CHINMAYA ENGLISH PRIMARY SCHOOL, HUBBALLI

Preparatory - II - 2024 - 25

Std : X   Information technology   Marks : 50

General instructions:

1. Please read the instructions carefully.
2. This question paper consists of 21 questions in two sections: Section A and Section B.
3. Section A has Objective type questions whereas Section – B consists Subjective type questions.
4. Out of the given questions (5 + 16 =21) questions, a candidate has to answer (5 + 10 =15) questions in allotted (Max) time of 2hours
5. All questions of a particular section must be attempted in the correct order.
6. Section A : Objective type questions (24m)
7. Section B : Subjective type questions(26m)

Section - A

Objective type questions:

I   Answer any 4 out of the given 6 questions on employability skills :   1 × 4 = 4

a)   Every time before his exams Siddhant faced the issue of sleeplessness and loss of appetite. He is facing distress. Distress is the term given to _____
i) Good stress   ii) bad stress
iii) Eustress   iv) positive stress

b)   Self awareness refers to awareness about one's own _____
 i) strength or weakness   ii) interest or capabilities
iii) values   iv) all of these

c)   Susheela owns a manufacturing and packaging unit for Indian food items. She decides to sell the products in Dubai, Mexico and Russia. However, the products did not sell well, resulting in a loss. She apologises to her employer and promises to plan better next time. Susheela is:
i)   taking responsibility for her mistakes.
ii)   thinking before making a decision.
iii)   not giving up   iv) being creative

d)   _____is the dashboard of your computer.
i) task bar   ii) start menu   iii) recycle bin   d) file explorer

e)   Select ,which of the following is not an element in the process of communication?
i) channel   ii) sender   iii) time   d) receiver

f)   Which of the following is not a challenge faced in implementing SDG?
i) social inclusion   ii) lack of effective leadership
iii) undefined scope SGGs
iv) no organization to monitor the implementation and progress of SDGs

II   Answer any 5 out of the given 6 questions: 1 × 5 = 5
   a)   _____helps to improve consistency in a document.
          i) style   b) template   c) table of content   d) images
   b)   To cancel the last edit we use _____as a short cut key.
          i) ctrl +y   b) ctrl + v   c) ctrl + E   d) ctrl + z
   c)   To add an image into a document you can use _____method.
          i)   drag and drop   ii) insert picture
          iii) both (i) and (ii)   iv) none of these
   d)   The toolbar to format picture does not consist of _____option.
          i) gray scale   ii) original   iii) black and white   iv) watermark
   e)   A pamphlet for school fare has to be designed. Which of the following office
             suite components will help to complete the task?
          i) spreadsheet   ii) digital documentation
          iii) database management   iv) mail merge
   f)   In a word processor, scale refers to the _____of an image.
          i) angle   ii) size   iii) colour   iv) both (i) and (ii)

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

   a)   In a spreadsheet the cell reference from B5 to E15 will be represented as
         i) B5 – E15   ii) B5 ; E15   iii) B5 : E15   iv) B5 = E15
   b)   Aradhya wants to invest some money. Her financial advisor has suggested
         some investment plans. She wants to check what return she will get from all the
         suggested plans. Which of the following what if analysis can help her to
         accomplish the task?
         i) scenario   ii) goal seek   iii) solver   iv) data consolidation
   c)   Rajendra is an office assistant in a school. He maintains the records of students
         in a spreadsheet. He wants every class teacher to check the records of students
         of their own class. He also wants to know the changes made by the teachers
         which feature of the spreadsheet can help him to accomplish the task?
         i) linking   ii) macro   iii) review change iv) track change
   d)   In calc, the field for subtotal is specified through _____option.
         i) Group by   ii) subtotal   iii) solver   iv) scenario
   e)   Which of the following is not an advantage of macro?
         i) automates repetitive keystrokes. ii) reduces the possibility of human error
         iii) reduces time spent in repetitive task   iv) makes task complex
   f)   Nimisha wrote a macro as a function shown below:
         Function mymacro ( )
         Mymacro = "hello"
         Std function
         How can this macro be used?
         (i)   mymacro ( )
         (ii)   mymacro ("hello")
         (iii)   mymacro
         (iv)   This is an invalid code

