

**\*Section A – Objective Type (24 Marks)\***

\* \*Q1: 4 questions × 1 mark each = \*\*4\*

\* \*Q2: 5 questions × 1 mark each = \*\*5\*

\* \*Q3: 5 questions × 1 mark each = \*\*5\*

\* \*Q4: 5 questions × 1 mark each = \*\*5\*

\* \*Q5: 5 questions × 1 mark each = \*\*5\*

**\*Section B – Subjective Type (26 Marks)\***

\* \*Q6 – Q10: Attempt 3 out of 5 (2 points each) →  $3 \times 2$  marks = \*\*6\*

\* \*Q11 – Q16: Attempt 4 out of 6 (2 points each) →  $4 \times 2$  marks = \*\*8\*

\* \*Q17 – Q20: Attempt 3 out of 5 (4 points each) →  $3 \times 4$  marks = \*\*12\*

\* \*Q21: Compulsory (4 points each) → \*\*4 marks\*

Grand Total = 24 + 26 = 50 Marks

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**Section A – Objective Type Questions**

**Q1 (Employability Skills) – Attempt any 4**

**(i) Answer: (B) Notice/Poster**

- Notices or posters can reach all students effectively at once, unlike calls or personal meetings.

**(ii) Answer: (A) Managing emotions**

- Managing emotions means regulating one's emotions and helping others do the same.

**(iii) Answer: (B) Self-motivation**

- Roshin's regular practice and early rising to study shows *self-motivation*.

**(iv) Answer: (A) Folder**

- A folder is a location where a group of files can be stored in the computer.

**(v) Answer: (B) Every business idea must be unique or special.**

- This is a *myth*. Not all business ideas need to be unique; execution matters more.

**(vi) Answer: (B) Education**

- Education is the most important factor for sustainable development.

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**Q2 (OpenOffice Writer) – Attempt any 5**

(i) **Answer:** (A) Styles

- Styles save formatting features for reuse.

(ii) **Answer:** (C) Sharpen

- Sharpen filter increases the contrast of images.

(iii) **Answer:** (A) To Background

- This option places an object behind text.

(iv) **Answer:** (D) Table of Contents

- Based on heading styles, it lists the document contents.

(v) **Answer:** (C) Blank document

- Blank document is the default template in Writer.

(vi) **Answer:** (B) Fill Format

- Fill Format copies the same formatting to different places.
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Q3 (Calc – Spreadsheet) – Attempt any 5

(i) **Answer:** (B) Edit

- Comments are added through Edit → Track changes → Comment.

(ii) **Answer:** (D) +

- The “+” sign adds a new sheet.

(iii) **Answer:** (C) What-if Scenarios

- Used for exploring alternatives in calculations.

(iv) **Answer:** (A) A set of instructions in a programming language

- Macros are stored as code instructions.

(v) **Answer:** (C) Absolute hyperlink

- Full path + filename = absolute hyperlink.

(vi) **Answer:** (B) Subtotal

- Subtotal tool groups data and applies functions like sum/average.
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Q4 (Database – Base) – Attempt any 5

(i) **Answer:** (A) Ingress

- Ingress is a database software.

(ii) **Answer:** (D) Sorting

- Sorting arranges data in ascending/descending order.

(iii) **Answer:** (B) Currency

- Currency datatype is used for monetary values.

(iv) **Answer:** (C) Query

- Queries retrieve data from one or more tables.

(v) **Answer:** (A) Calendar

- Adding a calendar prevents invalid date entry.

(vi) **Answer:** (B) Label

- Label tool is used to add titles, headings, etc.
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Q5 (Health & Safety) – Attempt any 5

(i) **Answer:** (C) Health

- Health = physical, mental, and social well-being.

(ii) **Answer:** (B) Gas

- Gas is a class B ignition material.

(iii) **Answer:** (B) DoIT

- DoIT prepared the policy for safe work environment.

(iv) **Answer:** (D) Repetitive Strain Injury

- RSI = Repetitive Strain Injury.

(v) **Answer:** (B) Ergonomics

- Ergonomics deals with designing workplace objects safely.

(vi) **Answer:** (C) Wear loose clothing or jewellery while working with machines.

- This is wrong, as it increases accident risk.
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Section B – Subjective Questions

Q6: Two C's of Communication **(any 2)**

1. **Clear** – Always say clearly, what you want to say.

2. **Concise** – Always use simple language and say only what is required.
3. **Concrete** – Always use proper words and phrases in the sentences.
4. **Correct** – Always use correct spelling and grammar in the sentences.
5. **Coherent** – Your word should be related to the main topic and your word should make sense.
6. **Complete** – Your message should be complete and have all the needed information.
7. **Courteous** – Be honest, respectful and friendly with others.

#### Q7: Stress Management

**Be aware that you are stressed** – Look for stress symptoms such as headaches, insomnia, melancholy, excessive worrying, anxiousness, and so on. We can manage stress if we are aware of it.

**Identify What is causing you stress** – Find out the reason for your stress. Is it because of exams, family pressures, money issues, not eating good food, etc.?

**Apply stress management methods** – To effectively manage your time, use time management tools. Concentrate on the most important things and complete them, talk to a friend or family member about the problem. Take time to recharge by exercising, watching movies, or doing anything else that makes you feel good.

OR

- It is the process of controlling stress by using relaxation techniques, exercise, and time management.

