.

**Q.21.** Sidharth wants to get an internet connection for his home. Explain the following types of internet connections.

(A) Dial Up connection

(B) Broadband

(C) WiMax

(D) WiFi

# SAMPLE PAPER-7

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) ..... are a group of words that work together to communicate an element of speech.  
(a) Sentence (b) Pronoun  
(c) Noun (d) Phrases
- (ii) ..... create entirely new industries and opportunities for employment.  
(a) Business (b) Entrepreneur  
(c) Both (a) and (b) (d) None of these
- (iii) Having conscious knowledge of your own self, capabilities, feelings and one's own character is called as .....  
(a) Self Management (b) Self Regulation  
(c) Self-Awareness (d) All of these
- (iv) In \_\_\_\_\_ communication the person interacts through visual AIDS, posters, logos, hoardings, etc. making communication impressive as pictures communicate faster than words.  
(a) Written (b) Oral  
(c) Visual (d) Non Verbal
- (v) An economy is called green economy when it is based on the principles of .....
- (vi) ..... stress if continues for a long duration turns into chronic stress.  
(a) Bad (b) Good  
(c) Eustress (d) None of these

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

**(1 × 5 = 5 Marks)**

- (i) Autosum automatically selects the values around the cells .....  
(a) Horizontally (b) Vertically  
(c) Both (a) and (b) (d) None of these
- (ii) ..... technology does not use any wire for data transfer between two or more device.  
(a) Wired (b) Wireless  
(c) Both (a) and (b) (d) None of these
- (iii) ..... formatting shows how individual characters in the document should look in appearance.  
(a) Character (b) Paragraph  
(c) Table (d) Cell

- (iv) ..... are programs that are created on your local computer when you visit websites.  
 (a) Accounts (b) Spam  
 (c) Cookies (d) None of these
- (v) The first label on the page is termed as the ..... and all other labels are linked to it.  
 (a) Master (b) Main  
 (c) Both (a) and (b) (d) None of these
- (vi) Scenarios is one of the tool to test ..... questions.  
 (a) Record Changes (b) if else  
 (c) What if (d) None of these

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) A set of rules or guidelines required for computers to communicate with each other over a network is called .....  
 (a) Protocols (b) Index  
 (c) Symbols (d) Impress
- (ii) A ..... file database can be okay if the database is only a small one with a few fields.  
 (a) Multiple (b) Single  
 (c) Relational (d) Flat
- (iii) ..... helps to move, rotate or resize multiple objects in a presentation.  
 (a) Grouping (b) Charts  
 (c) Table (d) Movie clip
- (iv) The speed of network is measured in .....  
 (a) Mbps (b) Kbps  
 (c) Gbps (d) Tbps
- (v) ..... keys stops the computer from processing brief for repeated keystrokes.
- (vi) In RDBS data is stored in the form of .....  
 (a) Graphs (b) Files  
 (c) Tables (d) None of these

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) The intersection point between a row and a column is called a .....  
 (a) Range. (b) Cell.  
 (c) Active Cell (d) None of these.
- (ii) To combine two or more cells ..... option is used

- (a) Add Cell (b) Split Cell  
(c) Combine cell (d) Merge cell
- (iii) ..... is one of the functions available in the spreadsheet to perform addition of selected numbers in the sheet.  
(a) Add (b) Sum  
(c) Total (d) None of these
- (iv) Which of the following key identifies a record uniquely in a table.  
(a) Foreign (b) Primary  
(c) Unique (d) Candidate
- (v) A column is a group of cells that run from ..... .  
(a) Bottom (b) Right side to left side  
(c) Left side to right side (d) Top to bottom.
- (vi) Solver amounts to a more elaborate form of ..... .  
(a) Consolidation (b) Macro  
(c) Goal Seek (d) None of these
- Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**
- (i) Templates can be created in different ways like ..... .  
(a) From a document. (b) Using a wizard.  
(c) Both (a) and (b) (d) None of these
- (ii) Styles help to improve consistency in a ..... .
- (iii) SUBTOTAL is a function listed under ..... category.  
(a) Mathematical (b) The groups  
(c) The columns (d) None of these
- (iv) Which website is used for online booking of train tickets?  
(a) Amazon (b) IRCTC  
(c) Flipkart (d) Trivago
- (v) A form provides ..... to the user for working with the table.  
(a) Graphical Interface (b) Direct way of storing information  
(c) Style (d) None of these
- (vi) WWW stand for ..... .  
(a) Wide Wide Web (b) Whole World Web  
(c) World Wide Web (d) Web with Wi-Fi

