

Series : GE1FH



SET~4

रोल नं.
Roll No.



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प्रश्न-पत्र कोड
Q.P. Code

89

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.

NOTE

- (I) कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुद्रित पृष्ठ 19 हैं।
- (II) प्रश्न-पत्र में दाहिने हाथ की ओर दिए गए प्रश्न-पत्र कोड को परीक्षार्थी उत्तर-पुस्तिका के मुख-पृष्ठ पर लिखें।
- (III) कृपया जाँच कर लें कि इस प्रश्न-पत्र में 21 प्रश्न हैं।
- (IV) कृपया प्रश्न का उत्तर लिखना शुरू करने से पहले, उत्तर-पुस्तिका में यथा स्थान पर प्रश्न का क्रमांक अवश्य लिखें।
- (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 परीक्षार्थी केवल प्रश्न-पत्र को पढ़ेंगे और इस अवधि के दौरान वे उत्तर-पुस्तिका पर कोई उत्तर नहीं लिखेंगे।
- (I) Please check that this question paper contains 19 printed pages.
- (II) 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.
- (III) Please check that this question paper contains 21 questions.
- (IV) Please write down the Serial Number of the question in the answer-book at the given place before attempting it.
- (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 candidates will read the question paper only and will not write any answer on the answer-book during this period.

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सूचना प्रौद्योगिकी



INFORMATION TECHNOLOGY

निर्धारित समय : 2 घण्टे

अधिकतम अंक : 50

Time allowed : 2 hours

Maximum Marks : 50



सामान्य निर्देश :

- (i) कृपया निर्देशों को ध्यान से पढ़ें।
- (ii) इस प्रश्न-पत्र में **21** प्रश्न दो भागों में विभाजित 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 विशेष खण्ड 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. रोजगार कौशल पर दिए गए 6 प्रश्नों में से किन्हीं 4 के उत्तर दीजिए। 4×1=4
- (i) स्कूल एक कैरियर परामर्श कार्यशाला (Career Counselling Workshop) का आयोजन कर रहा है। निम्नलिखित में से कौन-सा तरीका स्कूल के सभी छात्रों को सूचित करने के लिए सबसे प्रभावी होगा ?
 - (A) आमने-सामने अनौपचारिक संचार
 - (B) नोटिस/पोस्टर
 - (C) फ़ोन कॉल
 - (D) सभी से व्यक्तिगत रूप से मिलना



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. **4×1=4**
- (i) The school is organizing a Career Counselling Workshop. Which of the following will be the most effective method of communication to inform all students of the school ?
 - (A) Face-to-face informal communication
 - (B) Notice/Poster
 - (C) Phone call
 - (D) Meet everyone in person



- (ii) नीचे दिए गए विकल्पों में से कौन-सा शब्द अपनी भावनाओं को नियंत्रित करने और दूसरों को भी ऐसा करने में मदद करने की क्षमता के लिए सबसे उपयुक्त है ?
- (A) भावनाओं का प्रबंधन
(B) भावनाओं का उपयोग
(C) भावनाओं को जानना
(D) भावनाओं को दबाना
- (iii) रोशिन दसवीं कक्षा में पढ़ती है और अपनी परीक्षाओं में अच्छे अंक प्राप्त करने के लिए बहुत सारे सैंपल पेपर के साथ कड़ी मेहनत कर रही है। वह सुबह जल्दी उठकर पढ़ाई करती है और अपना रिवीजन वर्क पूरा करती है। यह _____ का उदाहरण है।
- (A) आत्म-जागरूकता
(B) आत्म-प्रेरणा
(C) प्रभावशाली प्रेरणा
(D) भावनात्मक बुद्धिमत्ता
- (iv) कम्प्यूटर में _____ एक ऐसा स्थान है जहाँ फाइलों का एक समूह संग्रहित किया जा सकता है।
- (A) फोल्डर (Folder) (B) एसएमपीएस (SMPS)
(C) सीमौस (CMOS) (D) यूपीएस (UPS)
- (v) निम्नलिखित में से कौन-सा उद्यमियों के बारे में एक मिथक है ?
- (A) एक उद्यमी को आत्मविश्वासी होना चाहिए और वह निर्णय लेने में सक्षम होना चाहिए।
(B) हर व्यापारिक विचार अनोखा या विशेष होना चाहिए।
(C) एक उद्यमी को नए विचारों को आजमाते रहना चाहिए।
(D) एक उद्यमी को रचनात्मक होना चाहिए और उसके पास समस्या के विभिन्न समाधान होने चाहिए।
- (vi) निम्नलिखित में से कौन-सा सतत विकास के लिए सबसे महत्वपूर्ण कारक है और हमें एक जिम्मेदार नागरिक के रूप में अपनी भूमिका के बारे में जागरूक होने में मदद करता है ?
- (A) खेल (B) शिक्षा
(C) व्यवसाय (D) अशिक्षा



- (ii) Which of the following is the most suitable term for the ability to regulate one's own emotions and help others also to do the same ?
- (A) Managing emotions
 - (B) Harnessing emotions
 - (C) Knowing emotions
 - (D) Suppressing emotions
- (iii) Roshin studies in class X and is practising hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of _____ .
- (A) Self-awareness
 - (B) Self-motivation
 - (C) Influential motivation
 - (D) Emotional intelligence
- (iv) A _____ is a location where a group of files can be stored in the computer.
- (A) Folder
 - (B) SMPS
 - (C) CMOS
 - (D) UPS
- (v) Which of the following is a myth about entrepreneurs ?
- (A) An entrepreneur should be confident and should be able to take decisions.
 - (B) Every business idea must be unique or special.
 - (C) An entrepreneur should keep trying new ideas.
 - (D) An entrepreneur should be creative and should have different solutions to the problem.
- (vi) Which one of the following is the most important factor for sustainable development and helps us become aware of our role as a responsible citizen ?
- (A) Sports
 - (B) Education
 - (C) Business
 - (D) Illiteracy



