

CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2024-2025)

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.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	(b) Cultural barrier	1
ii.	(c) Both internal and external	1
iii.	(a) takes responsibility for his mistakes	1
iv.	(b) The ability to control one's emotions, thoughts, and behavior in various situations	1
v.	(b) Life on land	1
vi.	(c) It can prevent data from getting corrupt	1
Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) Fill Format option	1
ii.	(c) Hyperlink	1
iii.	(c) 10	1
iv.	(d) We cannot create our own templates	1
v.	(b) By using the What-if scenario feature in the spreadsheet to create and analyse different budget options	1
vi.	(c) To ensure easy and safe use of equipment, reducing the risk of injury	1
Q.3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) Sub, End Sub	1
ii.	(a) It reduces the document size by storing only the reference to the image.	1
iii.	(b) Select Edit > Track Changes > Compare Documents option.	1
iv.	(d) Text Wrapping	1
v.	(b) It automatically groups data and applies common functions like sum and average.	1
vi.	(b) Stretching at regular intervals or doing simple yoga	1
Q.4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) Relative	1
ii.	(a) IDE	1
iii.	(b) Organized and processed data that provides meaningful insights.	1
iv.	(c) Every foreign key value must match a primary key in the referenced table or be null.	1
v.	(b) Rest eyes periodically and do simple eye exercises	1
vi.	(a) Relational Data Model	1
Q.5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) It uniquely identifies each record in a table.	1
ii.	(d) Add Table or Query	1
iii.	(c) Report	1
iv.	(c) Seek conflict resolution strategies with colleagues	1
v.	(b) Sitting in a wrong posture and using an uncomfortable chair	1
vi.	(b) A fire extinguisher	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Marks
Q.6	<p>Think Before You Speak</p> <ul style="list-style-type: none"> • Think about your topic. • Think about the most effective ways to make your listeners understand the topic. • Write or note down whatever you plan to say. <p>Concise and Clear</p> <ul style="list-style-type: none"> • Speak clearly, loudly and at moderate speed. • Be sure the information you want to share is to the point. • Do not repeat the same sentences. <p>Confidence and Body Language</p> <ul style="list-style-type: none"> • Be confident. • Maintain eye contact, stand straight and be attentive. • Be friendly 	2
Q.7	<p>Functions of an Entrepreneur are:</p> <ol style="list-style-type: none"> 1. Making Decisions: Entrepreneurs make daily choices about what to produce or sell, pricing, and market locations. 2. Managing the Business: They plan the business's future, arrange for raw materials, hire staff, and ensure plans are followed. 3. Dividing Income: Entrepreneurs allocate business funds for materials, rent, and salaries. 4. Taking Risks: They face risks related to fires, theft, and lost items. 5. Creating New Methods, Ideas, or Products: Entrepreneurs innovate to enhance their business's significance and profitability. 	2
Q.8	<p>To safeguard your data from theft and viruses, consider the following measures:</p> <ol style="list-style-type: none"> 1. Use Strong Passwords: Create difficult-to-guess passwords using a mix of lowercase and uppercase letters, numbers, and special characters. This prevents unauthorized access to your computer. 2. Install Anti-virus and Firewall: These tools monitor incoming and outgoing data, preventing viruses from entering and detecting any that may have already accessed your system. 3. Encrypt Data: Important information can be encrypted using tools like BitLocker, requiring a decryption password to access the hard disk, thus blocking unauthorized usage. 4. Secure Sites: Only share credit card or bank information on secure sites, indicated by "https://" and a lock symbol in the browser's address bar. 	2
Q.9	<p>Tracking time helps to:</p> <ul style="list-style-type: none"> • Identify time-wasting activities and unproductive habits • Improve time management for studies and tasks • Balance academics with extracurriculars and personal time • Allocate time for relaxation and self-care • Achieve academic goals more efficiently and reduce stress before exams 	2
Q.10	<p>The 17 SDGs have been made with the aim of taking care of important issues facing businesses, governments and society. Some of these issues are poverty, gender equality, water use, energy, climate change and biodiversity. Countries are now making policies and regulations that will promote sustainable systems needed in all economic sectors to provide a secure, affordable and sustainable economy.</p>	2
Q.11	<p>A Style is a collection of all formatting information, which you want to save and then apply on the document. Writer provides six Style categories – Page, Paragraph, Character, Frame, List and Table.(Mention any two)</p>	2

Q.12	<p>Safety: The work environment of the organisation must be safe. It must be free from hazards and risks. A hazard is something that can cause harm to the people</p> <p>Security: Every employee working in an organisation must feel that they are secured in the company campus. Security is a kind of freedom from any potential harm. Security ensures the safety of the people working in the organisation. This include various security such as personal safety, computer system safety, electrical safety, transport safety and other equipment safety.</p>	2
Q.13	A shared spreadsheet is a same sheet that can be accessed by more than one user and can allow them to make changes simultaneously on it. It saves the trouble of keeping track of multiple copies of the same spreadsheet. Sharing allows working in collaboration so that everyone can contribute, make changes and view it.	2
Q.14	Tools > Goal Seek	2
Q.15	While working with multiple tables, you need to check the redundancy and inconsistency of data. The record for a particular entity should neither be repeated nor different data values should appear for a single entity in the database. This is done by setting relationships between the tables of a database.	2
Q.16	Occupational overuse syndrome, also known as repetition strain injury (RSI), is a collective term for a range of conditions, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues, with or without physical manifestations. It is usually caused or aggravated by work and is associated with repetitive movement, sustained or constrained postures and/or forceful movements	2
Q.17	<p>a) Track Changes is a powerful tool that makes the process of commenting, editing and reviewing a document easy between multiple users. A document created by one user needs to be reviewed and edited by self or other users. If any modifications are made in the document directly, the original document might get lost. Instead, the Track Changes feature of Writer offers an alternative method to keep a record of all the changes made in the original document. All the changes that are recorded can be either accepted or rejected by the original author.</p> <p>b) View > Toolbars > Track Changes.</p> <p>c) Yes</p> <p>d) Original Author</p>	4
Q.18	<p>a) Repetitive tasks like calculating average scores, ranking teams based on performance, and generating graphs could be done with macros. It will save time and effort.</p> <p>b) Tools > Options > LibreOffice > Advanced. Observe the Optional Features. Two options are not check marked. Put the checkmark on the option “Enable macro recording”</p> <p>c) No, solution*word is not a valid macro name. Macro names cannot include special characters such as asterisks (*) or spaces. Valid characters typically include letters, numbers, and underscores.</p> <p>d) Opening or switching of windows</p>	4
Q.19	<p>a) A form is an object of the database that has a user-friendly interface where data can be entered and seen in an attractive and easy-to-read format. For any database, it is the front end for data entry and data modification</p> <p>b) There are two ways to create a form: • Using a wizard • Using the Design View</p> <p>c) Forms Control Toolbar</p> <p>d) The Records toolbar contains the navigation control buttons in the extreme left. With the help of these buttons, we can traverse and view the records in the file</p>	4
Q.20	<ul style="list-style-type: none"> • All employees must know where the fire extinguishers are located, and how to properly use them. • Fire extinguishers and First Aid Stations should be clearly marked with signs. 	4

