DAV PUBLIC SCHOOL

CRRC, MEDICAL ROAD, GAYA JI

INFORMATION TECHNOLOGY

Practice Set

*Time allowed : **2** hours* *Maximum 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.*

SECTION A

(Objective Type Questions) (24 Marks)

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

(i) Identify the imperative sentence :

(A) Shut the front door.
(B) She is a talented artist.
(C) Are you feeling better ?
(D) You were amazing !

(ii) Breaking down big goals into smaller parts will make the goals _____.

(A) specific
(B) measurable
(C) achievable
(D) realistic

(iii) Define the term 'Time Management'.

(iv) What should a strong password consist of ?

(A) Only letters
(B) Numbers and special characters
(C) Name of a person
(D) Letters, numbers and special characters

(v) A misconception about an entrepreneur is :
Entrepreneurs are _____, not _____.

(vi) Choose the option which is ***not*** a Sustainable Development Goal according to the United Nations.
(A) Population
(B) No Poverty
(C) Quality Education
(D) Reduced Inequalities

2. Answer any *5* out of the given *6* questions. ***5×1=5***

(i) Ramesh wants to apply a specific paragraph style to multiple non-contiguous sections of his document. Which feature of LibreOffice Writer should he use to avoid manually applying the style each time ?
(A) Update Style
(B) Fill Format
(C) Drag and Drop
(D) Load Styles

(ii) While working with images in LibreOffice Writer, _____ acts as a reference point for image or drawing.
(A) Alignment
(B) Grouping
(C) Anchoring
(D) Resizing

(iii) Which of the following style categories in LibreOffice Writer is used to define layout elements such as margins, headers, and footers ?
(A) Paragraph Style
(B) Page Style
(C) Frame Style
(D) Table Style

(iv) LibreOffice Writer supports up to _____ levels of headings.
(A) 9 (B) 10 (C) 11 (D) 12

(v) Which of the following image tools is used to change the image to black and white, grayscale or a watermark ?
(A) Image Crop
(B) Image Mode
(C) Image Align
(D) Image Size

(vi) A _____ is a preset layout that helps to create professional and/or formal documents easily.
(A) Template (B) Style
(C) ToC (D) SoC

3. Answer any *5* out of the given *6* questions. ***5×1=5***

(i) Ravi is analysing monthly sales data in Calc. He wants to test how changing the discount rate affects total revenue. Which feature should he use to simulate different outcomes ?

(A) Sort
(B) Indexing
(C) What-if Scenarios
(D) Filter

(ii) While reviewing a shared spreadsheet, Priya notices that some cells have been modified, but she's unsure who made the changes. Which feature should she use to identify the editor ?

(A) Data Validation
(B) Track Changes
(C) Observe Changes
(D) AutoFilter

(iii) Which of the following is the correct way to record a macro in LibreOffice Calc ?

(A) Tools → Macros → Record Macro
(B) File → Options → Record Macro
(C) Insert → Macro → Record
(D) View → Macros → Record

(iv) Which one of the following is the default function when a Consolidate dialog box opens in LibreOffice Calc ?

(A) Average
(B) Sum
(C) Max
(D) Var

(v) Which Calc feature allows multiple users to suggest edits while preserving the original data ?

(A) Protect Sheet
(B) Share Document
(C) Track Changes
(D) Insert Comments

(vi) In Calc, which of the following types of hyperlink uses the complete location where the file to be linked is stored ?

(A) Absolute hyperlink
(B) Mixed hyperlink
(C) Relative hyperlink
(D) Static hyperlink

4. Answer any *5* out of the given *6* questions. ***5×1=5***

(i) In a database, a form is _____.

(A) a tool used only for storing data in tables
(B) an object with a user-friendly interface for data entry
(C) a feature used to write queries

(D) a chart to display statistical data

(ii) Which of the following is an example of a DBMS ?

(A) Ubuntu (B) MySQL (C) MS Word (D) Canva

(iii) While forming a relationship between two tables in LibreOffice Base, the _____ of the common field must be _____.

(A) same, data type
(B) data type, same
(C) data type, different
(D) primary key, same

(iv) Which of the following advantages of DBMS ensures that changes in data are reflected across all tables ?

(A) Data Sharing
(B) Organised Storage
(C) Data Consistency
(D) Minimal Data Redundancy

(v) Which of the following best explains the use of a query in LibreOffice Base ?

(A) To store data in an organized format
(B) To retrieve data from the database and display it in the desired format
(C) To create tables
(D) To design the layout of forms and reports

(vi) In _____ Data Model, the data is stored in the form of linked records, organised into a tree-like structure.