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6. Why is stress management vital?  
Q.7. Explain four types of sentences in English. [CBSE 2020]  
Q.8. Explain any 2 Qualities of an entrepreneur.  
Q.9. What is the importance of Sustainable Development?  
Q.10. Write any two general precautions for cleaning the computer components.

**Answer any 4 out of the given 6 questions in 20-30 words**  
**each (2 × 4 = 8 Marks)**

- Q.11. Give two terms that are associated with websites.  
Q.12. List any three advantages of a DBMS?  
Q.13. Write down the steps to create a folder in C drive with your name?  
Q.14. Explain two types of languages used for creating and manipulating the data in databases. [CBSE 2020]  
Q.15. State the purpose of creating a blog?  
Q.16. How is paragraph formatting different from character formatting?

**Answer any 3 out of the given 5 questions in 50-80 words**  
**each (4 × 3 = 12 Marks)**

- Q.17. Write down the process for transferring data on the internet [CBSE 2019]  
Q.18. Explain Client-Server architecture and Peer-to-Peer Architecture. [CBSE 2020]  
Q.19. Write the SQL command to create a table EMPLOYEE with the given structure. [CBSE 2020]

EMPID	EMPNAME	DESIGN	SALARY
Char(4)	Varchar(15)	Varchar(20)	Decimal

- (a) What is a primary key?  
(b) Categorize the following commands as DDL and DML: SELECT, ALTER, INSERT, DROP
- Q.20. Given the following Spreadsheet, Write the appropriate Formula/ Expression/ Function to be used for the following : –

	A	B	<u>C</u>	D	E	F
1						
2	Departmental Store					
3	ProdCode	PNAME	QTY	PRICE	AMOUNT	
4	P101	BAT		55	1250	
5	P102	RACKET		40	700	
6	P103	BALL		65	150	
7	P104	GLOVES		50	300	
8		TOTAL				
9		AVERAGE				
10		MAXIMUM				

- (a) Write formula to calculate the Total Qty(C4:C7)) in cell C8.
- (b) Write the feature used for arranging the Price from Highest to Lowest.
- (c) To find the Maximum Price to be written in Cell D10.
- (d) To find the Average Qty to be written in cell C9.
- (e) Write formula to calculate the Total Amount in cell E8.

**Q.21.** Explain any four data types in OpenOffice base.

**[CBSE 2020]**

# SAMPLE PAPER-8

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) Which of the following is not an operating system.  
(a) Android (b) Windows  
(c) AVG (d) Linux
- (ii) Self confidence is a quality which develops due to .....  
(a) Self-monitoring (b) Self-Regulation  
(c) Self-awareness (d) All of these
- (iii) Suhas works as an app developer in an IT company. His manager appreciates his work and always keeps on telling him that he has one quality which can make him a good entrepreneur. Which among the following can be that quality?  
(a) Innovative and open minded (b) Good looking  
(c) Well Educated (d) All of these
- (iv) Rajendra Singh is a Sub Inspector in UP Police. His job forces him to deal with various types of criminals on regular basis. Sometimes he is very stressed out from his routine work. What among the following can be done to release his stress?  
(a) Healthy diet and life style (b) Meditation  
(c) Positive thinking and outlook (d) All of these
- (v) The shortcut key used to create a duplicate copy of file is .....  
(a) Ctrl + X (b) Ctrl + C  
(c) Ctrl + V (d) Ctrl + U
- (vi) Ramesh owns a showroom of electronic items. Sharad, his friend, owns a small shop of home appliances. Sharad does not call himself an entrepreneur. What type of misconception is this?  
(a) Every business idea needs to be unique or special.  
(b) Entrepreneurs are born, not made.  
(c) A person needs to have a big business to be called an entrepreneur.  
(d) It is not a misconception

