

4. Answer any 5 out of the given 6 questions.

(1 × 5 = 5 Marks)

- (i) A is a model that is used to create other documents.
(a) Template (b) Document (c) Design (d) Copy Paste (1)
- (ii) IM (Instant Messaging) software are broadly classified into-based and-based IM services
(a) Application, Web (b) Security, Web
(c) Application, Security (d) Text, Sound (1)
- (iii) Scenarios are a tool to test questions.
(a) Auto (b) Goal Seek (c) What-if (d) Drop-down (1)
- (iv) Nakul has created a worksheet in which he has added all of his employees' details. He wants each employee to review the worksheet and update their address and phone number, if required. He also wants to know what changes his employees have made. Which Spreadsheet function should he enable to see the changes made by his employees?
(a) Macro (b) Link Workbook
(c) Change Worksheet (d) Track Changes (1)
- (v) Akshay wants to store huge amounts of information about his firm in a database. Which type of table organization would be most suitable for this purpose?
(a) Relational (b) Flat File
(c) Either Relational or Flat file (d) Hierarchical (1)
- (vi) Rekha is a Chartered Accountant. She used to regularly update the accounts in a spreadsheet. She needs to follow a number of steps repeatedly. Can you suggest her spreadsheet feature through which she can perform these tasks quickly without repeating the steps?
(a) Record Changes (b) Track Changes
(c) Goal Seek (d) Using Macros (1)

5. Answer any 5 out of the given 6 questions.

(1 × 5 = 5 Marks)

- (i) Which of the following refers to reducing the duplicate values in a table?
(a) Data Redundancy (b) Data Integrity
(c) Data Security (d) Data Consistency (1)
- (ii) Which of the following options allows you to add styles from another document?
(a) New from selection (b) Update Style
(c) Load Style (d) Fill Format (1)
- (iii) The default extension of OO writer template is—
(a) .odt (b) .ott (c) .oot (d) .dot (1)
- (iv) The refers to a collection of data and information in an organized manner.
(a) Database (b) Table (c) Query (d) Form (1)
- (v) Which of the following file(s) are database types?
(a) Only Flat File (b) Flat File and Relational
(c) Only Relational (d) Flat File, CSV and Relational (1)
- (vi) Which of the following columns allows selecting data type for your column in table design?
(a) Field Name (b) Field Type
(c) Description (d) Field Properties (1)

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills.

(2 × 3 = 6 Marks)

Answer each question in 20 – 30 words.

6. List the types of Operating Systems. Briefly explain any two. (2)
7. Explain any two functions of an entrepreneur. (2)
8. Give one example each to explain how Self-Motivation and Self-Regulation help in stress management. (2)