

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 (05 + 16 =) 21 questions, you have to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**
5. All questions of a particular part/section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 QUESTIONS; 24 MARKS):**
 - i. Each question carries 1 mark.
 - ii. There is no negative marking.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (16 QUESTIONS; 26 MARKS):**
 - i. This section has 16 questions in three parts viz. Part A, Part B & Part C.
 - ii. A candidate has to do 10 questions (3 questions from Part A, 4 questions from Part B and 3 questions from Part C).
 - iii. **Part A** has 05 questions on Employability Skills. Do any 03 questions. Answer these questions in 20 – 30 words each. Each question carries 2 marks. **(2 x 3 = 6 Marks)**
 - iv. **Part B** has 06 subject specific questions. Do any 04 questions. Answer these questions in 20 – 30 words each. Each question carries 2 marks. **(2 x 4 = 8 Marks)**
 - v. **Part C** has 05 subject specific questions. Do any 03 questions. Answer these questions in 50-80 words each. Each question carries 4 marks. **(4 x 3 = 12 Marks)**

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 of the given 6 questions (1 x 4 = 4 marks)	
i.	_____ generates visual warnings, such as a blinking title bar or a flashing border, whenever the computer generates a sound. a) Show sounds b) Sound Sentry 3) Serial Keys 4) Sticky Keys	1
ii.	Having conscious knowledge of your own self, capabilities, feelings and one's own character is called _____. a) Self-Discipline. b) Self-Awareness c) Self-Motivation d) Self-Regulation	1
iii.	Stress can be due to: a) Peer Pressure b) Financial Challenges c) Delay in work d) All off these	1
iv.	United Nations Member States in 2015 adopted ____ SDGs (Sustainable Development Goals) as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030 a) 15 b) 17 c) 19 d) 21	1
v	_____ inspects each packet of data whether incoming or outgoing and determines whether it should be allowed to pass or be blocked. a) Cookies b) Antivirus c) Firewall d) Antispyware	1
vi	_____ is positive impact of Entrepreneurship on society a) Accentuates economic Growth b) Creates Jobs and Employment Opportunities c) Solves the problems of the society d) All of the above	1

Q. 2	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	<p>Networks in which all computers have an equal status are called peer to peer networks. Generally, in such a network each terminal has an equally competent CPU.</p> <p>a) Client-Server b) Peer-to-Peer c) Intranet d) Internet</p>	1
ii	<p>A 'buddy system' for individuals with special needs or disabilities must be designated. This system ensures that differently-abled are assisted and guided out of the premises or the impacted area properly. Where this Buddy system be helpful?</p> <p>a) Helping your buddies in their job. b) Going out of duty c) Evacuating the building in case of emergency d) Managing work pressure</p>	1
iii	<p>How will you ensure security on internet?</p> <p>1) Installing software from any source on internet 2) Secure Transactions 3) Using Firewalls 4) Checking Mails a) All of the above b) only 2 c)Only 3 d) 2 and 3</p>	1
iv	<p>Which of these is a blogging portal</p> <p>a) Mentimeter b) Weebly c) Kahoot d) Youtube</p>	1
v	<p>Which tool will you use in calc to make an estimate of output values for different input values?</p> <p>1. Multiple operations 2. Macros 3. Scenarios 4. Goal seek Only 1 and 3 b) only 2 and 4 c)1,3 and 4 d) All of the given</p>	1
vi	<p>Creating a Template will be done using following steps:</p> <p>a. File>new>templates b. File>open>templates c. Edit>new>templates d. Edit>open >templates</p>	1

Q. 3	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	_____ refers to the relation of graphics to the surrounding text, which may adjust text around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character. a. Text Wrapping b. Aligning c. Anchoring d. Positioning	1
ii	Open office doesn't support which style out of the given: a. Page styles b. Paragraph styles. c. Character styles d. Table styles	1
iii	Multiple operations in OOcalc is present in _____ tab: a. Edit b. Format c. Data d. Insert	1
iv	The E# button represents the chapter number. The E button represents the entry text. The T button represents a tab stop. The # button represents the page number. The LS button represents the start of a hyperlink. (This button doesn't appear on the default Structure line.) The LE button represents the end of a hyperlink. (This button doesn't appear on the default Structure line.) These settings belong to which feature: a. Mail-merge b. Indexes and tables c. Tables d. None of these.	1
v	You can copy styles by loading them from a template or another document by clicking on option: a. New Style from selection b. Update Style c. Load Style d. No such option	1
vi	With_____, you work with a completed formula to see what values you need in an argument to get the results that you want. a. Scenarios b. Multiple operations c. Goal Seek d. None of the above	1