	<ul style="list-style-type: none"> • Never block access to Exits, fire extinguishers, electric switches and panels. • Do not block or stack material against doors, which would prevent them from operating properly in event of a fire. • Do not use flammable material near electrical panels, switches, lift trucks or any electrical equipment. • Make sure all equipment is properly grounded where needed. • Fire extinguishers must be inspected regularly. • Report to your supervisor of any defect in electrical, fire prevention or material handling equipment. • No flammable material are to be placed around an exit door way. (Any 4 points) 	
<p>Q.21</p>	<p>a) A Database Management System (DBMS) is software that helps users create, manage, and manipulate databases. It allows for efficient data storage, retrieval, and organization.</p> <p>b) Advantages of using DBMS:</p> <ul style="list-style-type: none"> • Data Integrity: Ensures accuracy and consistency of data. • Data Security: Provides access controls to protect sensitive information. • Reduced Data Redundancy: Minimizes duplication of data across the database. • Data Management: Simplifies data handling through structured query language (SQL). <p>c) Two database programs:</p> <ul style="list-style-type: none"> • MySQL • Open Office Base <p>d) The ISBN (International Standard Book Number) can be set as a primary key, as it uniquely identifies each book in the inventory.]</p>	<p>4</p>

CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2024-2025)

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 x 4 = 4	2 x 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 (Advanced)	6	1	1	8
2	Electronic Spreadsheet (Advanced)	6	2	1	9
3	Database Management System	6	1	2	9
4	Maintain Health, Safety and Secure Working Environment	6	2	1	9
TOTAL QUESTIONS		24	6	5	35
NO. OF QUESTIONS TO BE ANSWERED		20	Any 4	Any 3	27
TOTAL MARKS		1 x 20 = 20	2 x 4 = 8	4 x 3 = 12	40 MARKS

CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2024-2025)

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.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	<p>Rahul moved to Japan from India for work. However, he struggles to adapt because he is not familiar with Japanese customs and etiquette, which affects his interactions with coworkers. This is an example of:</p> <p>(a) Interpersonal barrier (b) Cultural barrier (c) Physical barrier (d) Linguistic barrier</p>	1
ii.	<p>Amina studies diligently to improve her grades because she wants to feel proud of her achievements and also earn a scholarship. What type of motivation is this?</p> <p>(a) Internal (b) External (c) Both internal and external (d) Not any specific type of motivation</p>	1
iii.	<p>Rajesh launches a new app, but it fails to attract users and he faces financial losses. He gathers his team to discuss the failure, takes accountability for the oversight, and assures them that he will conduct thorough market research before the next launch. He _____.</p> <p>(a) takes responsibility for his mistakes (b) thinks before making a decision (c) does not give up (d) is innovative</p>	1
iv.	<p>Which of the following best describes self-management?</p> <p>(a) The ability to ignore emotions and focus solely on tasks (b) The ability to control one's emotions, thoughts, and behavior in various situations (c) The ability to manage time efficiently without considering feelings (d) The ability to rely on others for emotional support</p>	1
v.	<p>A community initiates a tree-planting campaign to restore local forests, aiming to enhance biodiversity, prevent soil erosion, and provide habitats for wildlife. This initiative also includes educating residents about sustainable land use practices to protect their natural environment. Which SDG can you relate this initiative to?</p> <p>(a) Clean Water and Sanitation (b) Life on Land (c) Affordable and Clean Energy (d) Climate Action</p>	1
vi.	<p>How can an anti-virus protect your device?</p> <p>(a) It can protect it from over-heating (b) It can increase its performance (c) It can prevent data from getting corrupt (d) It can backup data</p>	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	<p>Which feature in Writer allows you to apply the same style to multiple words scattered throughout the document?</p> <p>(a) Format Painter (b) Fill Format option (c) Style Inspector (d) Font Adjustment Tool</p>	1
ii.	<p>Which feature allows you to jump to a different document, spreadsheet, or website from within a document?</p> <p>(a) Bookmark (b) Page Break</p>	1

