



BRAIN INTERNATIONAL SCHOOL

SESSION 2024-25

CLASS: X

TERM 1 REVISION SHEET

SUBJECT: I.T

Part -A

Unit 1 : Communication Skills-II

Q1 Write about the various methods of communication.

Q2 Read the questions carefully and choose the best answer :

i) Which of the following is NOT an element of communication within the communication process cycle?

- (a) Channel (b) Receiver (c) Sender (d) Time

ii) You need to apply leave at work. Which method of communication will you use?

- (a) e-mail (b) Poster (c) Newsletter (d) Blog

iii) Which of these is a positive (good) facial expression?

- (a) Frowning while concentrating (b) Maintaining eye contact
(c) Smiling continuously (d) Rolling up your eyes

iv) Which of these is NOT an appropriate non-verbal communication at work?

- (a) Keeping hands in pockets while talking (b) Talking at moderate speed
(c) Sitting straight (d) Tilting head a bit to listen

v) Which of these are examples of negative feedback?

- (a) I hate to tell you this but your drawing skills are poor.
(b) You can surely improve your drawing.
(c) This is a good drawing but you can do better.
(d) None of the above

Unit 2: Self -Management Skills-II

Q1 Give any two examples where small amount of stress is helpful.

Q2 Multiple Choice Questions :

i) Which of the following is not a self-management skill?

- (a) Problem solving (b) Bargaining (c) Understanding self (d) Confidence building

ii) Grooming is a term associated with

- (a) time management (b) problem solving (c) neat and clean appearance (d) self-management

iii) Which of the following is a quality of a self-confident person?

- (a) Patient (b) Compassionate (c) Committed (d) Passionate

- iv) What is the best way to start our day positively?
- (a) Think about all that can go wrong.
 - (b) Think about the difficult test you will face during the day.
 - (c) Think about all your accomplishment so far and feel good about it.
 - (d) Think about the traffic on the road and feel stressed.
- v) Rahul gets feedback on his project work from his class teacher. Which of these options demonstrates positive attitude in this situation?
- (a) Rahul ignores the feedback.
 - (b) Rahul takes the feedback but does not use it.
 - (c) Rahul tells others that the teacher is wrong.
 - (d) Rahul learns from the feedback and makes his project work better
- vi) What can you do to get rid of negative thoughts or feelings?
- (a) Meditate to calm down and feel positive.
 - (b) Ignore them and move on in life.
 - (c) Act based on the negative thoughts or feelings.
 - (d) Talk to a friend and share all your negative feelings.
- vii) Ravi was extremely excited to break the good news to his mother of his winning the highest amount of scholarship. This is an example of _____.
- a) Stress
 - b) Eustress
 - c) Distress
 - d) Self-management

Unit 3: ICT Skills-II

Q1 What is BIOS?

Q2 Write the disadvantages of ICT(Information and communication technology)

Q3 Write the steps to create folder on desktop?

Q4 Multiple Choice Questions :

- i) Which software manages all the devices of a computer and keeps track of the status of the device, whether it is busy or not?
- (a) operating system
 - (b) application software
 - (c). anti-virus software
 - (d) microsoft word
- ii) _____ operating system enables multiple users to work on the same computer simultaneously.
- (a) Single-user , single-task operating system
 - (b) Single-user, multi-task operating system
 - (c) Multi-user
 - (d) None of the above
- (iii)An operating system in which commands can be entered by clicking/double-clicking/right clicking a mouse is :
- (a) GUI-based
 - (b) CUI-based
 - (c) TUI-based
 - (d) None of the above

(iv) You can permanently delete the contents of the Recycle Bin. Right-click the Recycle Bin icon and then click _____.

- (a) Empty (b) Delete (c) Empty Recycle Bin (d) Delete Recycle Bin

Part –B

Unit 1: Digital Documentation (advanced) using LibreOffice Writer

Q1 How can we create our own styles?

Q2 Explain any five Graphic filters

Q3 Multiple Choice Questions :

i) What is the shortcut key to align selected text to the right in Microsoft Word?

- (a)Ctrl + L (b) Ctrl + E (c)Ctrl + R (d) Ctrl + J

ii) Which among the following is not a valid type of alignment ?

- (a) Middle (b) Right (c) Justify (d) None of these

iii) Which of the following is an advantage of using a Table of Contents in a document?

- (a) It makes the document more visually appealing (b) It provides an easy way to navigate the document
(c)It helps to shorten the length of the document (d) It provides a summary of the document

iv) In Microsoft Word, what is the keyboard shortcut to update the table of contents?

- (a)Ctrl + U (b) Ctrl + Shift + U (c) Ctrl + Shift + F9 (d). Ctrl + Alt + F9

v) What is the purpose of adding hyperlinks to a Table of Contents in a digital document?

- (a) To make the document more visually appealing.
(b) To allow the reader to navigate directly to a specific section of the document.
(c) To increase the length of the document.
(d) To improve the grammar and spelling in the document

vi)Which of the following is NOT a type of template available for digital documents?

- a. Business card template b. Resume template
c. Newsletter template d. Spreadsheet template

vii) Templates in digital documents are typically created by:

- a. Professional designers b. Software developers
c. End-users d. None of the above

viii) Which of the following software programs does not support the use of templates in digital documents?

- a. LibreOffice Writer b. Microsoft Word c. Google Docs d. Adobe Photoshop

ix) How many resize handles will be there around the image?

- a.Eight b. Six c. Ten d. Five

x) You can resize the image by selecting one of the corner handles and keep the _____ key pressed while dragging the handle to its new position.

- a. Shift b. Ctrlt c. Alt d. None of the above

Unit 2: Electronic SpreadSheet (advanced) using LibreOffice Writer(Ch4&5 only)

Q1 What is Scenario?

Q2 Multiple Choice Questions

(i) _____series of worksheets or workbooks summarizes it into a single worksheet.

- (a) Multiple Data (b) Data Consolidation (c) Scenarios (d) Goal Seek

(ii)Scenarios are a tool to test questions.

- (a) Auto (b) Goal Seek (c) What-if (d) Drop Down

Unit 4: Maintain Healthy ,Safe and Secure Working Environment

Q1 Describe the importance of periodic evacuation drills.

Q2 List any three types of occupational hazards.

Q3 What is occupational overuse syndrome?

Q4 Explain Buddy System to implement evacuation efficiently in case of emergency.

Q5 Multiple Choice Questions :

i) What basic safety rules to follow at the workplace.

- a. Fire Safety & Use of First aid b. Falls and slips c. Electrical Safety d. All of the above

ii) Basic fire safety rules in an organization are _____.

- a. Fire escape plans must be installed at proper levels
b. Conduct regular drills & Smoke alarms must be placed
c. Maintenance of safety equipment and No – smoking zone
d. All of the above

ii) Basic rules of using first aid are _____.

- a. Injured person should calm not to panic b. Keep them warm if they are under shock
c. In the case of a back/neck injury, do not move the victim. d. All of the above

iii) An organization can face some _____ that could put the lives of the employees in danger.

- (a) Issue (b) Health Hazards (c) Shortage (d) None of the above