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

5×1=5

- (i) रवि को एक प्रोजेक्ट रिपोर्ट तैयार करनी है। वह प्रोजेक्ट रिपोर्ट में कुछ फॉर्मेटिंग सुविधाएँ सहेज कर लागू करना चाहता है। वह ओपन ऑफिस राइटर (OpenOffice Writer) की _____ सुविधा का उपयोग कर सकता है।
(A) स्टाइल्स (Styles) (B) इमेज (Image)
(C) मेल मर्ज (Mail Merge) (D) प्रीव्यू (Preview)
- (ii) हाल ही में एक भ्रमण के दौरान, रोशनी ने राइटर (Writer) में एक रिपोर्ट बनाने के लिए कुछ तस्वीरें लीं। वह छवि का कंट्रास्ट बढ़ाना चाहती है। राइटर (Writer) में उसे निम्नलिखित में से कौन-सा इमेज फ़िल्टर इस्तेमाल करना चाहिए ?
(A) एजिंग (Aging) (B) मोजेक (Mosaic)
(C) शार्पन (Sharpen) (D) स्मूद (Smooth)
- (iii) राइटर (Writer) में निम्नलिखित में से कौन-सा छवि व्यवस्था विकल्प टेक्स्ट के पीछे ड्राइंग ऑब्जेक्ट भेजता है ?
(A) टू बैकग्राउंड (To background)
(B) टू फोरग्राउंड (To foreground)
(C) बिहाइंड द टेक्स्ट (Behind the text)
(D) बैक वन (Back one)
- (iv) राइटर (Writer) की _____ विशेषता विभिन्न प्रकार की शीर्षक शैलियों (heading styles) पर आधारित है और इसका उपयोग दस्तावेज़ की सामग्री की सूची देने के लिए किया जाता है।
(A) टेबल ऑफ़ हैडिंग (Table of Heading)
(B) इंडेक्स (Index)
(C) लेबल ऑफ़ कंटेंट्स (Label of Contents)
(D) टेबल ऑफ़ कंटेंट्स (Table of Contents)
- (v) _____ राइटर (Writer) में बनाई जा रही फ़ाइलों के लिए डिफ़ॉल्ट टेम्पलेट (default template) है।
(A) रेज्यूमे टेम्पलेट (Resume template)
(B) प्रोजेक्ट रिपोर्ट (Project Report)
(C) खाली दस्तावेज़
(D) चैप्टर
- (vi) शांता राइटर (Writer) में एक प्रोजेक्ट रिपोर्ट बना रही है और दस्तावेज़ में हैडिंग्स (headings) / टाइटल्स (titles) पर वही शैली लागू करना चाहती है जैसा उसने दस्तावेज़ की शुरुआत में किया है। वह जहाँ भी आवश्यक हो, प्रत्येक पंक्ति / शब्द पर समान प्रारूप लागू करने के लिए राइटर (Writer) की _____ सुविधा का उपयोग कर सकती है।
(A) फिल स्टाइल (Fill Style) (B) फिल फॉर्मेट (Fill Format)
(C) अप्लआई फीचर (Apply Feature) (D) अप्लआई कैरेक्टर (Apply Character)



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

5×1=5

- (i) Ravi has to prepare a project report. He wants to save certain formatting features and then apply them on the project report. He can use the _____ feature of OpenOffice Writer.
- (A) Styles (B) Image
(C) Mail Merge (D) Preview
- (ii) During a recent excursion, Roshni has taken some pictures for making a report in Writer. She wants to increase the contrast of the images. Which one of the following image filters should she use in Writer ?
- (A) Aging (B) Mosaic
(C) Sharpen (D) Smooth
- (iii) Which one of the following image arrangement options in Writer sends the drawing object behind the text ?
- (A) To background (B) To foreground
(C) Behind the text (D) Back one
- (iv) _____ feature of Writer is based on different types of heading styles and is used to give the listing of the contents of the document.
- (A) Table of Heading (B) Index
(C) Label of Contents (D) Table of Contents
- (v) _____ is the default template for the files being created in Writer.
- (A) Resume template (B) Project Report
(C) Blank document (D) Chapter
- (vi) Shanta is creating a project report in Writer and wants to apply the same style on headings / titles in the entire document as she has done at the beginning of the document. She can use the _____ feature of Writer to apply the same format on each line / word, wherever needed.
- (A) Fill Style (B) Fill Format
(C) Apply Feature (D) Apply Character



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

5×1=5

- (i) Calc में अपने Comments जोड़ने के लिए _____ → Track changes → Comment सिलेक्ट करें।
- (A) File (B) Edit
(C) Insert (D) Data
- (ii) स्प्रेडशीट में एक नई शीट जोड़ने के लिए स्प्रेडशीट के नीचे, बाएँ भाग में मौजूद _____ संकेत को क्लिक कीजिए।
- (A) * (B) /
(C) % (D) +
- (iii) _____ मानकों का एक समूह है जो स्प्रेडशीट में गणना के दौरान बदलती परिस्थितियों के आधार पर विभिन्न विकल्पों की खोज और तुलना करने के लिए किया जा सकता है।
- (A) Sort (B) Filter
(C) What-if Scenarios (D) Comments
- (iv) रिकॉर्ड किए गए मैक्रोज (macros) वास्तव में _____ के रूप में संग्रहित होते हैं।
- (A) प्रोग्रामिंग भाषा में निर्देशों का एक सेट (B) डेटा सेल का एक क्रम
(C) एक डॉक्यूमेंट (D) वैल्यूज की एक लिस्ट
- (v) Calc में हाइपरलिंक बनाते समय यदि फाइल नाम के साथ पूरा पाथ (path) दिया गया हो तो यह _____ का उदाहरण है।
- (A) रिलेटिव हाइपरलिंक (B) मिक्स्ड हाइपरलिंक
(C) ऐब्सोल्यूट हाइपरलिंक (D) फोल्डर हाइपरलिंक
- (vi) Calc में यह टूल (tool) आपको स्वचालित रूप से सेल्स (cells) का एक समूह बनाने और समूहीकृत डेटा पर योग, औसत जैसे सामान्य फंक्शन लागू करने की अनुमति देता है। इसे _____ टूल (tool) के रूप में जाना जाता है।
- (A) योग (Sum) (B) उप-योग (Subtotal)
(C) फंक्शन (Function) (D) कॉमन (Common)