	(c) Hyperlink (d) Format Painter	
iii.	How many levels of headings does LibreOffice Writer support? (a) 5 (b) 8 (c) 10 (d) 12	1
iv.	Which of the following is NOT true about templates? (a) The styles and formatting features can be reused. (b) Libre Office provides online templates (c) Templates can have headings, text formats, styles, page numbers, headers and footers (d) We cannot create our own templates	1
v.	Radha is planning a school event and wants to decide how much money to allocate for different activities, like games, food, and decorations. She creates several different budget plans to see how changing the amount for each category affects the total expenses. How can Radha efficiently compare the different budget plans for her school event in the same spreadsheet? (a) By writing down each budget on paper (b) By using the What-if scenario feature in the spreadsheet to create and analyze different budget options (c) By asking her friends to guess the costs (d) By using the Filter function to look at one category at a time	1
vi.	What is the main goal of applying ergonomics in an office setting? (a) To increase the amount of work done in a shorter time (b) To design tasks that are more interesting for employees (c) To ensure easy and safe use of equipment, reducing the risk of injury (d) To promote social interactions among employees	1

Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	The code of macro begins with ____ followed by the name of the macro and ends with ____. (a) Function, End (b) Sub, End Sub (c) Sub, End Function (d) Sup, End Sup	1
ii.	What is the benefit of inserting an image as a link in a document? (a) It reduces the document size by storing only the reference to the image. (b) It enhances the image quality. (c) It allows for automatic image editing within the document. (d) It removes the need for image captions.	1
iii.	After incorporating the reviews, Krishna mailed the document to his editor with the Track Changes ON. He made certain changes in the document. Pradeep wants to compare his original document with the reviewed document. What is the first step Krishna should take to compare his edited document with the original document? (a) Open the Manage Changes dialog box. (b) Select Edit > Track Changes > Compare Documents option. (c) Save the edited file. (d) Accept or reject the desired changes.	1
iv.	It allows the placement of image in relation to text (a) Water mark (b) Trade mark (c) Copyright (d) Text Wrapping	1
v.	What is the primary function of the Subtotal tool in Calc? (a) It creates a chart for the data. (b) It automatically groups data and applies common functions like sum and average.	1

	(c) It highlights cells with conditional formatting. (d) It removes duplicate data from the spreadsheet.	
vi.	What is one way to mitigate hazards associated with prolonged computer use? (a) Increasing screen brightness (b) Stretching at regular intervals or doing simple yoga (c) Using a smaller screen (d) Sitting in a fixed position	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	A _____ hyperlink stores the location with respect to the current location in LibreOffice Calc. (a) Absolute (b) Relative (c) Mixed (d) Reference	1
ii.	_____ is a text editor that allows you to create and edit macros. (a) IDE (b) Notepad (c) Open Office Writer (d) MS Word	1
iii.	Which of the following best defines "information"? (a) Unprocessed raw facts such as names, marks, and addresses. (b) Organized and processed data that provides meaningful insights. (c) Audio, video, and graphics stored without any processing. (d) A collection of unrelated raw facts.	1
iv.	What does referential integrity in a database ensure? (a) All primary keys are unique across the database. (b) All records in a table must have a value in every column. (c) Every foreign key value must match a primary key in the referenced table or be null. (d) Data can be freely deleted from any table without constraints.	1
v.	What should you do with the problem of dry eyes? (a) Forget to blink (b) Rest eyes periodically and do simple eye exercises (c) Do exercise (d) Blink the eyes	1
vi.	Which of the following data models sets a relation between the two or more tables? (a) Relational Data Model (b) Network Data Model (c) Hierarchical Data Model (d) Connection Data Model	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which of the following statements are true about primary key in a database? (a) It is a field that can have duplicate values. (b) It uniquely identifies each record in a table. (c) It can have null values (d) It is an optional field in a database table.	1
ii.	Which of the following dialog boxes appears when the Query Design window is opened for the first time to design a query? (a) Add Table (b) Add Query (c) Add Query or Report (d) Add Table or Query	1

iii.	What feature in OpenOffice Base allows users to present retrieved data in a user-friendly and formatted manner? (a) Query (b) Form (c) Report (d) Data view	1
iv.	Which of the following is a recommended way to manage stress at work? (a) Engage in aggressive conflicts with colleagues (b) Work longer hours without breaks (c) Seek conflict resolution strategies with colleagues (d) Avoid hobbies that promote relaxation	1
v.	Which of the following can lead to musculoskeletal problems while working on a computer? (a) Using anti glare screen (b) Sitting in a wrong posture and using an uncomfortable chair (c) Using Air Conditioners (d) Taking frequent breaks	1
vi.	In a situation where a small fire breaks out in the office, what should you use to address the emergency? (a) A Blanket (b) A Fire Extinguisher (c) A Towel (d) Baking Soda	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 6	During a team meeting, Sarah is explaining a complex project idea to her colleagues. She speaks too quickly, uses jargon, and doesn't pause for questions. As a result, her team seems confused, and the project isn't fully understood. What can Sarah do to improve her verbal communication skills?	2
Q. 7	What are the functions of Entrepreneurs?	2
Q. 8	List the various ways you can use to protect your data.	2
Q. 9	Riya, a Class X student, feels stressed with her exam preparation, extracurricular activities, and family commitments. How can tracking time help her?	2
Q. 10	Why has United Nations has made the 17 Sustainable Development Goals?	2

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)

Q. 11	In Open Office Writer, what are the styles? List two Open Office Writer style options.	2
Q. 12	Differentiate between safety and security of an employee.	2
Q. 13	What are the benefits of sharing a spreadsheet?	2
Q. 14	Guneet has completed his assessments in four subjects and received the following marks: 75 in Math, 68 in Science, 82 in English, and 70 in History. The student needs to achieve an overall aggregate of 75% across all five subjects to meet his academic goals. He still has to take the exam in the fifth subject, which is Geography. Which Calc tool and menu option he can use to check how many marks he has to score in the 5th subject to get the required percentage?	2
Q. 15	In a database, why is it important to create relationships between the tables?	2
Q. 16	What is Occupational Overuse Syndrome? What are the causes for it?	2