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

**(1 × 5 = 5 Marks)**

- (i) ..... styles impact the structure of the document. [1]  
(a) Character (b) Page  
(c) Paragraph (d) Frame

- (ii) A template is a blue print to create .....
- (a) Table (b) Table of contents  
(c) Styles (d) Another document
- (iii) ..... refers to a range of cells.
- (a) Row (b) Column  
(c) Cell reference (d) Formula
- (iv) ..... is a storage container which stores data that belongs to a simple object, subject or purpose.
- (a) Database (b) Table  
(c) Record (d) Field
- (v) ..... option in Windows 10 is used to turn off animations and background images.
- (a) Narrator (b) Closed captioning  
(c) Magnifier (d) Other options
- (vi) ..... is a group of computers that are connected in small area with the help of some cables.
- (a) LAN (b) WAN  
(c) VAN (d) RCN

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Which function cannot be performed through Subtotal in a Spreadsheet?
- (a) Sum (b) Product  
(c) Average (d) Percentage
- (ii) Sarita is a poet. She wants her poems to reach the right people . For this she wants to start writing a blog. Which of the following sites can be used for the same?
- (a) Blogger (b) Word Press  
(c) Type Pad (d) All of these
- (iii) The description column in Table Design view is used to .....
- (a) Define data type for each field.  
(b) Describe data to be stored in each field.  
(c) Describe criteria for storing data in the field.  
(d) None of these
- (iv) Consider the hyperlink–D:\Users\ Documents\mysheetxlsx. Identify the type of this document hyperlink.
- (a) Absolute (b) Relative  
(c) Fixed (d) None of these

- (v) The final document produced after mail merge is called .....
- (a) Main document (b) Data source  
(c) Merged document (d) Merge field
- (vi) Rohit has created 6 worksheets, in a single workbook, for each month for the sale of products in his shop. To check the half yearly sales, he needs to prepare a single worksheet. Which out of the following features will be helpful for him?
- (a) Goal Seek (b) Consolidate  
(c) Solver (d) Macro

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) Why Styles are used in the document?
- (a) It maintains consistent formatting  
(b) Formatting changes in complete document is easy  
(c) The formatting is done very fast  
(d) All of these
- (ii) In a worksheet, while performing consolidation, if same data range is selected from multiple worksheets, then consolidation is done by
- (a) Applying Average function on the range.  
(b) Copying data below the selected range.  
(c) Replacing data from the selected range.  
(d) Applying Sum function on the range.
- (iii) While creating a table in DBMS, which of the following is considered optional?
- (a) Field Name (b) Description  
(c) Data Type (d) Field size
- (iv) The structure of a table, once created, can be changed using ..... SQL command.
- (a) UPDATE (b) SET  
(c) MODIFY (d) ALTER TABLE
- (v) Which of the following is not a type of blog?
- (a) Macro (b) News and views  
(c) Personal (d) Company
- (vi) Saumya wants to use network banking for some transactions. She forgot the site address and searched it on Google. The search list is showing three websites with different starting symbols. Which of the following symbol should be in the beginning of URL?
- (a) HTTPS (b) FTP  
(c) HTTP (d) Any of these

