# BRAIN INTERNATIONAL SCHOOL

## SESSION 2024-25

**CLASS: X**          **ANNUAL  REVISION SHEET**          **SUBJECT: I.T(402)**

## Part –A

### Unit 1 : Communication Skills-II

Q1 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) Time          (b) Receiver       (c) Sender        (d) Channel

ii) Karan lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. However, due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which another medium can he use to get immediate approval of his mother?

   a) E-mail          b) Letter     c) Message through Friend    d) Fax

iii)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

iv) What is the importance of effective communication in a workplace?

  (a) Enhancing team collaboration and productivity   (b) Reducing office expenses

  (c) Increasing employee vacation  days         (d) Improving office aesthetics

Q2 What are the advantages and disadvantages of verbal communication?

### Unit 2: Self -Management Skills-II

Q1  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) Stay current with best practices and read up on new information always. Prepare yourself for new changes, so that you can transition seamlessly. This skill is known as _____

  a) Adaptability        b) Responsibility      c) Time Management  d) Self-awareness

iii) High expectations from self can leave with chronic anxiety and stress, thus leading to _____ stress.

    (a) Emotional      (b) Physical      (c) Social      (d) Financial

iv) Rahul gets feedback on his project work from his class teacher. Which of these options demonstrates positive attitude in this situation?

    (a) Rahul learns from the feedback and makes his project work better

    (b) Rahul takes the feedback but does not use it.

    (c) Rahul tells others that the teacher is wrong.

    (d) Rahul ignores the feedback.

v) 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) Eustress      b) Stress      c) Distress      d) Self-management

Q2 How can you manage emotional intelligence?

# Unit 3: ICT Skills-II

Q1 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) The cleaning of software installed in the computer cannot be achieved by _____.

    a) Cleaning CPU cabinet    b) backup    c) Disk cleanup    d) Installing antivirus

iii) ICT refers to all the methods , tools , concepts related to :

    a) storing digital information

    b) recording digital information

    c) sending digital information

    **d) All of the above**

iv) Software that starts working as soon as we switch on a computer is:

    a) RAM      (b) ROM      (c) Operating system      (d) None of the above

Q2 Amit frequently experiences slow performance on his computer when working with large spreadsheets and multiple applications. He notices that the system freezes and lags, especially when switching between programs. What should Amit do to improve his computer's performance in handling large spreadsheets and multitasking?

Q3 Write the steps to create folder on desktop?

## Unit 4: ENTREPRENEURIAL SKILLS-II

Q1 Multiple Choice Questions :

i) John notices that the cost of raw materials is lower in a different supplier's location compared to his current supplier. He decides to switch to the new supplier to save money. Which function that the entrepreneur is doing?

(a) Makes decisions     (b) Divides income     (c) Takes risk     (d) Innovation

ii) Which of the following is the reason for business failure?

(a) Lack of market research     (b) Poor financial control

( c)Poor management     (d) All of these

iii)Entrepreneurs also invest in community projects and provide financial support to :

(a) Community     (b) charities

( c) co-operation     (d)industry

Q2 List the ways in which an entrepreneur affects a society.

## Unit 5: GREEN SKILLS-II

Q1 Multiple Choice Questions :

i)    According to the concept of sustainable development, the environment and development are

_____issues.

a) Inseparable     b) Separate     c) Independent     d) None of these

ii) Which organization has adopted the Sustainable Development Goals.

(a) United Nations     (b) League of Nations     (c) UNICEF    (d) World Health Organization

Q2 How can an individual contribute to Sustainable Development Goals?

Q3 How can individuals contribute to a sustainable future?

## Part –B

## Unit 1: Digital Documentation (advanced) USING Libre Office Writer

Q1 Multiple Choice Questions :

i)    _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. Which option should he use to accomplish this task efficiently?

a) Alignment     b) Footer     c) Margin     d) Headings

ii)    Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish this task efficiently?

a) Drawing/Shapes    b) Symbols     c) Pictures     d) All of these

iii) A _____ is a model that you use to create other documents.

    a) Template           b) Styles     c) Wizard     d) Sample

iv) What is a style in LibreOffice Writer?

    a) A collection of all formatting information

    b) A method of typing

    c) A tool for drawing shapes

    d) d) A spell-check feature

v) Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?

    (a) Type         (b) Background         (c) Styles         (d) Entries

vi) Which of the following is the shortcut key to open the Templates dialog box?

    (a) Ctrl+Shift+N         (b) Ctrl+Alt+N     (c) Ctrl+Alt+T     (d) Shift+Alt+T

vii) Which style category would you use to format a section containing text, graphics, and lists?

    a) Frame Style         b) Paragraph Style     c) Character Style     d) Page Style

viii) It is a reference point for the graphics which is created while positioning any image. This point could be the page, or frame where the object is either a paragraph, or even a character in a word processor.

    (a) Anchoring         (b) Wrap Text     (c) Alignment     (d) BookMark

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

    (a) To allow the reader to navigate directly to a specific section of the document.