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 17	A team of writers is collaborating on a report using a word processing software with a Track Changes feature. One writer creates the initial draft, which then needs to be reviewed and edited by the rest of the team. a) Why is the Track Changes feature essential for collaborative document editing? b) Which menu option can be used to access this feature? c) Can reviewers add comments? d) Once the changes are made by all the reviewers, who can accept or reject them?	4
Q. 18	A Class X student is participating in a school competition where they need to analyse the performance of different sports teams based on match scores and statistics. The student has collected data over several matches and needs to calculate averages, determine rankings, and generate charts for a presentation. a) How are Macros in Calc helpful to him? b) How to enable Macro in Calc? c) Is solution*word a valid macro name? Justify d) Mention any one operation which cannot be recorded by macro.	4

Q. 19	<p>A health clinic is developing a patient management system to streamline patient intake, appointments, and medical records. They need to implement forms for various purposes, including new patient registration, appointment scheduling, and updating medical histories.</p> <p>a) What is the use of form in DBMS? b) What are the different ways to create forms in DBMS? c) Where can we find various tools to add or edit controls on the form? d) What is the use of the Records Toolbar in a form?</p>	4
Q. 20	<p>What points should be included in Fire Prevention Plan in the office?</p>	4
Q. 21	<p>Your cousin runs a small bookstore and wants to maintain an inventory of books. He needs to record information such as book titles, authors, ISBNs, publication dates, prices, and stock levels. However, he is not familiar with database management systems. Explain the following concepts to help him understand DBMS:</p> <p>a) What is DBMS? b) What are the advantages of using DBMS? c) Name any two database programs that can be used to create a table and store the data according to his requirements. d) Which field can be set as a Primary Key?</p>	4

रोल नं.

Roll No.



परीक्षार्थी प्रश्न-पत्र कोड को उत्तर-पुस्तिका के मुख-पृष्ठ पर अवश्य लिखें।
Candidates must write the Q.P. Code on the title page of the answer-book.

सूचना प्रौद्योगिकी

INFORMATION TECHNOLOGY

निर्धारित समय : 2 घण्टे

अधिकतम अंक : 50

Time allowed : 2 hours

Maximum Marks : 50

नोट	NOTE
(I) कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुद्रित पृष्ठ 19 हैं।	(I) Please check that this question paper contains 19 printed pages.
(II) कृपया जाँच कर लें कि इस प्रश्न-पत्र में 21 प्रश्न हैं।	(II) Please check that this question paper contains 21 questions.
(III) प्रश्न-पत्र में दाहिने हाथ की ओर दिए गए प्रश्न-पत्र कोड को परीक्षार्थी उत्तर-पुस्तिका के मुख-पृष्ठ पर लिखें।	(III) Q.P. Code given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
(IV) कृपया प्रश्न का उत्तर लिखना शुरू करने से पहले, उत्तर-पुस्तिका में प्रश्न का क्रमांक अवश्य लिखें।	(IV) Please write down the serial number of the question in the answer-book before attempting it.
(V) इस प्रश्न-पत्र को पढ़ने के लिए 15 मिनट का समय दिया गया है। प्रश्न-पत्र का वितरण पूर्वाह्न में 10.15 बजे किया जाएगा। 10.15 बजे से 10.30 बजे तक छात्र केवल प्रश्न-पत्र को पढ़ेंगे और इस अवधि के दौरान वे उत्तर-पुस्तिका पर कोई उत्तर नहीं लिखेंगे।	(V) 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

सामान्य निर्देश:

- (i) कृपया निर्देशों को ध्यान से पढ़ें ।
- (ii) इस प्रश्न-पत्र में दो खण्डों में 21 प्रश्न हैं: खण्ड क और खण्ड ख ।
- (iii) खण्ड क में वस्तुनिष्ठ प्रकार के प्रश्न हैं जबकि खण्ड ख में विषयपरक प्रकार के प्रश्न हैं ।
- (iv) दिए गए $(5 + 16) = 21$ प्रश्नों में से, उम्मीदवार को 2 घंटे के आबंटित (अधिकतम) समय में $(5 + 10) = 15$ प्रश्नों के उत्तर देने हैं ।
- (v) किसी भी खण्ड विशेष के सभी प्रश्नों को सही क्रम में करने का प्रयास किया जाना चाहिए ।
- (vi) **खण्ड क:** वस्तुनिष्ठ प्रकार के प्रश्न (24 अंक) :
 - (a) इस खण्ड में 5 प्रश्न हैं ।
 - (b) कोई नकारात्मक अंकन नहीं है ।
 - (c) दिए गए निर्देशों के अनुसार कीजिए ।
 - (d) प्रत्येक प्रश्न/भाग के सामने आबंटित अंकों का उल्लेख किया गया है ।
- (vii) **खण्ड ख:** विषयपरक प्रकार के प्रश्न (26 अंक) :
 - (a) इस खण्ड में 16 प्रश्न हैं ।
 - (b) उम्मीदवार को 10 प्रश्न करने हैं ।
 - (c) दिए गए निर्देशों के अनुसार कीजिए ।
 - (d) प्रत्येक प्रश्न/भाग के सामने आबंटित अंकों का उल्लेख किया गया है ।

खण्ड क

(वस्तुनिष्ठ प्रकार के प्रश्न)

(24 अंक)

1. रोज़गार कौशल पर दिए गए 6 प्रश्नों में से किन्हीं 4 के उत्तर दीजिए । 4×1=4
 - (i) फ़ाइल नाम और फ़ाइल नाम एक्सटेंशन को एक _____ द्वारा अलग किया जाता है ।
 - (A) डॉलर (\$)
 - (B) डॉट (.)
 - (C) रेखांकन (अंडरस्कोर) (_)
 - (D) हैश (#)
 - (ii) निम्नलिखित में से किस प्रकार के संवाद में केवल बिम्ब और चित्रों के माध्यम से संदेश आदान-प्रदान (इंटरचेन्जिंग) किया जाता है ?
 - (A) मौखिक (वर्बल)
 - (B) सांकेतिक (जेस्चर)
 - (C) चाक्षुष (विजुअल)
 - (D) चेहरा (फेशियल)