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) To insert a downloaded image from Google into a document ..... option of word processor is used.
- (a) Drawing objects (b) Pictures  
(c) Any of these (d) None of these
- (ii) To connect the data in form of HTML page, which of the following should be done?
- (a) Copy and paste the data in a workbook.  
(b) Create a document hyperlink for the HTML document.  
(c) Create link for the required components using link to external data.  
(d) All of these
- (iii) When a primary key contains more than one field, it is called ..... key.
- (a) Alternate (b) Foreign  
(c) Candidate (d) Composite
- (iv) ..... is arranging data in order.
- (a) Filtering (b) Sorting  
(c) Reporting (d) Querying
- (v) SQL stands for .....
- (a) Structured Query Language (b) Simple Query Language  
(c) Structured Quick Language (d) Simple Quick Language
- (vi) Which of the following impairments effects the computer usage?
- (a) Speech (b) Vision  
(c) Mobility (d) All of these

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**

**Answer each question in 20 – 30 words.**

- Q.6.** There are some myths about Entrepreneurship. Mention any four of them.
- Q.7.** Define organisational skills. Name some of the organisational skills.
- Q.8.** Explain 'M' in SMART.
- Q.9.** What is the importance of time management?
- Q.10.** Briefly explain the terms:
- (A) Worms (B) Trojan Horse

**Answer any 4 out of the given 6 questions in  
20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** Differentiate between a web server and a web client.
- Q.12.** What do you understand by the following:  
(a) Magnifier (b) Speech recognition
- Q.13.** When would you create a link to data in external worksheet.
- Q.14.** Write differences between a flat file database and a relational database.
- Q.15.** What are Clip arts? List any two websites that offer free clipart.
- Q.16.** Differentiate between goal seek and solver.

**Answer any 3 out of the given 5 questions in  
50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Jaskeerat is a smart worker. He keeps on updating his knowledge and uses it to uplift his work practices. As a data entry operator, he has to perform similar tasks on a group of worksheets.
- (A) How will Macros help him to do his work faster?  
(B) Using his programming skills, he wants to make some changes in macro that he has created. How can he do it?  
(C) How can he write a macro as a function?  
(D) How are keystrokes stored in a macro?
- Q.18.** Vinay has to prepare a sales report in which he has added some images. The size of the image is too large so he wants to resize the image?
- (A) Which option of word processor will change the size of image from both the dimensions?  
(B) Which tool he should use to keep the image in the centre of the text?  
(C) He wants to keep the image in the background with a transparent effect on it. Which tool should he use?  
(D) He wants to give a title to his report. Which tool offers artistic style of text?
- Q.19.** Given below is the structure of a table named Library:

<b>MemID</b>	<b>CHAR(7)</b>
MemName	VARCHAR(25)
BookID	CHAR(7)
IssueDate	DATE
Return	CHAR(1)

- (A) What is the difference between Char and Varchar?

(B) Write SQL queries to:

(a) Create the table Library with Primary key MemID and the default value of Return as "N".

(b) Add record with given details ("M101", "Manya Gupta", "B1151", "2022-09-06", "N")

(c) Change the value of Return as "Y" in the record of "Manya Gupta".

**Q.20.** Mohan is a shoe manufacturer and also runs his factory outlets. The company uses databases to maintain the sales records of their product. The data operator who enters the records of daily sales does not know how to work on tables in datasheet view.

(A) What can be the other way to enter and modify the records in database?

(B) The manager of the company wants to see the sales of last month. Which feature will be helpful to view records for the same?

(C) The manager wants the hard copy of sales for present month. Name the feature to perform this.

(D) What is the difference between a Query and Report?

**Q.21.** Suhail uses Internet for his School Project but he is not aware of security issues regarding the Internet. Help him by solving the following queries.

(A) What is a secure connection?

(B) How you can recognize a secured connection?

(C) Suggest any two security measures to ensure safety from online threats.

(D) What is Firewall?