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

5×1=5

- (i) To add your own comments in Calc, select _____ → Track changes → Comment.
- (A) File (B) Edit
(C) Insert (D) Data
- (ii) To add a new sheet in the spreadsheet, click on the _____ sign located at the left bottom of the spreadsheet.
- (A) * (B) /
(C) % (D) +
- (iii) _____ is a set of values that can be used within the calculations in the spreadsheet to explore and compare various alternatives depending on changing conditions.
- (A) Sort (B) Filter
(C) What-if Scenarios (D) Comments
- (iv) The recorded macros are actually stored as _____.
(A) a set of instructions in a programming language.
(B) a sequence of data cells
(C) a document
(D) a list of values
- (v) Which creating a hyperlink in calc, if the complete path along with filename is given then it is an example of _____.
(A) Relative hyperlink (B) Mixed hyperlink
(C) Absolute hyperlink (D) Folder hyperlink
- (vi) This tool in Calc allows you to create a group of cells automatically and apply common functions like sum, average on the grouped data. It is known as _____ tool.
(A) Sum (B) Subtotal
(C) Function (D) Common



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

5×1=5

- (i) _____ डेटाबेस सॉफ्टवेयर है जिसका उपयोग डेटा बनाने, मैनिपुलेट (manipulate) करने और प्रबंधित करने के लिए किया जाता है।
(A) इन्ग्रेस (Ingress) (B) राइटर (Writer)
(C) पेंट (Paint) (D) विंडोज (Windows)
- (ii) डेटा को आरोही या अवरोही क्रम में व्यवस्थित करने की प्रक्रिया को _____ के रूप में जाना जाता है।
(A) फ़िल्टरिंग (Filtering) (B) ट्रैकिंग (Tracking)
(C) प्योरिफिकेशन (Purification) (D) सॉर्टिंग (Sorting)
- (iii) लिब्रेऑफिस बेस (LibreOffice Base) के संदर्भ में, मौद्रिक मूल्यों को इंगित करने के लिए, निम्नलिखित में से कौन-सा वैध डेटा प्रकार (data type) है ?
(A) मनी (B) करेंसी
(C) रुपया (D) डॉलर
- (iv) डेटा को _____ का उपयोग करके DMBS में एक या ज्यादा टेबल से पुनर्प्राप्त और प्रदर्शित किया जा सकता है।
(A) रेफरेंशियल इंटीग्रिटी (Referential Integrity)
(B) डोमेन (Domain)
(C) क्वेरी (Query)
(D) फ़ील्ड (Field)
- (v) फॉर्म डिजाइन करते समय, दिनांक फ़ील्ड में _____ जोड़कर दिनांक इनपुट प्राप्त करने का सुझाव दिया जाता है ताकि अमान्य तिथियाँ (invalid dates) दर्ज न हो सकें।
(A) कैलेंडर (B) टेक्स्ट इनपुट
(C) टाइमर (D) नंबर इनपुट
- (vi) फॉर्म डिजाइन करते समय, फॉर्म कंट्रोलस (Form Controls) टूल (tool) बॉक्स (box) पर उपलब्ध _____ टूल (tool) का उपयोग करके टाइटल्स (titles), हैडिंग्स (headings) या सब-हैडिंग्स (sub-headings) जोड़े जा सकते हैं।
(A) टेक्स्टबॉक्स (B) लेबल
(C) टाइटल (D) हैडिंग



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

5×1=5

- (i) _____ is the database software that is used to create, manipulate and manage data.
- (A) Ingress (B) Writer
(C) Paint (D) Windows
- (ii) The process of arranging data in ascending or descending order is known as _____ .
- (A) Filtering (B) Tracking
(C) Purification (D) Sorting
- (iii) With reference to LibreOffice Base, which of the following is a valid data type to indicate the monetary values ?
- (A) Money (B) Currency
(C) Rupee (D) Dollar
- (iv) Data can be retrieved and displayed from one or more tables in a DBMS using a _____ .
- (A) Referential integrity (B) Domain
(C) Query (D) Field
- (v) While designing a form, it is suggested to get the date input by adding the _____ to the date field to prevent entering invalid dates.
- (A) Calendar (B) Text input
(C) Timer (D) Number input
- (vi) While designing a form, titles, headings or sub-headings may be added using _____ tool available on the Form Controls tool box.
- (A) Textbox (B) Label
(C) Title (D) Heading



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

5×1=5

- (i) _____ शारीरिक, मानसिक और सामाजिक कल्याण की स्थिति है।
(A) अमीरी (B) लोकप्रियता
(C) स्वास्थ्य (D) सक्रियता
- (ii) निम्नलिखित में से कौन-सा वर्ग बी (Class B) इग्निशन सामग्री है ?
(A) पेपर (B) गैस
(C) विद्युत उपकरण (D) पोटेशियम
- (iii) _____ ने कर्मचारियों को स्वस्थ और सुरक्षित कार्य वातावरण प्रदान करने के लिए नीति तैयार की है।
(A) GoIT (B) DoIT
(C) ToIT (D) SoIT
- (iv) RSI का पूर्ण रूप है _____।
(A) Recurring Syndrome Injury
(B) Repetition Symptom Injury
(C) Recessive Stress Injury
(D) Repetitive Strain Injury
- (v) _____ वह विज्ञान है जो कार्यस्थल पर चीजों को डिजाइन करने और व्यवस्थित करने से संबंधित है ताकि लोग उनका उपयोग आसानी से और सुरक्षित रूप से कर सकें।
(A) स्वास्थ्य विज्ञान (B) एर्गोनॉमिक्स
(C) फिक्सचर विज्ञान (D) कार्य अर्थशास्त्र
- (vi) निम्नलिखित में से कौन-सा सुरक्षा दिशानिर्देश गलत है ?
(A) सभी सफाई रसायनों को अलग-अलग अलमारियों में कसकर बंद कंटेनरों में रखें।
(B) आग के पास या किसी मशीनरी, औज़ार या उपकरण के साथ काम कर रहे लोगों का ध्यान कभी न भटकाएँ।
(C) मशीनों के साथ काम करते समय ढीले कपड़े या आभूषण पहनें।
(D) सुनिश्चित करें कि सभी क्षेत्रों में उचित प्रकाश की व्यवस्था हो।