(A) Network
(B) Relational
(C) Fictional
(D) Hierarchical

5. Answer any *5* out of the given *6* questions. ***5×1=5***

(i) Arjun notices that his colleague frequently complains of neck pain and sore shoulders after long working hours. Which of the following is the most likely cause ?

(A) Poor lighting and ventilation
(B) Improper ergonomic setup
(C) Good lighting and ventilation
(D) Using updated antivirus software

(ii) Which of the following types of fire extinguishers should ***not*** be used to extinguish an electrical fire ?

(A) Carbon dioxide
(B) Mechanical foam
(C) Dry chemical powder
(D) ABC dry powder

(iii) Which of the following is the correct typing posture ?

(A) Fingers should be above the home position (asdf and jkl; keys) on the keyboard, when your elbows are by your sides
(B) Fingers below the spacebar and elbows extended outward

(C) Keeping the wrist floating in the air
(D) Leaning back while typing

(iv) A company mandates regular breaks, provides adjustable desks, and encourages hydration for its employees. What is the primary objective of these policies ?
(A) To reduce electricity bills
(B) To improve employees' attendance
(C) To promote employees' health and safety
(D) To increase Internet speed

(v) Which type of hazards are most common in the manufacturing and pharmaceutical industries ?
(A) Ergonomic hazards
(B) Biological and chemical hazards
(C) Noise hazards
(D) Magnetic field hazards

(vi) Materials are classified by risk of catching fire. Which of the following falls in the category of Class B materials ?
(A) Wood
(B) Magnesium
(C) Grease
(D) Electrical equipment

SECTION B

(Subjective Type Questions) **(26 Marks)**

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20 – 30 words. 3X2=6

6. Write the 7 C's of Communication.

7. (a) What is emotional intelligence ?
(b) Name any two skills included in emotional intelligence.

8. How do ICT skills help us in our day-to-day activities ?

9. State the qualities to become a successful entrepreneur.

10. Define the term 'Sustainable Development'.

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

11. What is the significance of the Table of Contents feature in LibreOffice Writer ? Discuss briefly.

12. Briefly explain the purpose of the Subtotal tool in the LibreOffice Calc software.

13. Give any two prerequisites before consolidating data in Calc.

14. How are data and information different from each other ? Explain with an appropriate example.

15. List two common causes of electrical accidents at the workplace. State any one measure to prevent them.

16. Briefly explain any two general emergency handling procedures at the workplace.

Answer any 3 out of the given 5 questions in 50 – 80 words each. 3×4=12

17. You are designing a digital brochure for a school event in LibreOffice Writer.

(a) Mention any four ways by which an image file stored on the computer can be inserted into a document.

(b) How do the **"Wrap Off"** and **"Wrap Through"** text wrapping options differ when placing images alongside text in Writer ?

18. Mr. Prasanna, a General Manager in a multinational company, has been given two spreadsheets : an original billing file **Bill.ods** and a reviewed version of the same spreadsheet **Rev_Bill.ods**. Both contain customer billing details prepared by different teams. Write the steps he should follow to compare these worksheets and identify the differences between them.

19. With reference to DBMS, answer the following questions :

(a) What is the purpose of using reports in DBMS ?

(b) Can we generate a report from multiple tables in a database ?

(c) What is a dynamic report ?

(d) In LibreOffice Base, to insert the current date and time in a report, the steps to be followed are :

Step 1 : Click inside the Page Header area to activate it.

Step 2 : Click _____ > _____

However, the correct menu item and option names are missing. Identify the correct menu item and option name needed to complete this task.

20. Answer the following questions in the context of Workplace Safety :

(a) Mention any two health hazards caused by a high contrast between the computer screen and its surroundings.

(b) Suggest one way to avoid contrast problems caused by bright light sources behind the display screen.

(c) How can poor sitting posture while using a computer, affect a person's health ?

(d) Mention any one way to reduce stress at the workplace.

21. An electronic gadget shop keeps records of its electronic products, such as mobile phones, laptops, etc., in a table named **Gadgets,** which has columns for **ItemID** (Primary key), **ItemType** (mobile, iPad, Laptop), **Size, Quantity, Price** and **Supplier**.

It also stores the billing data in another table named **Bill**, which has columns as **BillNo** (Primary key), **ItemID, Price, CustName** and **CustPhoneNo**.

Based on the above, answer the following questions :

(a) Name any two columns of the **Gadgets** table where duplicate values are allowed.

(b) Assume that the table Gadgets already contains a product having value of **ItemID** as **I001**. Can we enter a new record with value of **ItemID** as **I001** ? Justify.

(c) Is it possible to store photos of the products in a new column of the table, **Gadgets** ? If yes, then suggest a suitable data type to store images.

(d) Briefly explain the principle of referential integrity with respect to the tables, **Gadgets** and **Bill**.