Time: 2½ Hrs.   **MM: 50**

General Instructions:

 1. This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.

2. Part A: Employability Skills (10 Marks)

 i**.** Answer any 4 questions out of the given 6 questions of 1 mark each.

 ii. Answer any 3 questions out of the given 5 questions of 2 marks each.

3. Part B: Subject Skills (40 Marks):

 i. Answer any 10 questions out of the given 12 questions of 1 mark each.

 ii. Answer any 4 questions from the given 6 questions of 2 marks each.

 iii. Answer any 4 questions from the given 6 questions of 3 marks each.

 iv. Answer any 2 questions from the given 4 questions of 5 marks each.

 4. This question paper contains 39 questions out of which 27 questions are to be answered.

 5. All questions of a particular part/section must be attempted in the correct order.

 6. The maximum time allowed is 2.5 hrs

PART-A
EMPLOYABILITY SKILLS-10 MARKS

Q1.   Attempt any 4 questions out of 6 questions

1.   _____ is important as it ensures the success and effectiveness of the communication.   **1**

2.   In SMART goals, what does 'S' stand for?   **1**

3.   State True or False for the following statement.   **1**

       Demands or Threats are the main reason for stress.

4.   State True or False   **1**
        Entrepreneurs can create jobs in the market.

5.   A _____ is a location where a group of files can be stored.   **1**

6. Choose the option which defines sustainable development. **1**

(a) Taking care of future generations

(b) Taking care of only ourselves

(c) Taking care of ourselves and the future generations

(d) Well-being of all

Q2. Answer any 3 questions out of the given 5 questions of 2 marks each:

1. Explain the term sustainable development? **2**

2. Explain myths about Entrepreneurship. **2**

3. Write any two preventive measures to protect your data from Viruses. **2**

4. Write any two differences between Interests and abilities. **2**

5. Write two example sentences of each type of sentence—statement and question. **2**

PART B
SUBJECT SKILLS -40 MARKS

Q3. Attempt any 20 questions out of the given 24 questions of 1 mark each:

1. _____ refers to an online journal where entries are posted. **1**

2. Internet is a type of _____ network. **1**

3. Expand Wi-Fi. **1**

4. _____ a device that amplifies a signal being transmitted on the network. **1**

5. Name any two commonly used instant messenger services. **1**

6. Expand HTTP. **1**

7. Write any two examples of e-commerce sites in India. **1**

8. _____ is a text linked to another document or a webpage or the same section in the same document. **1**

9. What is the shortcut to open Styles and formatting Window? **1**

10. _____ combines multiple images/ drawing objects in a way that they behave like one object. **1**

11. A blueprint document containing formatting features like styles, headers and/ or footers, macros etc. based on which other documents can be created, is known as_____ **1**

12. What is the term for text that appears in the top margin of a page? **1**

   a) Heading   b) Header   c) Footer   d) Pagination

13. Which of the following is not a legal type of break in Writer? **1**

   a) line   b) page   c) column   d)   text

14. Autosum is exactly same as sum (). True/False? **1**

15. Where do you find the conditional formatting Command? **1**

   a)Edit menu   b) Format menu   c) View menu   d) Insert menu

16. Page breaks once inserted cannot be removed. True/False? **1**

17. A chart placed in a worksheet is called a --------- Chart. **1**

   a) Inside   b) Embedded   c) Outside   d) Sheet
18. By default a workbook comes with_____ worksheets. **1**

19. Showing data as per a specific condition is known as___ of data. **1**

   a) Showing
   b) limiting
   c) trimming
   d) filtering

20. Expand DBMS. **1**

21. _____ is used to uniquely identify the record in a table. **1**

22. A BASE database is made up of all the following components Except: **1**

   a) tables

   b) queries

   c)forms

   d) formula bars

23. There can be multiple primary keys in a table. (State True or False) **1**

24. What is a form? **1**

Q4.   Answer any 4 questions out of the given 6 questions of 2 marks each:

 1. What is a network? Why is it needed? **2**

 2. What is the purpose of anti-virus software? **2**

3. How is a header different from footer? **2**

4. Write any two advantages of using Templates? **2**

5. What are the similarities and differences between sum and autosum functioning? **2**

6. What is the difference between a flat database and a relational data base? **2**

Q5. Answer any 3 questions out of the given 5 questions of 4 marks each:

1. a). What are the reports? **4**

Consider the following database.

Lastname	Firstname	Deptt.	payroll no.	Salary(Rs.)	Job Title
Sahfia	Ahmed	Finance	A101	19,500	Accountant
Malothra	Aman	Sales	B101	35,000	Clerk
Arora	Anil	Finance	A102	18,500	Sales Rep
Sen	Devansh	Factory	F132	24,000	manager
Walkar	Johnny	Purchase	M134	39,000	Secretary
Bedi	Mahender	Human Resource	H219	20,000	Payroll clerk

b) The job Title of the employee with Payroll Number M134 is?

c) Which department has maximum employees and what are their payroll numbers?

2. a) Define Sorting. **4**

 b) Name two types of filers mostly used in Calc.

 c) How many types of Worksheet views does Calc provide?

3. Define data Redundancy. Mention any three advantages of Databases **4**

4. What do you mean by network topology? Explain Linear and ring Topology. **4**

5. What are Styles? Mention the different categories of styles in Writer. **4**