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

5×1=5

- (i) _____ is a state of physical, mental and social well-being.
- (A) Richness (B) Popularity
(C) Health (D) Activity
- (ii) Which one of the following is a class B ignition material ?
- (A) Paper (B) Gas
(C) Electrical equipment (D) Potassium
- (iii) The _____ has prepared the policy to provide employees with a healthy and safe work environment.
- (A) GoIT (B) DoIT
(C) ToIT (D) SoIT
- (iv) RSI stands for :
- (A) Recurring Syndrome Injury (B) Repetition Symptom Injury
(C) Recessive Stress Injury (D) Repetitive Strain Injury
- (v) _____ is the science that deals with designing and arranging the things at workplace so that people can use them easily and safely.
- (A) Health science (B) Ergonomics
(C) Fixture science (D) Work Economics
- (vi) Which one of the following is a wrong safety guideline ?
- (A) Store all cleaning chemicals in tightly closed containers in separate cupboards.
(B) Never distract the attention of people who are working near a fire or with some machinery, tools or equipment.
(C) Wear loose clothing or jewellery while working with machines.
(D) Make sure all areas have proper lighting.



खण्ड ख
(विषयपरक प्रकार के प्रश्न)

(26 अंक)

रोज़गार कौशल पर दिए गए 5 प्रश्नों में से किन्हीं 3 के उत्तर दीजिए। प्रत्येक प्रश्न का उत्तर 20 – 30 शब्दों में दीजिए।

$3 \times 2 = 6$

6. प्रभावी संचार के 7 C's में से किन्हीं 2 C's का अर्थ संक्षेप में समझाइए।
7. तनाव प्रबंधन क्या होता है ?
8. कंप्यूटर को उत्तम कार्यशील स्थिति में रखने के लिए कोई चार सुझाव दीजिए।
9. एक उद्यमी के कोई चार मुख्य कार्य बताइए।
10. सतत विकास (Sustainable Development) से संबंधित किन्हीं दो समस्याओं की व्याख्या कीजिए।

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

$4 \times 2 = 8$

11. राइटर द्वारा प्रदान की गई विभिन्न स्टाइल कैटिगरीज़ (categories) में से फ्रेम स्टाइल (Frame style) कैटिगरी को संक्षेप में समझाइए।
12. मैक्रो (Macro) क्या होता है ? Calc में मैक्रो या मॉड्यूल का नामकरण करते समय, पालन किए जाने वाले कोई दो नियम बताइए।
13. Calc (कैल्क) में Goal Seek (गोल सीक) का मुख्य उद्देश्य क्या है ? अपने उत्तर के समर्थन में एक उदाहरण दीजिए।
14. लिब्रेऑफिस बेस (LibreOffice Base) में दो तालिकाओं (tables) के बीच संबंध (relationship) निर्धारित करने के लिए कौन-सी महत्वपूर्ण शर्तें होती हैं ? कोई दो बताइए।
15. कंप्यूटर कार्यस्थल के लिए, की-बोर्ड (keyboard) का उपयोग करते समय दो स्वास्थ्य और सुरक्षा आवश्यकताएँ बताइए।
16. कंप्यूटर का अत्यधिक उपयोग आपकी दृष्टि पर बुरा प्रभाव डाल सकता है। कंप्यूटर पर लंबे समय तक काम करने से आँखों को होने वाली कोई दो समस्याएँ बताइए।



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

Answer any **4** out of the given **6** questions in 20 – 30 words each. 4×2=8

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



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

3×4=12

17. (क) राइटर में ड्राइंग ऑब्जेक्ट्स को समूहीकृत करने का क्या लाभ है ?
(ख) राइटर में टेक्स्ट रैपिंग (Text wrapping) और इमेज एलाइनमेंट (Image alignment) फीचर के बीच अंतर बताइए।

18. ABC सेल्स कॉर्पोरेशन के सेल्स मैनेजर, श्री अमित ने LibreOffice Calc में एक स्प्रेडशीट का उपयोग किया है जो विभिन्न वर्षों में विभिन्न क्षेत्रों में बिक्री को विभिन्न वर्कशीट्स में सूचीबद्ध करती है। वह इसे संक्षेपित करना चाहते हैं और इसके आधार पर कुछ निर्णय लेना चाहते हैं।

निम्नलिखित प्रश्नों के उत्तर देकर उनकी मदद करें :

- (क) Calc में वह टूल कौन-सा है जिसका उपयोग विभिन्न शीट्स (sheets) के बिक्री डेटा को एकल सारांश (single summary) शीट में संयोजित करने के लिए किया जा सकता है ?
(ख) उस मेनू विकल्प तथा सब-मेनू विकल्प (menu option and sub-menu option) का नाम बताइए जिसका उपयोग सभी वर्कशीट्स के संयुक्त सारांश को तैयार करने के लिए किया जा सकता है।
(ग) उस फंक्शन का नाम बताइए जिसका उपयोग सारी बिक्री का जोड़ प्रदर्शित करने के लिए किया जा सकता है।
(घ) वह किसी सेल में संग्रहित टेक्स्ट पर क्लिक करके शीट के भीतर से किसी अलग स्थान पर संग्रहित सारांश दस्तावेज़ को खोलना चाहता है। यह कैसे किया जा सकता है ?