General Instructions :

- (i) Please read the instructions carefully.
- (ii) This question paper consists of **21** questions in **two** Sections : **Section A** and **Section B**.
- (iii) **Section A** has Objective Type questions, whereas **Section B** contains Subjective type questions.
- (iv) 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.
- (v) All questions of a particular section must be attempted in the correct order.
- (vi) **Section A : Objective Type Questions (24 marks) :**
 - (a) This section has **5** questions.
 - (b) There is no negative marking.
 - (c) Do as per the instructions given.
 - (d) Marks allotted are mentioned against each question / part.
- (vii) **Section B : Subjective Type Questions (26 marks) :**
 - (a) This section has **16** questions.
 - (b) A candidate has to do **10** questions.
 - (c) Do as per the instructions given.
 - (d) Marks allotted are mentioned against each question / part.

Section A

(Objective Type Questions)

(24 Marks)

1. Answer any **4** out of the given **6** questions on Employability Skills. $4 \times 1 = 4$
- (i) The filename and filename extension are separated by a _____ .
 - (A) Dollar (\$)
 - (B) Dot (.)
 - (C) Underscore (_)
 - (D) Hash (#)
 - (ii) Which of the following type of communication involves interchanging messages only through images or pictures ?
 - (A) Verbal
 - (B) Gesture
 - (C) Visual
 - (D) Facial

- (iii) _____ अपने मनोभावों और दूसरों के मनोभावों को पहचानने और संचालित करने की योग्यता है ।
- (A) आत्म-बोध (सेल्फ-अवेयरनेस)
 (B) भावनात्मक विवेक (इमोशनल इंटेलिजेंस)
 (C) दबाव प्रबंधन (स्ट्रेस मैनेजमेंट)
 (D) भावनात्मक अवरोध (इमोशनल बैरियर)
- (iv) _____ एक प्रेरक बल है जो व्यक्ति को लक्ष्य प्राप्त करने, खुशी अनुभव करने और जीवन की गुणवत्ता सुधारने के लिए प्रेरित करता है ।
- (A) दबाव प्रबंधन (स्ट्रेस मैनेजमेंट)
 (B) आत्म-बोध (सेल्फ-अवेयरनेस)
 (C) आत्म-विकास (सेल्फ-ग्रोथ)
 (D) स्व-प्रेरण (सेल्फ-मोटिवेशन)
- (v) एक सफल उद्यमी बनने के लिए निम्नलिखित में से कौन-सा गुण अनिवार्य **नहीं** है ?
- (A) आत्मविश्वास (कॉन्फिडेंस)
 (B) सृजनशीलता (क्रिएटिविटी)
 (C) धैर्य (पेशेंस)
 (D) धनवान (वैल्थी)
- (vi) गरीबी समाप्त करने, धरती को सुरक्षित रखने और 2030 तक सभी लोग शांति और समृद्धि प्राप्त करें, इसे सुनिश्चित करने के लिए वैश्विक आह्वान के रूप में कार्य करने हेतु 2015 में संयुक्त राष्ट्र द्वारा कुल कितने एस.डी.जी. (Sustainable Development Goals) अपनाए गए ?
- (A) 13 (B) 11
 (C) 17 (D) 19

- (iii) _____ is the ability to identify and manage one's own emotions, as well as the emotions of others.
- (A) Self-Awareness
 - (B) Emotional Intelligence
 - (C) Stress Management
 - (D) Emotional Barrier
- (iv) _____ is the driving force that pushes us to achieve our goals, feel happy and improve our quality of life.
- (A) Stress Management
 - (B) Self-Awareness
 - (C) Self-Growth
 - (D) Self-Motivation
- (v) Which of the following is **not** an essential quality to become a successful entrepreneur ?
- (A) Confidence
 - (B) Creativity
 - (C) Patience
 - (D) Wealthy
- (vi) In total, how many SDGs were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity ?
- (A) 13
 - (B) 11
 - (C) 17
 - (D) 19

2. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए ।

5×1=5

- (i) निम्नलिखित में से कौन-सा लक्षण (रूप) एक समय में कई फॉर्मेटों का प्रयोग करने की अनुमति देता है ?
- (A) फिल (fill) (B) स्टाइल्स (styles)
(C) बिंब (images) (D) ड्रैग और ड्रॉप (drag and drop)
- (ii) राइटर में स्टाइल्स और फॉर्मेटिंग का विकल्प _____ मेनू के अंतर्गत उपलब्ध है :
- (A) इन्सर्ट (B) टूल्स
(C) फॉर्मेट (D) विंडो
- (iii) गौरव राइटर में एक रिपोर्ट तैयार कर रहा है । जब भी वह बिंब (इमेज) को ड्रैग और ड्रॉप करता है, इमेज उसके दस्तावेज़ (डॉक्यूमेंट) में जुड़ जाती है और डॉक्यूमेंट का आकार बढ़ जाता है । इमेज के जुड़ने के बजाय फ़ाइल में लिंक करने का कोई तरीका बताइए ।
- (A) इमेज को ड्रैग और ड्रॉप करना ।
(B) ड्रैगिंग करते समय कंट्रोल की (Ctrl key) दबाए रखना ।
(C) इमेज को ड्रैगिंग करते समय शिफ्ट की (Shift key) को दबाए रखना ।
(D) इमेज की ड्रैगिंग और ड्रॉपिंग के समय “कंट्रोल” (Ctrl) और “शिफ्ट की” (Shift key) को दबाए रखना ।
- (iv) _____ की रिसाइज़िंग (आकार घटाना-बढ़ाना) में इमेज का रिज़ोल्यूशन बुरी तरह प्रभावित हो सकता है ।
- (A) वेक्टर इमेज (B) रास्टर इमेज
(C) सीएडी इमेज (D) रंगीन (coloured) इमेज
- (v) राइटर में _____ तरीके/तरीकों से आप अपना टेम्पलेट बना सकते हैं ।
- (A) एक (B) दो
(C) तीन (D) चार
- (vi) राइटर में _____ ‘फंक्शन की’ का प्रयोग मेल मर्ज (mail merge) करते समय डेटाबेसों को देखने के लिए किया जाता है ।
- (A) F1 (B) F2
(C) F3 (D) F4