# SAMPLE PAPER-9

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) ..... apple a day keeps a doctor away. (A/An/The)
- (ii) Which of the following is not the step taken by an entrepreneur to build up an organization?  
(a) Hiring Employees (b) Organizing the factors of production  
(c) Sourcing Finance (d) None of these
- (iii) Small pictures on the desktop are called .....  
(a) Icons (b) Wall paper  
(c) Background (d) None of these
- (iv) Overgrazing may lead to .....  
(a) Deforestation (b) Ecological imbalance  
(c) Degradation of Lithosphere (d) None of these
- (v) Working independently individuals become assets to .....  
(a) Organization (b) Group  
(c) Nation (d) All of the above
- (vi) ..... are the activities which help in reducing the stress.  
(a) Yoga (b) Physical Exercise  
(c) Healthy meals (d) All of these

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

**(1 × 5 = 5 Marks)**

- (i) Numbering styles apply .....  
(a) Similar alignment  
(b) Numbering or bullet characters  
(c) Fonts to numbered list  
(d) All of these
- (ii) When you open a new spreadsheet, by default it has one sheet with the name as .....  
(a) New Sheet (b) New workbook  
(c) Sheet1 (d) Sheet
- (iii) The ..... is a type of network which spreads across a city.  
(a) LAN (b) MAN  
(c) PAN (d) WAN

- (iv) Scenarios is one of the tool to test ..... questions.  
 (a) Solver (b) What-if  
 (c) Both (a) and (b) (d) None of these
- (v) "Worksheet can be added or removed as per requirement". Choose the correct option.  
 (a) True (b) False  
 (c) Can't say (d) None of these
- (vi) The ..... is an organisation which provides you with access to internet.  
 (a) ISP (b) ASP  
 (c) TSP (d) None of these

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) The ..... provides a convenient way to combine reusable objects.  
 (a) Combining (b) Grouping  
 (c) Selecting (d) None of these
- (ii) A ..... is a graphical representation of data, in which the data is represented by symbols, such as bars.  
 (a) Chart (b) Smart Art  
 (c) Shapes (d) None of these
- (iii) ..... keys are also known as modifier keys.  
 (a) Shift (b) Ctrl  
 (c) Alt (d) All of the above
- (iv) To enable Macro Recording feature go to Tools and then select .....  
 (a) Macros (b) Module  
 (c) Options (d) Record Macro
- (v) Symbol option is available under ..... group in the Insert Tab in LibreOffice.  
 (a) Symbols (b) Shape  
 (c) Media (d) Illustrations
- (vi) The insert table option is in ..... tab.  
 (a) Home (b) Insert  
 (c) View (d) Illustrations

**Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) The ..... style include margins, headers and footers, borders and background.  
 (a) Paragraph (b) Page  
 (c) Table (d) List
- (ii) Use the ..... tab to format the entries in the table of content.  
 (a) Tools (b) Entry  
 (c) Exit (d) List

- (iii) In which menu Goal Seek is available in LibreOffice Calc?  
 (a) Data (b) Tools  
 (c) Window (d) Sheet
- (iv) Aksh have prepared 200 pages report and showed it to his senior. He suggested to replace the word 'Board' with the word 'Board of Directors'. Suggest some features of Writer for doing this task.
- (v) A ..... database refers to the data file that contains records stored in a single file.
- (vi) MAN is a ..... which spreads across a city.

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) To combine two or more cells ..... option is used.  
 (a) Merge Cells (b) Split Cells  
 (c) Protect Cells (d) None of these
- (ii) ..... keys are also known as modifier keys.  
 (a) Shift (b) Ctrl  
 (c) Alt (d) All of these
- (iii) ..... menu has the Define Ranges option.  
 (a) Data (b) Tools  
 (c) View (d) None of these
- (iv) By adding a ..... the argument of a formula can be changed quickly.  
 (a) Consolidate (b) Scenario  
 (c) Macro (d) None of these
- (v) The field which is designated as the Primary key of a table cannot have .....  
 (a) Values (b) Duplicate values  
 (c) Numbers (d) Text
- (vi) A table is an arrangement of .....  
 (a) Rows (b) Columns  
 (c) Cells (d) Both (a) and (b)

## SECTION B

### SUBJECTIVE TYPE QUESTIONS

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** How can we overcome barriers of cultural influence?
- Q.7.** What is self motivation? How can you motivate yourself?