19. कल्पना कीजिए कि आपसे एक कंपनी में अग्नि सुरक्षा और आपातस्थिति से निपटने के अनुबंध पर हस्ताक्षर कराए गए हैं। आपको कर्मचारियों में अग्नि सुरक्षा और आपातकालीन प्रबंधन के बारे में जागरूकता फैलाने की आवश्यकता है।

निम्नलिखित प्रश्नों के उत्तर दीजिए :

- (क) कार्यस्थल पर आग से बचाव के कोई दो उपाय बताइए।
(ख) कार्यस्थल पर आपातकालीन स्थिति से निपटने के कोई दो बुनियादी उपाय बताइए।

20. (क) किसी डेटाबेस में दो तालिकाओं (tables) को जोड़ने के दो लाभ बताइए।
(ख) किसी डेटाबेस तालिकाओं (tables) के बीच में अनेक-से-अनेक (many-to-many) संबंध (relationship) की व्याख्या कीजिए।



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

3×4=12

- 17.** (a) What is the benefit of grouping drawing objects in Writer ?
- (b) Differentiate between text wrapping and image alignment feature in Writer.
- 18.** Mr. Amit, Sales Manager of ABC Sales Corporation has created a spreadsheet in LibreOffice Calc that lists Sales for different years in different regions in different worksheets. He wants to summarize and make certain decisions based on it.
- Help him by answering the following questions :
- (a) Which tool in Calc can be used to combine the sales data from multiple sheets into a single summary sheet ?
- (b) Name the Menu Option and Sub-Menu Option that can be used to generate combined summary of all the worksheets.
- (c) Name the function that can be used to display total of all sales.
- (d) He wants to open a summary document stored at a different location from within the sheet by clicking on a text stored in a cell. How can it be done ?
- 19.** Imagine that you have been signed a contract of handling fire safety and emergency in a company. You need to spread awareness on fire safety and emergency handling to the employees.
- Answer the following questions :
- (a) Give any two fire prevention measures at the workplace.
- (b) Give any two basic emergency handling procedures at the workplace.
- 20.** (a) Give any two advantages of relating two tables in a database.
- (b) Explain many-to-many relationship between the tables in a database.



21. नीचे दी गई तालिका पर विचार कीजिए :

Table : Student

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

निम्नलिखित प्रश्नों के उत्तर दीजिए :

- (क) आपको अपने स्कूल के लिए LibreOffice Base में एक डेटाबेस डिज़ाइन करने का कार्य सौंपा गया है। दी गई तालिका (table) संरचना के आधार पर, student_id और age field के लिए डेटाटाइप का सुझाव दीजिए जो क्रमशः विद्यार्थियों की id और उम्र को संग्रहित करने के लिए उपयुक्त होगा।
- (ख) एक डेटाबेस प्रशासक के रूप में, आपको यह सुनिश्चित करना होगा कि प्रत्येक छात्र का एक अद्वितीय पहचानकर्ता (unique identifier) हो। तालिका में आप किस फ़ील्ड को प्राथमिक कुंजी (primary key) के रूप में चुनेंगे, और क्यों?
- (ग) उस फ़ील्ड की पहचान कीजिए जो वैकल्पिक कुंजी (alternate key) के रूप में कार्य कर सकती है। अपने उत्तर का औचित्य सिद्ध कीजिए।
- (घ) ऊपर दर्शाई गई तालिका (table) में कितने एट्रीब्यूट्स (attributes) और रिकॉर्ड मौजूद हैं?



21. Consider the following table :

Table : Student

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

Answer the following questions :

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



Marking Scheme
Strictly Confidential
(For Internal and Restricted use only)
Secondary School Examination, 2025
SUBJECT NAME: INFORMATION TECHNOLOGY
(SUBJECT CODE – 402) (PAPER CODE – 89)

General Instructions:-

1	You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully.
2	“Evaluation policy is a confidential policy as it is related to the confidentiality of the examinations conducted, evaluation done and several other aspects. It’s leakage to public in any manner could lead to derailment of the examination system and affect the life and future of millions of candidates. Sharing this policy/document to anyone, publishing in any magazine and printing in News Paper/Website etc. may invite action under various rules of the Board and IPC.”
3	Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one’s own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and due marks be awarded to them. In Class-X, while evaluating competency-based questions, please try to understand given answer and even if reply is not from marking scheme but correct competency is enumerated by the candidate, due marks should be awarded.
4	The Marking scheme carries only suggested value points for the answers. These are in the nature of Guidelines only and do not constitute the complete answer. The students can have their own expression and if the expression is correct, the due marks should be awarded accordingly.
5	The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. If there is any variation, the same should be zero after deliberation and discussion. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
6	Evaluators will mark (✓) wherever answer is correct. For wrong answer CROSS ‘X’ will be marked. Evaluators will not put right (✓) while evaluating which gives an impression that answer is correct and no marks are awarded. This is the most common mistake which evaluators are committing.
7	If a question has parts, please award marks on the right-hand margin for each part and underline it. Marks awarded for different parts of the question should then be totalled up and written in the left-hand margin and encircled. This may be followed strictly.
8	If a question does not have any parts, marks must be awarded in the left-hand margin and encircled. This may also be followed strictly.

9	If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out with a note “ Extra Question/Extra Attempt ”.
10	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
11	A full scale of marks _____ (example 0 to 80/70/60/50/40/30 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
12	Every examiner has to necessarily do evaluation work for full working hours i.e., 8 hours every day and evaluate 20 answer books per day in main subjects and 25 answer books per day in other subjects (Details are given in Spot Guidelines). This is in view of the reduced syllabus and number of questions in question paper.
13	<p>Ensure that you do not make the following common types of errors committed by the Examiner in the past: -</p> <ul style="list-style-type: none"> • Leaving answer or part thereof unassessed in an answer book. • Giving more marks for an answer than assigned to it. • Wrong totalling of marks awarded on an answer. • Wrong transfer of marks from the inside pages of the answer book to the title page. • Wrong question wise totalling on the title page. • Wrong totalling of marks of the two columns on the title page. • Wrong grand total. • Marks in words and figures not tallying/not same. • Wrong transfer of marks from the answer book to online award list. • Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.) • Half or a part of answer marked correct and the rest as wrong, but no marks awarded.
14	While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as cross (X) and awarded zero (0) Marks.
15	Any unassessed portion, non-carrying over of marks to the title page, or totalling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also of the Board. Hence, in order to uphold the prestige of all concerned, it is again reiterated that the instructions be followed meticulously and judiciously.
16	The Examiners should acquaint themselves with the guidelines given in the “ Guidelines for spot Evaluation ” before starting the actual evaluation.
17	Every Examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totalled and written in figures and words.
18	The candidates are entitled to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.