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

5×1=5

- (i) Which of the following features allows one to apply a group of formats at the same time ?
- (A) Fill (B) Styles
(C) Images (D) Drag and Drop
- (ii) In Writer, styles and formatting option is available under _____ menu.
- (A) Insert (B) Tools
(C) Format (D) Window
- (iii) Gaurav is creating a report in Writer. The image gets embedded in his document whenever he drags and drops the image and the document size increases. Suggest a way to link the image file instead of embedding it.
- (A) Drag and drop the image.
(B) Hold down the Ctrl key while dragging.
(C) Hold down the Shift key while dragging the image.
(D) Hold down the Ctrl and Shift key while dragging and dropping the image.
- (iv) Resizing a _____ may badly affect the resolution of an image.
- (A) Vector image (B) Raster image
(C) CAD image (D) Coloured image
- (v) In Writer, you can create your own template in _____ way(s).
- (A) One (B) Two
(C) Three (D) Four
- (vi) In Writer, _____ function key is used to see the databases while implementing mail merge.
- (A) F1 (B) F2
(C) F3 (D) F4

3. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए ।

5×1=5

- (i) डेटा को समेकित करते समय _____ विकल्प का प्रयोग करते हुए सेल रेन्ज का नाम रखा जा सकता है ।
- (A) नेम रेन्ज (B) डिफाइन रेन्ज
(C) कन्सोलिडेट नेम (D) डिफाइन नेम
- (ii) डेटा प्रविष्टि और रिकॉर्ड को अद्यतन (अपडेट) करने के लिए कवल और उसके मित्र एक स्प्रेडशीट में काम कर रहे हैं । वह किए गए परिवर्तनों की जानकारी रखना चाहते हैं । परिवर्तन किसने किए और स्प्रेडशीट में क्या परिवर्तन किए गए यह जानने में निम्नलिखित में से किस विकल्प से मदद मिल सकती है ।
- (A) व्यू चेन्जेज़ (view changes)
(B) रिकॉर्ड चेन्जेज़ (record changes)
(C) स्टोर चेन्जेज़ (store changes)
(D) ट्रैक चेन्जेज़ (track changes)
- (iii) _____ गोल सीक का अधिक विस्तृत रूप है ।
- (A) डेटाबेस (B) हाइपरलिंक
(C) रिपोर्ट (D) सॉल्वर
- (iv) मैक्रो फंक्शन्स को _____ लिखकर नियमित कार्य (regular functions) के रूप में लिखा जा सकता है ।
- (A) Void (B) Return
(C) Add-in (D) Dim
- (v) मूल और संपादित वर्कशीट का प्रयोग करके वर्कशीट में किए गए परिवर्तनों को देखने के लिए Calc का _____ विकल्प (option) मदद करता है ।
- (A) Edit → Revise document
(B) Edit → Consolidate
(C) Edit → Compare document
(D) Edit → Collaborate document

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

5×1=5

- (i) While consolidating data, a cell range can be named using _____ option.
- (A) Name range (B) Define range
(C) Consolidate name (D) Define name
- (ii) Kawal and his friends are working on a Spreadsheet for entering data and updating records. They wish to keep a track of changes. Which of the following options will help in knowing who made the changes and what changes were done in the spreadsheet ?
- (A) View changes
(B) Record changes
(C) Store changes
(D) Track changes
- (iii) _____ is a more elaborate form of Goal Seek.
- (A) Database (B) Hyperlink
(C) Report (D) Solver
- (iv) Macro functions can be written to behave as regular functions by writing a/an _____.
- (A) Void (B) Return
(C) Add-In (D) Dim
- (v) _____ option of Calc helps in viewing the changes made to a worksheet using original and edited worksheet.
- (A) Edit → Revise document
(B) Edit → Consolidate
(C) Edit → Compare document
(D) Edit → Collaborate document

(vi) Calc में, शेयर्ड वर्कबुकस (Shared workbooks) में यह किया जा सकता है :

- (A) सैल्स आमेसन (merging cells)
- (B) अनुकूलित फॉर्मेटिंग (conditional formatting)
- (C) तस्वीर/ग्राफ लगाना (inserting pictures/graphs)
- (D) पाठ्य सामग्री जोड़ना (adding text)

4. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए ।

5×1=5

(i) ओपनऑफिस बेस में सारणियों (tables) पर प्रयुक्त संबंध को _____ विकल्प की सहायता से हटाया जा सकता है ।

- (A) Clear
- (B) Remove
- (C) Drop
- (D) Delete

(ii) एस क्यू एल (SQL) में रिकॉर्ड को आरोही क्रम में प्रदर्शित करने वाला कीवर्ड (Keyword) है :

- (A) Asce
- (B) Incr
- (C) Asc
- (D) High

(iii) _____ एक न्यूमेरिक डेटा प्रकार है जो Yes/No टाइप वैल्यूज को 0 या 1 रूप में ओपनऑफिस बेस टेबल में स्टोर कर सकता है ।

- (A) Boolean
- (B) Char
- (C) Binary
- (D) OtherObject

(iv) निम्नलिखित में से कौन-सा कथन (शब्द) एक या अधिक डेटाबेस टेबल्स या डेटाबेस व्यूज (views) से शून्य (zero) या अधिक पंक्तियों (rows) को दुबारा प्राप्त कराता है ?

