Read the following instructions very carefully and strictly follow them :

(a) This question paper consists of **two** sections viz. Section A : Employability Skills and Section B : Subject Skills.

(b) **Section A : Employability Skills (10 Marks)**
  (i) Answer any **4** questions out of the given **6** questions of **1** mark each.
  (ii) Answer any **3** questions out of the given **5** questions of **2** marks each.

(c) **Section B : Subject Skills (40 Marks)**
  (i) Answer any **10** questions out of the given **12** questions of **1** mark each.
  (ii) Answer any **4** questions out of the given **6** questions of **2** marks each.
  (iii) Answer any **4** questions out of the given **6** questions of **3** marks each.
  (iv) Answer any **2** questions out of the given **4** questions of **5** marks each.

(d) This question paper contains **39** questions out of which **27** questions are to be answered.

(e) All questions of a particular part / section must be attempted in the correct order.

(f) The maximum time allowed is **2** hours.

SECTION A

(Employability Skills)   (10 Marks)

Answer any **4** questions out of the given **6** questions of **1** mark each :   1×4=4

1. _____ are a group of words that work together to communicate an element of speech.   1

2. _____ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations.   1

3. Having conscious knowledge of your own self, capabilities, feelings and one's own character is called as _____ .   1

4. A _____ is a software that helps you type and work with text on a computer. (word processor / spreadsheet / calculator)   1

5. Entrepreneurs are not job seekers but they create opportunities of employment for people. (True/False)   1

6. _____ defines a Green economy as one that results in "improved human well-being and social equity, while significantly reducing environmental risks and ecological scarcities".   1

Answer any **3** questions out of the given **5** questions of **2** marks each :   2×3=6

7. Explain four types of sentences in English.   *2*

8. List any four characteristics of entrepreneurship.   *2*

9. Write steps to highlight text in an OpenOffice Writer.   *2*

10. List any two factors that affect self-confidence.   *2*

11. List any four factors causing ecological imbalance.   *2*

SECTION B

(Subject Skills)   (40 Marks)

Answer any **10** questions out of the given **12** questions of **1** mark each :   *1×10=10*

12. When a combination of hardware and software enables a person with a disability or impairment to use a computer, it is known as   *1*

    (A) Mechanical assistance

    (B) Assertiveness

    (C) Assistive Technology

    (D) Assistance and communication

13. _____ in Control Panel are used to customize the way your keyboard, display, or mouse function.   *1*

14. Picture and Clipart options are available under _____ .   *1*

15. Header option is available under _____ group in Insert Tab.   *1*

16. _____ is one of the functions available in the spreadsheet to perform addition of selected numbers in the sheet.   *1*

17. Autosum automatically selects the values around the cells either _____ or _____ .   *1*

18. Layout option is available under _____ group in the Home tab.   *1*

19. Presentation software enables the user to add tables in the slides in order to represent the _____ data meaningfully. 　　　　1

20. Time management is the act of planning to stay organized that will result in increased _____ and _____ . 　　　　1

21. _____ appointments can be used for scheduling repetitive tasks. 　　　　1

22. _____ statement is used to add one or more records to a database. 　　　　1

23. _____ statement retrieves zero or more rows from one or more database tables. 　　　　1

Answer any 4 questions out of the given 6 questions of 2 marks each : 　　　　2×4=8

24. Explain Blog. Give any two websites that offer free blog services. 　　　　2

25. List any four items that may be added in the Header area. 　　　　2

26. List any two conditions/formats/items that can be used for conditional formatting in a Spreadsheet. 　　　　2

27. Mention two ways in which a movie file may be inserted in a presentation. 　　　　2

28. Mention two ways of scheduling an appointment. 　　　　2

29. Explain two types of languages used for creating and manipulating the data in databases. 　　　　2

Answer any 4 questions out of the given 6 questions of 3 marks each : 　　　　3×4=12

30. What are section breaks ? Explain how a section break helps in formatting a document. 　　　　3

31. Differentiate between linking and embedding a document. Does embedding an object increase the size of the document ? List any two websites that offer free clipart. 　　　　3

32. Give any three basic guidelines for charts in a presentation. 　　　　3

33. Write steps to give transition effects in a presentation software.   *3*

34. Explain any thee data types in OpenOffice base.   *3*

35. Explain the following with respect to Databases :   *3*
     (a)   Forms
     (b)   Reports
     (c)   Table

Answer any 2 questions out of the given 4 questions of 5 marks each :   *5×2=10*

36. (a)   Explain any three types of impairments that impact computer usage.

     (b)   Explain Client-Server architecture and Peer-to-Peer Architecture.   *5*

37. Given the following Spreadsheet, write the appropriate Formula/Expression/Function to be used for (a) to (e) :   *5*

	A	B	C	D	E	F	G	H
1	Quarterly sales report							
2	Zone	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total		
3	North	500	420	290	400			
4	West	150	130	400	250			
5	East	400	270.	320	350			
6	South	540	530	457	380			
7								

     (a)   Write the formula to calculate the Total sales of North Zone.

     (b)   Write the feature used for arranging the Sales from Lowest to the Highest.

     (c)   To find the Maximum Sales in East Zone.

     (d)   To find the Average Sales in Jan-Mar in cell C7.

     (e)   To find the difference between the sales in East Zone and West Zone in Apr-Jun.

38. Rashika is preparing a presentation to give an annual sales report and the progress made by her zonal teams. She has to do the following in the presentation. Suggest appropriate measures to do so. **5**

(a) She wants to show the sales data in a pictorial form. Which tool/option should she use to compare the data ?

(b) She wants to give some effect whenever the slide changes. How can she do this ?

(c) She has to show a table created in spreadsheet on her slide.

(d) She wants to take printouts such that more than one slide is printed on the page having only textual content.

(e) Give her an additional guideline for preparing a presentation.

39. (a) Create table EMPLOYEE **2**

EMPID	Char(4)
EMPNAME	Varchar(15)
DESIGN	Varchar(20)
SALARY	Decimal

(b) What is a primary key ? **1**

(c) Categorize the following commands as DDL and DML : **2**

SELECT, ALTER, INSERT, DROP