MARKING SCHEME
Secondary School Examination, 2025
INFORMATION TECHNOLOGY (Subject Code–402)
[Paper Code:89]

Max. Time: 2 Hours

Max. Marks: 50

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.

Note: If a child has attempted more number of questions than asked for, please refer to point number 9 in General Instructions.

Q. No.	EXPECTED ANSWER / VALUE POINTS	Marks
	SECTION—A	
Q1.	Answer any 4 out of the given 6 questions on Employability Skills.	4×1=4
i)	<p>The school is organizing a Career Counselling Workshop. Which of the following will be the most effective method of communication to inform all students of the school?</p> <p>Ans: (B) Notice/Poster</p> <p style="text-align: center;"><i>(1 mark for correct answer)</i></p>	1
ii)	<p>Which of the following is the most suitable term for the ability to regulate one's own emotions and help others also to do the same?</p> <p>Ans: (A) Managing emotions</p> <p style="text-align: center;"><i>(1 mark for correct answer)</i></p>	1
iii)	<p>Roshin studies in class X and is practising hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of _____.</p> <p>Ans: (B) Self-motivation</p> <p style="text-align: center;"><i>(1 mark for correct answer)</i></p>	1
iv)	<p>A _____ is a location where a group of files can be stored in the computer.</p> <p>Ans: (A) Folder</p> <p style="text-align: center;"><i>(1 mark for correct answer)</i></p>	1

v)	Which of the following is a myth about entrepreneurs? Ans: (B) Every business idea must be unique or special. <i>(1 mark for correct answer)</i>	1
vi)	Which one of the following is the most important factor for sustainable development and helps us become aware of our role as a responsible citizen? Ans: (B) Education <i>(1 mark for correct answer)</i>	1
Q2.	Answer any 5 out of the given 6 questions.	5×1=5
i)	Ravi has to prepare a project report. He wants to save certain formatting features and then apply them on the project report. He can use the _____ feature of OpenOffice Writer. Ans: (A) Styles <i>(1 mark for correct answer)</i>	1
ii)	During a recent excursion, Roshni has taken some pictures for making a report in Writer. She wants to increase the contrast of the images. Which one of the following image filters should she use in Writer? Ans: (C) Sharpen <i>(1 mark for correct answer)</i>	1
iii)	Which one of the following image arrangement options in Writer sends the drawing object behind the text? Ans: (A) To background <i>(1 mark for correct answer)</i>	1
iv)	_____ feature of Writer is based on different types of heading styles and is used to give the listing of the contents of the document. Ans: (D) Table of Contents <i>(1 mark for correct answer)</i>	1
v)	_____ is the default template for the files being created in Writer. Ans: (C) Blank document <i>(1 mark for correct answer)</i>	1
vi)	Shanta is creating a project report in Writer and wants to apply the same style on headings / titles in the entire document as she has done at the beginning of the document. She can use the _____ feature of Writer to apply the same format on each line / word, wherever needed. Ans: (B) Fill Format <i>(1 mark for correct answer)</i>	1
Q3.	Answer any 5 out of the given 6 questions.	5×1=5
i)	To add your own comments in Calc, select _____ → Track changes → Comment. Ans: (B) Edit <i>(1 mark for correct answer)</i>	1

ii)	To add a new sheet in the spreadsheet, click on the _____ sign located at the left bottom of the spreadsheet. Ans: (D) + <i>(1 mark for correct answer)</i>	1
iii)	_____ is a set of values that can be used within the calculations in the spreadsheet to explore and compare various alternatives depending on changing conditions. Ans: (C) What-if Scenarios <i>(1 mark for correct answer)</i>	1
iv)	The recorded macros are actually stored as _____. Ans: (A) a set of instructions in a programming language. <i>(1 mark for any correct answer)</i>	1
v)	Which/(While) creating a hyperlink in calc, if the complete path along with filename is given then it is an example of _____. Ans: (C) Absolute hyperlink <i>(1 mark for correct answer)</i>	1
vi)	This tool in Calc allows you to create a group of cells automatically and apply common functions like sum, average on the grouped data. It is known as _____ tool. Ans: (B) Subtotal <i>(1 mark for correct answer)</i>	1
Q4.	Answer any 5 out of the given 6 questions.	5×1=5
i)	_____ is the database software that is used to create, manipulate and manage data. Ans: (A) Ingress/Ingres <i>(1 mark for correct answer)</i>	1
ii)	The process of arranging data in ascending or descending order is known as _____. Ans: (D) Sorting <i>(1 mark for correct answer)</i>	1
iii)	With reference to LibreOffice Base, which of the following is a valid data type to indicate the monetary values? Ans: (B) Currency <i>(1 mark for correct answer)</i>	1
iv)	Data can be retrieved and displayed from one or more tables in a DBMS using a _____. Ans: (C) Query <i>(1 mark for correct answer)</i>	1
v)	While designing a form, it is suggested to get the date input by adding the _____ to the date field to prevent entering invalid dates. Ans: (A) Calendar <i>(1 mark for correct answer)</i>	1

vi)	While designing a form, titles, headings or sub-headings may be added using _____ tool available on the Form Controls tool box. Ans: (B) Label <i>(1 mark for correct answer)</i>	1
Q5.	Answer any 5 out of the given 6 questions.	5×1=5
i)	_____ is a state of physical, mental and social well-being. Ans: (C) Health <i>(1 mark for correct answer)</i>	1
ii)	Which one of the following is a class B ignition material? Ans: (B) Gas <i>(1 mark for correct answer)</i>	1
iii)	The _____ has prepared the policy to provide employees with a healthy and safe work environment. Ans: (B) DoIT <i>(1 mark for correct answer)</i>	1
iv)	RSI stands for : Ans: (D) Repetitive/Repetition Strain Injury <i>(1 mark for correct answer)</i>	1
v)	_____ is the science that deals with designing and arranging the things at workplace so that people can use them easily and safely. Ans: (B) Ergonomics <i>(1 mark for correct answer)</i>	1
vi)	Which one of the following is a wrong safety guideline? Ans: (C) Wear loose clothing or jewellery while working with machines. <i>(1 mark for correct answer)</i>	1