- (A) UPDATE
- (B) DELETE
- (C) SELECT
- (D) DISPLAY

(vi) In Calc, shared workbooks allow :

- (A) Merging cells
- (B) Conditional formatting
- (C) Inserting pictures/graphs
- (D) Adding text

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

5×1=5

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

- (A) Clear
- (B) Remove
- (C) Drop
- (D) Delete

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

- (A) Asce
- (B) Incr
- (C) Asc
- (D) High

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

- (A) Boolean
- (B) Char
- (C) Binary
- (D) OtherObject

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

- (A) UPDATE
- (B) DELETE
- (C) SELECT
- (D) DISPLAY

- (v) रोशनी ने एस क्यू एल (SQL) में कस्टमर टेबल तैयार की है और वह Cust_photo फील्ड के अंतर्गत प्रत्येक उपभोक्ता (customer) की फोटोग्राफ इमेज स्टोर करना चाहती है। एक उचित डेटा टाइप का नीचे दिए गए विकल्पों में से सुझाव दीजिए।
- (A) इमेज (IMAGE)
 (B) पिक्चर (PICTURE)
 (C) लॉन्गवारबाइनरी (LONGVARBINARY)
 (D) ग्राफिक (GRAPHIC)
- (vi) डिफॉल्ट से, ओपनऑफिस बेस में सभी फील्ड में _____ डेटा टाइप होगा।
- (A) int (tiny) (B) बूलियन (Boolean)
 (C) टैक्स्ट (varchar) (D) टैक्स्ट (char)

5. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए।

5×1=5

- (i) _____ एक परिचर्चा (discussion) प्रकार की वेबसाइट है, जो ऑनलाइन व्यक्तिगत डायरी की तरह है और इसका प्रयोग व्यक्तिगत (Personal) वेब पेजेज़ (web pages) तैयार करने के लिए किया जाता है।
- (A) WWW (B) Web
 (C) ब्लॉग (Blog) (D) चैट (Chat)
- (ii) नताशा फ्लोर मैनेजर के रूप में कार्य करती है। खतरे वाले स्थान को खाली करके किसी आपदा या आपातकाल के मामले में जीवन की सुरक्षा सुनिश्चित करने के लिए उसे नियमित _____ करने का कार्य दिया गया है।
- (A) सांस्कृतिक सभा (Cultural assembly)
 (B) खुले कार्यक्रम (Open house events)
 (C) खाली करने का अभ्यास (Evacuation drill)
 (D) यात्रा और पर्यटन (Trips and excursions)
- (iii) _____ एक सुविधाजनक साधन है, जो ऐसे लोगों की सहायता करती है जिन्हें कीबोर्ड या माउस या दोनों का उपयोग करने में कठिनाई होती है।
- (A) स्टिकी की (B) सीरियल की
 (C) कंट्रोल की (D) टॉगल की (Toggle keys)

- (v) Roshni has created a table Customer in SQL and wants to store photograph image of every customer under Cust_photo field. Suggest a suitable data type from the options given below.
- (A) IMAGE
 - (B) PICTURE
 - (C) LONGVARBINARY
 - (D) GRAPHIC
- (vi) By default, all the fields in OpenOffice Base will have _____ datatype.
- (A) int (tiny)
 - (B) Boolean
 - (C) text (varchar)
 - (D) text (char)

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

5×1=5

- (i) A _____ is a discussion style website similar to an online personal diary, used for creating personal web pages.
- (A) WWW
 - (B) Web
 - (C) Blog
 - (D) Chat
- (ii) Natasha works as floor manager. She has been assigned a task for conducting regular _____ to ensure safety of life in case of any disaster or emergency by evacuating the place of danger.
- (A) Cultural assembly
 - (B) Open house events
 - (C) Evacuation drill
 - (D) Trips and excursions
- (iii) _____ is an accessibility feature that assists people who have difficulty using a keyboard or a mouse (or both).
- (A) Sticky keys
 - (B) Serial key
 - (C) Control key
 - (D) Toggle keys

- (iv) सभी कम्प्यूटरों के लिए समान स्थिति वाले नेटवर्क _____ कहे जाते हैं ।
- (A) पियर-टु-पियर आर्किटेक्चर (Peer-to-Peer architecture)
 (B) सेंट्रल आर्किटेक्चर (Central architecture)
 (C) हार्डरार्किकल आर्किटेक्चर (Hierarchical architecture)
 (D) क्लाइंट-सर्वर आर्किटेक्चर (Client-server architecture)
- (v) _____ प्रयोक्ता नाम (username) और पासवर्ड जैसे छोटे आँकड़ों वाली टेक्स्ट फ़ाइलें हैं ।
- (A) ऑपरेटिंग सिस्टम (B) एंटी-वायरस
 (C) कुकीज़ (D) मोडेम (Modem)
- (vi) DSL का अर्थ है :
- (A) डिजिटल सिस्टम लाइन (B) डेटा सब्सक्राइबर लाइन
 (C) डिजिटल सब्सक्राइबर लाइन (D) डेटा सर्विस लाइन

खण्ड ख
(विषयपरक प्रकार के प्रश्न)

(26 अंक)

रोज़गार कौशल पर दिए गए 5 प्रश्नों में से किन्हीं 3 के उत्तर 20 - 30 शब्दों (प्रत्येक) में दीजिए । 3×2=6