4.   Answer any 5 out of the given 6 questions: 1 × 5 = 5
    a) Which of the following toolbars contain the label tool?
        i) standard toolbar   ii) form controls tool bar
       iii) records tool bar   iv) formatting tool bar

b) Which of the following is the shortcut key to run a query?
   i)   F3   ii) F4   iii) F5   iv) F6
c) Which of the following is required to set a relationship between the two tables?
   i)   Both the tables must be in different database.
   ii)   Both the tables must have a common field.
   iii) Both the tables must be stored in documents folders only.
   iv)   None of these
d) Which of the following is true about primary key of a table?
   i)   Every table must have a primary key.
   ii)   The data values in a primary key field cannot be duplicated.
   iii) A primary key field cannot be left blank.
   iv)   All of the above
e) A _____is a question asked from a database.
   i) query   ii) report   iii) form   iv) field
f) Which of the following is true about libre office base?
   i)   it is a spreadsheet software.
   ii) it is free and open source software.
   iii) it can store only character data.
   iv) it is a licensed software.

5.   Answer any 5 out of the given 6 questions: 1 × 5 = 5
   a) Which of the following can cause hazards while using computers?
      i) poor sitting postures or excessive duration.
      ii) lifting heavy objects.
      iii) mishandling of tools and equipment.
      iv) improves handling of the office equipment
   b) What are the potential causes of hazards at workplace?
      i) poor ventilation   ii) poor lighting
      iii) poor housekeeping   iv) all of the above
   c) Proper security procedures increases the _____and reduces _____
      i) operation costs ,liabilities   ii) liabilities, profits
      iii) operation cost, profit   iv) profits, liabilities
   d) A company can refer to _____on occupational health and safety of government
       of India for its own safety policy.
      i) manual   ii) guidelines   iii) national policy   iv) localpolicy
   e) For a worker to be able to work with his full potential he must be:
      i) happy and healthy   ii) hard working
      iii) highly educated   iv) with high morals
   f) Situation which poses immediate risk and required urgent attention:
      i) emergency   ii) accidents   iii) disaster   iv) natural calamity

Section - B
Subjective type questions
Answer any 3 out of the given 5 questions: 2 × 3 = 6

6.   What are your favourite stress management techniques? Elaborate any two.
7.   What is the importance of effective communication skills?
8.   Mention any two tips for the success and startup?
9.   Since Anu entered her teenage, her father has been telling her that she should set some achievable goals. What do you understand by goal setting? What do you think Anu's father means when he says achievable goals?
10.   Differentiate between CUI and GUI.

Answer any 4 out of given 6 questions in 20 -30 words each.   2 × 4 = 8
11.   Why styles are important in word processor?
12.   What are the safety measures to be taken while we work on computer?
13.   What is document hyperlink in a spreadsheet?
14.   Discuss the purpose of adding comment in a worksheet.
15.   Differentiate between field and record in a table.
16.   What is occupational overuse syndrome?

Answer any 3 out of given 5 questions in 50 - 80 words each.   4 × 3 = 12
17.   Harmanpreet had inserted an image in a word processor application. Now she wants to know the use of this following terms. Tell her the correct answer.
      i) alignment   ii) anchoring
18.   Samiksha wants to know the use of the following terms. Describe them for her.
      i) scenario   ii) goal seeks   iii) solver   iv) subtotal
19.   Consider the following:
      Table = Applicants

No	Name	Fee	Gender	C- ID	Joining year
1012	Amandeep	30000	M	A01	2012
1102	Avisha	25000	F	A02	2009
1103	Ekant	30000	M	A02	2011
1049	Arun	30000	M	A04	2009
1025	Amber	40000	M	A02	2011

   i) How many records and fields are there in the table Applicants?
   ii) Write SQL queries to:
       a) Display Name, Fee, Gender, Joining year of the applicant who has joined before 2010.
       b) Display the names of all applicants in ascending order of their joining year.
       c) Display the details of applicants of females.
20.   Prasad wants to know about Data Manipulation language commands. Solve the following queries for him.
      i) What is DML command?
      ii) Explain any three DML commands.

21.   At a chemical manufacturing plant workers handle hazardous substances daily. Recently, an employer suffered chemical burns due to improper handling of corrosive materials. This incident highlighted gaps in safety protocols and the need for enhanced protective measures. What steps should the plant management take to prevent similar incidents in the future?