SECTION - B:
(Subjective Type Questions)

	Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words.	3x2 = 6
Q6.	Briefly explain the meaning of any 2 C's out of the 7 C's of effective communication. Ans: 7 C's of effective communication are: (i) Clear/ Clarity : Be clear about what you want to say. (ii) Concise/Conciseness : Use simple words (say only what is needed) (iii) Concrete/Concreteness : Use exact words and facts. (iv) Correct/Correctness : Use correct spelling and grammar. (v) Coherent : Words should make sense and relate to the main topic. (vi) Complete/Completeness : Include all the needed information.	2

	<p>(vii) Courteous/Courtesy: Be respectful, friendly, and honest.</p> <p><i>(1 mark each for any two correct/relevant explanation)</i></p>	
Q7.	<p>What is Stress management?</p> <p>Ans: Managing stress is about making a plan to be able to cope effectively with daily pressures. The ultimate goal is to strike a balance between life, work, relationships, relaxation and fun.</p> <p style="text-align: center;">OR</p> <p>ABC of stress management</p> <p>A : Adversity or the stressful event. B : Beliefs or the way you respond to the event. C : Consequences or actions and outcomes of the event.</p> <p style="text-align: center;">OR</p> <p>Stress management refers to a set of techniques, strategies and practices aimed at reducing, coping with and effectively handling the various stressors that individuals encounter in their lives.</p> <p style="text-align: center;">OR</p> <p>Stress management means finding ways to handle stress and stay healthy, both mentally and physically. By doing this, you are able to deal with daily stress triggers and meet these challenges head on.</p> <p style="text-align: center;"><i>(2 marks for any correct/relevant answer)</i></p>	2
Q8.	<p>Give any four tips to keep the computer in perfect working condition.</p> <p>Ans: Tips to keep the computer in perfect working condition are :</p> <ul style="list-style-type: none"> • Uninstall unused programs and apps. • Run disk-cleaner software. • Run full system virus scan. • Run disk defragmentation. • Shut down the computer after use. • Keep your computer clean by wiping off dust from the keyboard and screen. • Keep your computer software/apps updated. • Install licensed antivirus software. • Be careful with food and drinks while working on computer. • Do not overcharge your battery. • Backup your data regularly. • Do not use pirated software. • Do not respond to/open spam emails and unknown links. • Organise photos into folders or albums. <p style="text-align: center;"><i>(1/2 mark each for any four correct/relevant answer)</i></p>	2
Q9.	<p>Mention any four main functions of an entrepreneur.</p> <p>Ans: Functions of an entrepreneur are :</p> <ul style="list-style-type: none"> • Making decisions. • Managing the business/ arranging raw material/hiring people/capital. 	2

	<ul style="list-style-type: none"> Dividing the income/Buying raw material/Paying rent/Paying salaries. Taking risk. Creating a new method/idea/product/employment. <p><i>(1/2 mark each for any four correct/relevant answer)</i></p>	
Q10.	<p>Explain any two problems related to sustainable development.</p> <p>Ans:</p> <p>Problems related to sustainable development are:</p> <ul style="list-style-type: none"> Food : The amount of rich, fertile land needed to grow crops, such as wheat, rice, etc., is becoming less as we are using up more and more land for other purposes. Water : We use fresh water from rivers and ponds for drinking and cleaning but dump garbage into them. Fuel : We are using a lot of wood from trees as fuels and for construction of homes and furniture. As more and more trees are being cut, it is affecting the climate of the place. <p>(Note: Any problem related to 17 SDG's should also be considered.)</p> <p><i>(1 mark each for any two correct/relevant answer)</i></p>	2
	Answer any 4 out of the given 6 questions in 20 – 30 words.	4x2 = 8
Q11.	<p>Out of various style categories provided by Writer, briefly explain Frame style category in brief.</p> <p>Ans:</p> <p>Using frame style, a document can be organised in sections, so that each section of the page can have a different appearance.</p> <p style="text-align: center;">OR</p> <p>Frames are like containers, which can hold text, graphics and lists.</p> <p style="text-align: center;">OR</p> <p>Frame Styles allows to format a frame by specifying its size, position, border and how the text is placed around the picture.</p> <p><i>(2 marks for any correct/relevant answer)</i></p>	2
Q12.	<p>What is a Macro? Give any two rules that should be followed while naming a Macro or module in Calc.</p> <p>Ans:</p> <p>A macro is a single instruction that executes a set of instruction.</p> <p style="text-align: center;">OR</p> <p>The recorded macros are actually stored as a set of instructions in a programming language.</p> <p style="text-align: center;">OR</p> <p>A macro is a set of commands or keystrokes that are stored for later use.</p> <p>Rules for naming a macro are :</p> <p>The name should</p> <ol style="list-style-type: none"> Begin with a letter Not contain spaces Not contain special characters except for (underscore) <p><i>(1 mark for writing correct/relevant definition and 1/2 mark each for any two correct rules)</i></p>	<p>1</p> <p>1</p>