- Q.8.** How does entrepreneurship help in promoting society growth?  
**Q.9.** Enlist any two major causes of air pollution.  
**Q.10.** How human body does respond to a stressful situation.

**Answer any 4 out of the given 6 questions in  
 20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** Differentiate between linking and embedding a document. Does embedding an object increase the size of the document? List any two websites that offer free clipart.

*[CBSE 2020]*

- Q.12.** What are electrical safety rules?

- Q.13.** Explain mail merge.

- Q.14.** What are document templates? State the purpose of using document template.

- Q.15.** Explain the following with respect to Databases:

(a) Forms

(b) Reports

*[CBSE 2020]*

- Q.16.** What are the good practices for internet security?

**Answer any 3 out of the given 5 questions in  
 50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** What is a template? How can you create a template?

- Q.18.** Write command to create table named 'BOOK ' with following fields:

FIELDS	DATA\TYPES
BOOK ID	Char(4)
Bname	Varchar(15)
Author	Varchar(20)
Price	Decimal

- (a) Identify the primary key of the Book Table, also mention the suitable reason for choosing it as a Primary Key

- (b) Differentiate between

(i) Char and varchar data type

(ii) DDL and DML

**Q.19.** Write the SQL commands to answer the queries based on Fabric table

FabricID	Fname	Type	Disc
F001	Shirt	Woollen	10
F002	Suit	Cotton	20
F003	Tunic	Cotton	10
F004	Jeans	Denim	5
F006	Shorts	Cotton	7

- (a) To insert the following record  
("F005", "Kurta", "Woollen",5)
- (b) To display only those fabric whose disc is more than 10
- (c) To display those records whose type is "Woollen"
- (d) To delete the record of fabric 'F003' from table

**Q.20.** Given the following Spreadsheet, Write the appropriate Formula/Expression/Function to be used for (a) to (d) :-

	A	B	<u>C</u>	D	E	F
1						
2	Departmental Store					
3	ProdCode	PNAME	QTY	PRICE	AMOUNT	
4	P101	BAT		55	1250	
5	P102	RACKET		40	700	
6	P103	BALL		65	150	
7	P104	GLOVES		50	300	
8		TOTAL				
9		AVERAGE				
10		MAXIMUM				

- (a) To calculate the Total Qty in cell C8.
- (b) To find the Maximum Price to be written in Cell D10.
- (c) To find the Average Qty to be written in cell C9.
- (d) To calculate the Total Amount in cell E8.

**Q.21.** Explain the following terms –

- (a) Blog  
(b) Web Address  
(c) Network  
(d) Web Browser

# SAMPLE PAPER-10

## SECTION A : OBJECTIVE TYPE QUESTIONS

Max. Time: 2 Hours

Max. Marks: 50

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

**(1 × 4 = 4 Marks)**

- (i) Distress is the term given to .....
- (a) Good stress (b) Bad stress  
(c) Eustress (d) None of these
- (ii) Self-awareness refers to awareness about one's own
- (a) Strengths or weaknesses (b) Interests or capabilities  
(c) Values (d) All of these
- (iii) Susheela owns a manufacturing and packaging unit of Indian food items which she decides to sell in Dubai, Mexico and Russia. Due to some reasons the products did not sell and she had a loss. She apologises to the people who work for her and promised to plan better for next time. She is :
- (a) taking responsibility for her mistakes.  
(b) thinking before making a decision  
(c) not giving up  
(d) being creative
- (iv) ..... is the dashboard of your computer.
- (a) Taskbar (b) Start menu  
(c) Recycle bin (d) File explorer
- (v) Which of the following practices should be avoided for cleaning a computer?
- (a) Use lint free swabs to clean parts of computer  
(b) Spray a liquid before wiping the parts with cloth  
(c) Turn off computer before cleaning  
(d) Use natural bristle brush to clean internal parts
- (vi) Which of the following is not a disadvantage of entrepreneurship?
- (a) Risks involved with success of new venture '  
(b) Working for long hours  
(c) No regular income initially  
(d) No higher authority

