



SAMPLE PAPER – 1

Max. Time : 2 Hours

Max. Marks: 50

Q.1. Answer any 4 out of the given 6 questions on Employability Skills.

(1 × 4 = 4 Marks)

- (i) Sustainable development requires judicious use of
 - (a) natural resources
 - (b) human resources
 - (c) man-made resources
 - (d) none of these
- (ii) Vacationing helps in individuals.
 - (a) stressing
 - (b) de-stressing
 - (c) destroying
 - (d) none of these
- (iii) Computer programs that can damage the data and software programs or steal the information stored on a computer.
 - (a) Spam
 - (b) Viruses
 - (c) Junk mail
 - (d) BIOS
- (iv) The small pictures on the desktop are called
 - (a) Worm
 - (b) Wallpaper
 - (c) Icons
 - (d) None of these
- (v) Good stress is known as
 - (a) Prestress
 - (b) Eustress
 - (c) Distress
 - (d) None of these
- (vi) refers to your ability to identify effective methods of getting yourself to move from thoughts to action.
 - (a) Self-motivation
 - (b) Selflessness
 - (c) Self-dedication
 - (d) None of these

Q.2. Answer any 5 out of the given 6 questions:

(1 × 5 = 5 Marks)

- (i) A is an application software that processes text and is used to create, modify, format and print documents.
 - (a) Open office Calc
 - (b) Open office impress
 - (c) Open office writer
 - (d) None of these
- (ii) is a horizontal bar present at the bottom of windows 7 desktop
 - (a) Status bar
 - (b) menu bar
 - (c) taskbar
 - (d) recycle bin
- (iii) serves as an interface between the user and computer.
 - (a) Hardware
 - (b) Software
 - (c) Internet
 - (d) Operating System



- (iv) Complete the assignment 1 hour.
(a) at (b) in
(c) by (d) under
- (v) Sound sentry is designed to help users with impairments.
(a) vision (b) auditory
(c) both (a) and (b) (d) none of these
- (vi) The term ISP stands for
(a) Internet Security Protocol (b) Internet Service Protocol
(c) Internet Service Provider (d) Internet Security Provider

Q.3. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)

- (i) When a combination of hardware and software enables a person with a disability or impairment to use a computer, it is known as [CBSE 2020]
(a) Mechanical Assistance (b) Assertiveness
(c) Assistive Technology (d) Assistance and Communication
- (ii) The intersection point between a row and a column is called a
(a) Table (b) Cell
(c) Row (d) Active Cell
- (iii) keys are also known as modifier keys.
(a) Shift (b) Ctrl
(c) Alt (d) All of these
- (iv) A is a graphical representation of data, in which the data is represented by symbols, such as bars.
(a) Picture (b) Graph or Chart
(c) Smart Art (d) None of these
- (v) A is a model used to create other documents.
(a) Wizards (b) Chart
(c) Styles (d) Templates
- (vi) Header & Footer option is available under menu.
(a) Edit (b) View
(c) Insert (d) Format

Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)

- (i) are generally prepared for presenting the data in hard copy by using printers.
(a) Form (b) Query
(c) Report (d) Table



- (ii) The extension of Libre Offices preadsheet file is
(a) .ODS (b) .ODT
(c) .ODP (d) .ODD
- (iii) Data can be organized in a database in mainly types.
(a) Four (b) Six
(c) Three (d) Two
- (iv) Relational Database is a collection of
(a) Tables (b) Values
(c) Records (d) None of the above
- (v) Which website is used for online booking of train tickets?
(a) Amazon (b) IRCTC
(c) Flipkart (d) Trivago
- (vi) In which menu Share Spreadsheet option is available?
(a) Tools (b) Data
(c) Styles (d) Format
- Q.5. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)**
- (i) IMS include the option for
(a) File transfer (b) Audio Chat
(c) Video Calling & Conferencing (d) All of these
- (ii) is a set of data values of one type arranged in a vertical manner.
(a) Row (b) Field
(c) Tuple (d) All of these
- (iii) To combine two or more cells option is used.
(a) Merge Cells (b) Split Cells
(c) Protect Cells (d) None of these
- (iv) key is used to select contiguous files and folders.
(a) Shift (b) Ctrl
(c) Alt (d) All of the above
- (v) The field which is designated as the Primary key of a table cannot have
(a) Values (b) Duplicate values
(c) Numbers (d) Text
- (vi) A table is an arrangement of
(a) Rows (b) Columns
(c) Cells (d) Both (a) and (b)



SECTION B

SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills ($2 \times 3 = 6$ Marks)

Answer each question in 20 – 30 words.

- Q.6. Explain any 2 Qualities of an entrepreneur.
- Q.7. Differentiate between files and folders.
- Q.8. Rohan's father told him that they need to attach a modem for internet connection on their computer explain the meaning and function of modem to Rohan.
- Q.9. State the purpose of creating a blog.
- Q.10. What are the measures to increase the performance of a computer system?

Answer any 4 out of the given 6 questions in
20-30 words each ($2 \times 4 = 8$ Marks)

- Q.11. What are document templates? State the purpose of using a document template.
- Q.12. Differentiate between data definition language (DDL) and data manipulation language (DML).
- Q.13. Explain any three character formatting options in a word document.
- Q.14. What is the use of consolidate data tool in calc?
- Q.15. What do you mean by grouping of objects?
- Q.16. Define the following terms.
- (i) P2P (ii) DBMS
- (iii) Primary Key (iv) Foreign Key

Answer any 3 out of the given 5 questions in
50-80 words each ($4 \times 3 = 12$ Marks)

- Q.17. Elaborate the different types of styles which can be provided in word processor.
- Q.18. Write the SQL commands to answer the questions based on the "WORKER" table.
- (a) Create "Worker" table with the following fields

FIELDS	DATA TYPES
WID	Integer
Wname	Varchar(20)
WDesignation	Char(10)
WCity	Varchar(30)
WPhone	Char(10)

(b) Display all the records in the Worker table

(c) Display the records where city is Delhi

(d) Define Primary Key

Q.19. What precautions must be taken to improve the online security?

Q.20. Given the following Spreadsheet, Write the appropriate Formula/Expression/Function to be used for the following- [CBSE 2020]

	A	B	C	D	E	F
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	

(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) Write the formula to find the Maximum Sales in East Zone in cell G5.

(d) Write the formula to find the Average Sales in Jan-Mar in cell C7.

(e) Write the formula to find the difference between the sales in East Zone and West Zone in Apr-Jun in cell H5.

Q.21. Write down the steps for creating a table in OpenOffice application.