<p>Q13.</p>	<p>What is the main purpose of Goal Seek in Calc ? Give an example to support your answer.</p> <p>Ans:</p> <p>Goal seek helps in finding out the input for the specific output.</p> <p style="text-align: center;">OR</p> <p>Goal seek helps to do backward/reverse calculation to obtain an input that would result in a given output.</p> <p>For example, if you want to know the number of units produced to get the desired output then use Goal seek analysis tool.</p> <p style="text-align: center;"><i>(1 mark for correct/relevant definition and 1 mark for any relevant example)</i></p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
<p>Q14.</p>	<p>What are the important prerequisites for setting a relationship between two tables in LibreOffice Base? Mention any two.</p> <p>Ans:</p> <p>Important prerequisites for setting a relationship between two tables in LibreOffice Base are :</p> <p>(a) both the tables must have a common column</p> <p>(b) the data type of the common field/column in the table must be the same</p> <p style="text-align: center;"><i>(1 mark each for any correct/relevant answer)</i></p>	<p style="text-align: center;">2</p>
<p>Q15.</p>	<p>For a computer workplace, give any two health and safety requirements while using a keyboard.</p> <p>Ans:</p> <ul style="list-style-type: none"> • The keyboard should tilt and separate from the screen to find a comfortable working position and avoid fatigue in the arms or hands. • The space in front of the keyboard must be sufficient to provide support for the hands and arms of the user • The keyboard should have a matte surface to avoid reflective glare. • The symbols on the keys must be adequately contrasted and legible from the design working position. • Maintain proper posture and wrist positioning to prevent strain. • Do not touch the keyboard with wet hands. • Do not keep food or drinks near the keyboard. <p style="text-align: center;"><i>(1 mark each for any two correct/relevant answer)</i></p>	<p style="text-align: center;">2</p>
<p>Q16.</p>	<p>Excessive use of computers might have a bad impact on your vision. Give any two eye-related problems that might arise due to long hours spent on a computer.</p> <p>Ans:</p> <p>Eye-related problems that might arise due to long hours spent on a computer are:</p> <ul style="list-style-type: none"> • Computer's bright light, glare and flickering images can cause eye strain and visual fatigue. 	<p style="text-align: center;">2</p>

	<ul style="list-style-type: none"> • Computer Vision Syndrome is caused by poor lighting and glare on the computer screen. • When you constantly focus on screen, you forget about blinking your eyes that can cause of drying eyes. • Eye discomfort/ fatigue/ blurry vision/ headaches/ weak eye sight/ itching/ twitching/ colour blindness. <p><i>(1 mark each for any two correct/relevant answer)</i></p>	
	Answer any 3 out of the given 5 questions in 50 – 80 words.	3x4=12
Q17.	<p>(a) What is the benefit of grouping drawing objects in Writer ?</p> <p>(b) Differentiate between text wrapping and image alignment feature in Writer.</p> <p>Ans:</p> <p>(a) LibreOffice Writer allows grouping different shapes, to behave as a single entity without affecting their size and position. Once grouped, all shapes belonging to that group become its member and a change applied on one-member works on all.</p> <p style="text-align: center;">OR</p> <p>Grouping drawing objects in Writer allows users to move, align, resize, and format multiple objects simultaneously.</p> <p>(b) Text Wrapping : It allows the placement of image in relation to text.</p> <p style="text-align: center;">OR</p> <p>Controls how text flows around an image or object.</p> <p>Image alignment : It allows the vertical or horizontal placement of the image with respect to its anchor.</p> <p style="text-align: center;">OR</p> <p>Determines the placement of an image relative to the page or text, such as aligning left, right, or center.</p> <p><i>(2 marks for correct/relevant answer of each part)</i></p>	<p style="text-align: center;">2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
Q18.	<p>Mr. Amit, Sales Manager of ABC Sales Corporation has created a spreadsheet in LibreOffice Calc that lists Sales for different years in different regions in different worksheets. He wants to summarize and make certain decisions based on it. Help him by answering the following questions :</p> <p>(a) Which tool in Calc can be used to combine the sales data from multiple sheets into a single summary sheet ?</p> <p>(b) Name the Menu Option and Sub-Menu Option that can be used to generate combined summary of all the worksheets.</p> <p>(c) Name the function that can be used to display total of all sales.</p> <p>(d) He wants to open a summary document stored at a different location from within the sheet by clicking on a text stored in a cell. How can it be done ?</p> <p>Ans:</p> <p>(a) Consolidate data</p> <p>(b) Data -> Consolidate</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>

- To prevent Data Inconsistency.
- To maintain Data Accuracy.
- To retrieve data from multiple tables.
- Restricts the user from entering invalid data.
- Any updation in the master table / parent table is automatically reflected in the transaction table/ child table.

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

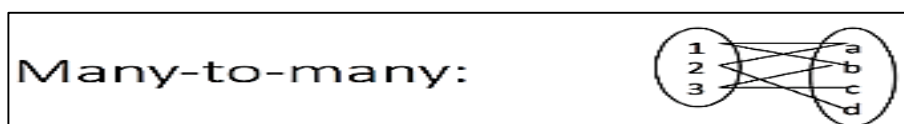
OR

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

OR

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

OR



OR



(2 marks for correct/relevant answer of each part)

Q21.

Consider the following table :

Table : Student

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

Answer the following questions :

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

	<p>Ans:</p> <p>(a) Suitable Datatype</p> <ul style="list-style-type: none"> • Student_ID : Char/ Varchar/ Longvarchar • Age : Integer/ Tinyint/ Smallint/ Bigint/ Numeric <p>(b) Primary Key: Student_ID or Phone_Number.</p> <p>It uniquely identifies each student in the table.</p> <p style="text-align: center;">OR</p> <p>No two students have the same Student_ID/ Phone_Number.</p> <p>(c) If Primary Key: Student_ID then Alternate Key Phone_Number</p> <p style="text-align: center;">OR</p> <p>If Primary Key: Phone_Number then Alternate Key Student_ID</p> <p>(d) Attributes : 4</p> <p>Records : 3</p> <p style="text-align: center;"><i>(1 mark each for correct answer of each part)</i></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>
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