**Q.2. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) You can a ..... text selection into the Styles and Formatting window to create a new style.
- (a) Drag and drop (b) Cut and paste  
(c) Copy and paste (d) Update
- (ii) Raghavendra is sending an invite to all his friends and colleagues for the celebration of 25 years of his anniversary. He is using mail merge to generate the invitation letters. Due to some reason he wants to change the venue given in the mail. Which of the following documents he has to change for the same?
- (a) Data Source. (b) Main text document.  
(c) Both given in (a) and (b). (d) None of these
- (iii) ..... adds data arranged in an array that is a group of cells with labels for columns or rows.
- (a) Consolidate (b) Group data  
(c) Subtotal (d) Query
- (iv) A relational database is defined as:
- (a) Relation between numbers in two tables  
(b) Relation between fields of tables  
(c) Consisting of separate tables of related data  
(d) Consisting of separate fields with common data
- (v) A stand-alone computer is a computer that is:
- (a) Connected to the network. (b) Connected to the office network.  
(c) Not connected to a network. (d) Another name for a desktop PC.
- (vi) WordPress is an example of .....
- (a) Blogging site (b) Instant messenger  
(c) E-shopping site (d) None of these

**Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) In word processors the drag and drop method will ..... the image into a document.
- (a) Save (b) Embed  
(c) Delete (d) Cut
- (ii) Kritika is creating an annual sales report for her company. She uses the articles and charts of all the branch offices to create the final report. Now she wants all the reports to be identical. Which of the following word processor features would help her to create such identical documents?
- (a) Mail merge (b) Graphics  
(c) Template (d) None of these

- (iii) Which of the following is not an advantage of a database?  
 (a) It supports data redundancy (b) Allows sharing of data  
 (c) Ensures data security (d) None of these
- (iv) When all data is stored in one file, it is called .....  
 (a) Flat database (b) Relational database  
 (c) Table (d) Report
- (v) Which of the following is not an option for Internet connectivity?  
 (a) Dial-up (b) Broadband  
 (c) WiMax (d) USENET
- (vi) Which of the following is not an antivirus software?  
 (a) McAfee (b) Norton  
 (c) MSOffice (d) Kaspersky

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

**(1 × 5 = 5 Marks)**

- (i) You can add an image into a document from  
 (a) Scanner (b) Gallery  
 (c) Clipboard (d) All of these
- (ii) Which of the following formula refers to cell B1 in sheet Sales?  
 (a) = Sales.B1 (b) = Sales.“B1”  
 (c) \$Sales\$B1 (d) None of these
- (iii) A company has its offices in four major cities in India. The data of all regional offices is stored on separate worksheets. The company wants to consolidate this data. To use data from another worksheet, which of the following is most appropriate?  
 (a) Copying data from all the sheets into a new one  
 (b) Creating Links to the data from another sheet  
 (c) Copy data into same sheet and then create link  
 (d) All of these
- (iv) Primary key and alternate key together are called keys.  
 (a) Foreign (b) Candidate  
 (c) Non-primary (d) Composite
- (v) Which of the following is not an advantage of networking?  
 (a) Resource sharing (b) Cost effective  
 (c) Communication between computers  
 (d) Control over computers
- (vi) Which of the following fields in the table “Book” can act as a primary key?  
 (a) Book\_number (b) Subject  
 (c) Price (d) Author\_name

**Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**

- (i) An absolute hyperlink contains the ..... of the linked sheet.  
(a) Full address (b) Address from the current location  
(c) Web address (d) None of these
- (ii) ..... is not a DML command.  
(a) INSERT (b) DELETE  
(c) CREATE (d) UPDATE
- (iii) Which of the following defines a primary key?  
(a) The first field in the database  
(b) The date field in the database  
(c) The field which consists of numeric values  
(d) The field which stores unique value for each record
- (iv) A query can be defined as a tool to .....  
(a) Enable users to enter and view data.  
(b) Filter data from the database based on some criteria.  
(c) Summarize and print data.  
(d) None of these
- (v) A cell reference outside the worksheet is written as .....  
(a) <col> <row> (b) <row> <col>  
(c) <sheetname> <row> <col> (d) <sheetname> <col> <row>
- (vi) Which of the following is not a use of Firewall?  
(a) Monitors all communications (b) Traps the unauthorized access  
(c) Prevents passage of unwanted contents  
(d) Prevents viruses and malicious software

**SECTION B**  
**SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)**  
**Answer each question in 20 – 30 words.**

- Q.6.** What is the significance of self-awareness in achieving our goals?
- Q.7.** What does 'R' mean in SMART goals?
- Q.8.** "Stress is like a gateway that provides a heap of diseases." Explain.
- Q.9.** What is the use of File Explorer in windows?
- Q.10.** How do entrepreneurs help in creating more entrepreneurs?

**Answer any 4 out of the given 6 questions in  
20-30 words each (2 × 4 = 8 Marks)**

- Q.11.** Discuss any four advantages of networking.
- Q.12.** Define the following terms:  
(A) Toggle keys (B) Sticky keys
- Q.13.** What is referential integrity? Explain with an example.
- Q.14.** In a finance company five users are working on the same shared document. Three of them are working on common overlapping data. What happens when they try to save the document?
- Q.15.** What is the wrap setting? Mention the types of wrap settings available in Word processors.
- Q.16.** You want to add a link to a table in HTML namely sales.html How would you do it in Calc?

**Answer any 3 out of the given 5 questions in  
50-80 words each (4 × 3 = 12 Marks)**

- Q.17.** Jaskeerat is working in a renowned company that provides Network Solutions. The company has a worksheet that contains data of its valuable customers. This worksheet is available to all the employees that works for customer support.  
(A) Why the sharing of worksheet is required?  
(B) Jaskeerat has changed a value in the worksheet. Who else can see the changes?  
(C) List the features that are disabled in sharing mode.  
(D) How is document opened in sharing mode?
- Q.18.** Suhana is creating a brochure for a school fair. She added picture in the brochure which contains some unwanted part.  
(A) What can be done to remove that part from the picture?  
(B) There are few drawing objects on that brochure on which she wants to perform some common actions. How can she do it easily and quickly?  
(C) How can she keep the image between the text?  
(D) Is it possible to keep the image in the background of the text? How?
- Q.19.** Consider the following table named 'House' with details about houses allotted to the students in a school.  
(A) Which column can be set as a primary key in the given table?  
(B) Write SQL queries to:  
(i) Display the name, house, class in ascending order of the name of the house.  
(ii) Change the house name of Student with ID 11004 to Yellow.  
(iii) Delete the record of the student whose ID is 11006.

- Q.20.** In a school the records of students are stored in a database that consists of two tables. The first table stores personal details of students which are recognized by roll number. Every student has a unique roll number. This roll number field is linked with another table which stores marks of students. Answer the following with explanation in support of your answer.
- (A) What type of field is the roll number in the first table?
  - (B) What is the term used to describe it in the second table?
  - (C) What is composite primary key?
  - (D) Define alternate key.
- Q.21.** Gayatri's parents are old and cannot manage their day-to-day routine on their own. Earlier Gayatri was staying with them and taking care of their needs. But now she has got transferred to another city so she hired Sunanda for their help. But some of the tasks like paying electricity and phone bills etc. are still on Gayatri's part.
- (A) How can she manage to pay the bills from another city?
  - (B) Is it possible to purchase medicines for her parents from another city? How?
  - (C) Name some of the applications that provide the facilities mentioned in (A) and (B)?
  - (D) Define online shopping.