6. प्रभावकारी संप्रेषण के लिए सांस्कृतिक विभिन्नताएँ किस प्रकार एक व्यवधान हो सकती हैं ?
7. उद्यमिता के बारे में किन्हीं दो ग़लत धारणाओं को स्पष्ट कीजिए ।
8. जीवन में सफल होने के लिए समय प्रबंधन कौशल के महत्त्व पर संक्षिप्त चर्चा कीजिए ।
9. हम अधिकतर स्पैम मेल्स (Spam mails) के बारे में सुनते हैं । ये अनचाहे संदेश (Spam mails) क्या हैं, स्पष्ट कीजिए और बताइए कि ऐसे संदेशों (mails) के साथ क्या करना चाहिए ।
10. साफ और वहनीय (affordable) ऊर्जा प्राप्त करने के किन्हीं दो तरीकों का उल्लेख कीजिए ।

- (iv) Network in which all computers have equal status is called _____ .
- (A) Peer-to-Peer architecture
 - (B) Central architecture
 - (C) Hierarchical architecture
 - (D) Client-server architecture
- (v) _____ are text files with small pieces of data – like a username and password.
- (A) Operating System
 - (B) Antivirus
 - (C) Cookies
 - (D) Modem
- (vi) DSL stands for _____ .
- (A) Digital System Line
 - (B) Data Subscriber Line
 - (C) Digital Subscriber Line
 - (D) Data Service Line

Section B

(Subjective Type Questions)

(26 Marks)

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

3×2=6

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

दिए गए 6 प्रश्नों में से किन्हीं 4 के उत्तर 20 – 30 शब्दों (प्रत्येक) में दीजिए ।

4×2=8

11. राइटर में ड्राइंग ऑब्जेक्ट्स को ग्रुप करने के मुख्य चरणों को लिखिए ।
12. स्प्रेडशीट में डेटा समेकन (consolidate) का क्या उद्देश्य है ? संक्षेप में बताइए ।
13. LAN और WAN में अंतर बताइए ।
14. दूसरी शीटों में डेटा प्रेषण करने के लिए सेल रेफरेंस के दो भाग क्या हैं ? उदाहरण के साथ स्पष्ट कीजिए ।
15. डेटाबेस में सारणियों (tables) के बीच संबंध तैयार करने के किन्हीं दो लाभों को बताइए ।
16. किसी संगठन द्वारा अपनाए जाने वाले किन्हीं दो प्राथमिक अग्नि सुरक्षा नियमों का उल्लेख कीजिए ।

दिए गए 5 प्रश्नों में से किन्हीं 3 के उत्तर 50 – 80 शब्दों (प्रत्येक) में दीजिए ।

3×4=12

17. वर्ड प्रोसेसिंग सॉफ्टवेयर में मेल मर्ज (mail merge) करने की क्या अवधारणा है ? विस्तृत रूप से बताइए । मेल मर्ज के प्रयोग के किन्हीं दो लाभों को भी बताइए ।
18. हाइपरलिंक के चार प्रकारों को स्पष्ट कीजिए जिनका प्रयोग स्प्रेडशीट्स में किया जा सकता है ।
19. इंटरनेट की सुरक्षा आज की सबसे बड़ी चिंता का विषय है । कठिन पासवर्ड का प्रयोग इंटरनेट की सुरक्षा के अतिक्रमण के खतरे को कम कर सकता है ।
हिमांशी ने अभी-अभी इंटरनेट आधारित अपना पहला एकाउंट बनाया है । कठिन पासवर्ड तैयार करने के लिए किन्हीं चार सामान्य दिशा-निर्देशों को बताते हुए उसकी मदद कीजिए ।
20. ओपनऑफिस बेस के संदर्भ में निम्नलिखित की अवधारणा और महत्त्व को स्पष्ट कीजिए :
 - (a) फॉर्मस
 - (b) रिपोर्ट्स

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

4×2=8

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

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

3×4=12

17. What is the concept of mail merge in word processing software ? Discuss in detail. Also give any two major benefits of using mail merge.
18. Explain four types of hyperlinks that can be applied in spreadsheets.
19. Internet security is of prime concern nowadays. Using strong passwords can lower the risk of security breach on the Internet.
Himanshi has just created her first Internet based account. Help her by giving any four general guidelines for managing strong passwords.
20. In context of OpenOffice Base, explain the concept and significance of the following :
 - (a) Forms
 - (b) Reports

21. टेबल प्रोडक्ट पर विचार कीजिए और निम्नलिखित के लिए (SQL) क्वेरीज़ लिखिए :

टेबल : प्रोडक्ट

पीआईडी	प्रोडक्टनाम	मूल्य	मात्रा	श्रेणी
P01	बोर्ड	10000	2	ऑफिस
P02	आइलाइनर	700	50	मेकअप
P04	पेंसिल	5	500	स्कूल
P05	लैंप	250	10	घरेलू
P08	बेडशीट	450	45	घरेलू
P09	लैपटॉप	75000	15	ऑफिस

- उन सभी उत्पादों (प्रोडक्ट्स) के नाम दिखाना जिनकी श्रेणी “घरेलू” है ।
- उन उत्पादों के प्रोडक्टनाम और मूल्य दिखाना जिनकी मात्रा 50 से कम है ।
- लैपटॉप का मूल्य और मात्रा (संख्या) दिखाना ।
- उन उत्पादों का प्रोडक्टनाम और मात्रा दिखाना जिनका मूल्य 5000 से अधिक है ।

दृष्टिबाधित परीक्षार्थियों के लिए :

डेटाबेस प्रबंधन प्रणाली के संदर्भ में निम्नलिखित पर एक संक्षिप्त टिप्पणी लिखिए :

- डेटाबेस
- टेबल
- फ़िल्ड
- कम्पोजिट प्राइमरी की

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

Table : Product

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

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

For Visually Impaired Candidates :

In the context of Database Management System, write a short note on the following :

- (i) Database
- (ii) Table
- (iii) Field
- (iv) Composite Primary Key