Q. 4	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	To insert hyperlink in calc sheet use the following shortcut: a. Ctrl+K b. Ctrl+H c. Ctrl+L d. Ctrl+R	1

ii	These named set of recorded actions can be used again and again in calc a. Program b. Script c. Macro d. None of the above	1
iii	_____ is more elaborate form of _____,The difference is that it can with equations with multiple unknown variables. a) Solver,Goalseek b) Goalseek,Scenario c) Goalseek,Solver d)Scenario, Goalseek	1
iv	_____can use special devices such as Sip, Puff and Breath Switches to provide input to the computer through Serial Ports. a) Serial Key b) Toggle key c) Filter key d) Sticky key	1
v	Pritish has made two Spreadsheets of same data with some differences. Now he wants to merge those two spreadsheets what will be the path for the same? a) View>Changes>Merge b) Tools>Changes>Merge c) Merging is not possible d) Edit>Changes>Merge	1
vi	_____Key is used to create a refence of data from one table in another table a) Foreign Key b) Primary Key c) Alternate Key c) None of them	1

Q. 5	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	These the possible types of relationships in database: 1. None to None 2. One to One 3. None to One 4. None to Many 5. Many to one 6. Many to Many 7. One to None a. 1,7 only b. 1,5 and 6 only c. 1,2,5 and 6 only d. 1,2 and 7	1
ii	A _____ is a set of information stored in your database table about one of the items a)field b)record c) degree d) cardinality	1
iii	Which one is not a DDL type of command? a)Alter b) Drop c) Update d) Delete	1
iv	Advantages associated with networking are: a) Shared Data b) Shared Resources c) Files Transfer d) All of the above	1
v	Ishita wants to delete a table along with its contents using SQL. Suggest her command to accomplish the task. a) Drop b) Delete c) A or B d) Both	1
vi	_____Can be selected as datatype for Adhaar number a) Text(varchar) b) Text(Fix) c) Boolean d) Memo	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

PART A: SHORT ANSWER TYPE QUESTIONS ON EMPLOYABILITY SKILLS

Answer any 3 of the given 5 questions (2 x 3 = 6 marks)

Q. 6	What are the 7C's of communication? Explain any two.	2
Q. 7	Mention any 4 positive impacts of Entrepreneurship on the society.	2
Q. 8	Write and explain any 2 keys to enhance ability to work independently?	2
Q. 9	What are the measures to increase the performance of a computer system?	2
Q. 10	What are 4R's and 1 U of sustainability	2

PART B: SHORT ANSWER TYPE SUBJECT SPECIFIC QUESTIONS

Answer any 4 of the given 6 questions (2 x 4 = 8 marks)

Q. 11	Explain how would you use goal-seek in calc? What is the purpose of this utility?	2
Q. 12	What is the difference between Keep scale and Keep image size while cropping an image	2
Q. 13	What is the use of subtotals in a Spreadsheet? Explain how can you perform it?	2
Q. 14	Explain any 2 cybercrimes that you can come across.	2
Q. 15	Explain the 2 types of DBMS.	2
Q. 16	Define the following terms: a) Firewall b) Antivirus	2

PART C: DESCRIPTIVE/ LONG ANSWER TYPE SUBJECT SPECIFIC QUESTIONS

Answer any 3 of the given 5 questions (4 x 3 = 12 marks)

Q. 17	Explain how you create a template in a Digital documentation software? How can you use an already created template? How will you set the template as default??	4
Q. 18	Explain the use of multiple operations? How can you perform it? How is different from creating scenarios?	4
Q. 19	What precautions must be taken to improve online security?	4
Q. 20	Differentiate between: a. Text(fix) and Text(Varchar) b. Foreign Key and Primary Key	4

Q. 21

a) Create the following table items.

4

SNO	STUNO	NAME	STD	JAIPUR	BARMER	POCKET
1	B01	Aamir	XII	LB	MB	2000
2	B02	Salman	XII	MB	UB	2500
3	B03	Akshay	XI	LB	LB	2000
4	B04	Ranveer	XI	UB	UB	1500
5	G01	Shilpa	XII	LB	LB	2500
6	G02	Preeti	XII	MB	UB	1500
7	G03	Rani	XI	UB	MB	3500

- Write the query to create table given above.
- Display those students who are in class XI
- What will be the primary key in above table
- Insert a record with values(8,'G07','Neha','XII','MB',4500)