#### Q8: Four Tips to Maintain Computer

- Keep it dust-free.
- Use updated antivirus software.
- Shut down properly.
- Avoid over-heating by good ventilation.

#### Q9: Four Functions of an Entrepreneur

**They are confident, They believe in themselves and their abilities.**

- They keep trying new ideas in their business
- They are creative and think differently about business ideas.
- They do not give up when they face difficulty.
- They make decisions after thinking about them.
- They are patient
- They take responsibility for their actions
- They work hard

- Resource management

#### Q10: Two Problems of Sustainable Development

- Overuse of natural resources
- Pollution and climate change

OR

- **Food** – As we use more and more land for other uses, the amount of rich, fertile soil required to grow crops such as wheat, rice, and other grains. Chemical fertilisers are reducing soil nutrients and contaminating the soil with a variety of pollutants.
- **Water** – We use fresh water from rivers and ponds for drinking and cleaning but dump garbage into them. Rivers and ponds are becoming more contaminated. This way after several years, we will have no clean water for our use.
- **Fuel** – We use a lot of wood from trees for fuel, as well as for building homes and furniture. The climate of the area is being affected as more trees are cut down. Floods, extreme cold or heat, and other extreme weather events are common in many regions, affecting the people who live there.

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#### Q11: Frame Style (Writer)

- Frames act as containers for text, graphics, and lists.
- Frame Styles enable formatting of these frames.
- Formatting options include size, position, and border.
- Frame Styles also control text wrapping around pictures within the frame.

#### Q12: Macro in Calc + Naming Rules

A macro is a single instruction that executes a set of instructions. These set of instructions can be a sequence of commands or keystrokes that can be used for any number of times later. A sequence of actions such as keystrokes and clicks can be recorded and then run as

per the requirement.

- Naming rules:
  1. Begin with a letter
  2. Not contain spaces
  3. Not contain special characters except for \_ (underscore)

#### Q13: Goal Seek in Calc

Goal Seek comes under What-if Analysis tools. Goal seek helps to find specific output from the given input. Goal seek can find the correct input when only the output is known.

Example – Suppose, you require a loan. You are aware of the amount you wish to borrow, you also know the interest rate of the Bank, and how much you can afford to pay each month. To find out what time you'll need to get in order to reach your loan target, use Goal Seek.

#### OR

- Used to find input values for a desired result.
- Example: Finding marks needed to achieve 80% total.

#### Q14: Prerequisites for Relationship in Base

**The most important prerequisite for setting a relationship between the two tables is that**

- Each table should have a primary key.
- There must be a common field(s) between the two tables.

#### Q15: Keyboard Safety

- Keep wrists straight and relaxed.
- Maintain correct posture and take breaks.

#### Q16: Eye Problems

- Eye strain
- Headache / blurred vision
- Eye fatigue
- Dry eyes Eye strain and sore eyes
- Burning and/or watering eyes.

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#### Q17 (a) Benefit of Grouping Drawing Objects in Writer

- Allows moving/resizing multiple objects as a single unit.

#### (b) Text Wrapping vs Image Alignment

- **Alignment:** It allows the vertical or horizontal placement of the image with respect to its anchor. Alignment tools are located under Drawing Properties Toolbar. An image can be aligned in six different styles – 3 horizontal and 3 vertical.
  - **Wrapping:** It allows the placement of image in relation to text. Text Wrapping tools are available under Drawing Object Properties Toolbar. There are six choices, namely Wrap off, Page Wrap, Optimal Page Wrap, Wrap left, Wrap right, Wrap through, in the order of their appearance from left to right.
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#### Q18 (Amit's Sales Spreadsheet)

- (a) Tool: Consolidate
  - (b) Menu: Data → Consolidate
  - (c) Function: SUM()
  - (d) Use a **Hyperlink** on the text in the cell.
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#### Q19 (Fire Safety & Emergency)

##### (a) Fire Prevention:

- 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.
- 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.

##### (b) Emergency Handling:

- Leave the premises immediately and start moving towards the nearest emergency exit.

- If possible, assist the person with disability to move towards the emergency exit.
  - You may carry your hand-held belongings, as you move towards the emergency exit. Do not come back to pick up your belongings unless the area is declared safe.
  - Do not use the escalators or elevators (lifts) to avoid overcrowding and getting trapped, in case there is a power failure. Use the stairs instead.
  - Go to the emergency assembly area. Check if any of your colleagues are missing and immediately inform the person concerned.
    - Follow evacuation routes.
    - Use emergency alarms and first aid.
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#### Q20 (Database Tables)

(a) Advantages of relating tables:

- Avoids data redundancy.
- Ensures data consistency.

OR

The advantages of relating tables in a database include:

- **Preventing data redundancy:** Relationships help avoid duplicate data across tables.
- **Ensuring referential integrity:** They prevent missing or inconsistent data by managing related records when deletions occur.
- **Restricting invalid data entry:** Relationships enforce data validity by preventing users from entering incorrect data in referenced fields.
- **Automatic updates:** Changes in a master table are automatically propagated to related transaction tables.

(b) Many-to-many relationship:

- Each record in one table relates to multiple records in another and vice versa (e.g., students & courses).
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#### Q21 (Student Table)

(a) Datatypes:

- Student\_ID → Text/VARCHAR
- Age → Integer



(b) Primary Key: Student\_ID (unique for each student).

(c) Alternate Key: Phone\_Number (also unique, can identify a student).

(d) Attributes: 4 (Student\_ID, Name, Age, Phone\_Number)

Records: 3