    (b) To make the document more visually appealing.

    (c) To increase the length of the document.

    (d) To improve the grammar and spelling in the document

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

    a) Spreadsheet template         b) Resume template

    c) Newsletter template         d) Business card template

xi) Templates in digital documents are typically created by:

    a) Professional designers         b) Software developers

    c) End-users           d) None of the above

Q2 What is the utility of text wrapping in a document?

Q3 Elaborate four different types of styles which can be provided in a Word Processor

Q4 A team of writers is collaborating on a report using a word processing software with a Track Changes feature. One writer creates the initial draft, which then needs to be reviewed and edited by the rest of the team.

a) Why is the Track Changes feature essential for collaborative document editing?

b) Which menu option can be used to access this feature?

c) Can reviewers add comments?

d) Once the changes are made by all the reviewers, who can accept or reject them?

# Unit 2: Electronic SpreadSheet (Advanced) Using Libre Office Calc

Q1 Multiple Choice Questions

(i) _____is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet.

    a) Solver      b) Scenario      c) Goal Seek      d) Subtotal.

(ii) )Scenarios are a tool to test questions.

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

(iii) Formulas in a Spreadsheet must begin with a _____ sign.

    a) $      b) @      c) #      d)none of these

(iv) Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work?

    a)Shared Worksheet      b) Consolidate Worksheet

    c) Link Worksheet      d) Lock Worksheet

(v) Which of the following is an example for absolute cell referencing?

    a)$C$5      (b) C5      (c) $C      (d) #C

(vi) Which of the following is an invalid Macro Name?

    (a) format*word      (b) format word      (c) 1formatword      (d) Format_word

(vii) Imagine you are a financial analyst tasked with analyzing quarterly sales data for a multinational corporation. The data is stored in separate sheets within an Excel workbook, each representing sales figures from different regions (e.g., North Zone, East Zone, South Zone). How can you efficiently view and compare quarterly sales data from multiple regions in a single spreadsheet to identify trends and relationships?

    (a) By using the Consolidate function to combine information from all regional sheets into one summary sheet.

    (b) By creating separate charts for each region's data.

    (c) By manually copying and pasting data from each region's sheet into a new sheet.

    (d) By deleting unnecessary data from each region's sheet.

(viii) Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?

(a) Hyperlink      (b) Macro      (c) connect      (d) Copy

(ix) Which of the following operations cannot be performed using LibreOffice Calc?

(a) Mail merge

(b) Create graphical representation of data

(c) Analysis of data

(d) Store and manipulate data

Q3 Differentiate between Relative and Absolute Hyperlinks with the help of an example.

Q4 Sahil was learning Libre office Calc. He downloaded few questions from the internet for practice. She had done all the questions except few listed below. Being a friend of Sahil help him solving the following:

a) What do you mean by Solver?

b) What is the default name of spreadsheet?

c) What is Macro?

d) Name the option to be clicked in Insert menu to insert a new sheet.

## Unit 3: DATABASE MANAGEMENT SYSTEM

Q1 Multiple Choice Questions

i) _____ database is a type of database that stores data in several tables.

     a) Relational      b)Flat      c) both (a) and (b)      d) None of them

ii) ____ can be set for a field if the user doesn't provide any value while entering the values in the table.

     a)Required      b) Default      c) Primary Key      d) Format

iii) In database _____ helps us to retrieve the filtered data based upon some conditions.

     a) Reports      b) Forms      c) Queries      d) Table

iv) Rudrakshh wants that the name column of a table must not be left blank. Help him to identify the field property for this purpose.

     a) Entry Required      b) Length      c) Default      d) Format

v) _____ data type takes the values in the form of 0 and 1 in the database.

     a)Boolean Integer      b) Text      c) Boolean      d) Memo

vi) The details associated with an entity are called _____.

     a) Table      (b) Attributes (c) Records      d) Primary key

vii) In a Query Design wizard, which of the following buttons is clicked to move a field from 'Available fields' list box to 'Fields in the query' list box?

    (a) >               (b) <9      (c) *             (d) ^

viii) Which of the following is NOT true about forms?

    (a) It can accept only fixed number of records

    (b) It can contain text fields

    (c) Graphics can be inserted on the form

    (d) It is the front end for data entry

Q2 Differentiate between Primary key and Foreign key.

Q3 Suppose you own a stationery shop , you need to keep detailed records of the materials available in your shop. You also need to store information about pricing , stock levels for reordering old stocks, etc. in a database program.

    i)    Name any two database programs to organize the data as per your business need.

    ii)   When was the database concept was evolved?

    iii)  What is DBMS? Explain in  brief.

Q4  Sandhya wants to create a table in Libre office Base . She wants to set the field properties during the creation of table . Help him to identify the suitable field properties for the following task.

    i)    Which property will help to get the auto numeric values?

    ii)   Which property  will help to set the format of the data entered in the filed?

    iii)  Which property , if set to yes then it will be must to insert the value in the filed?

    iv)  Which property will help to set the default value of a field?

Q5 Dev has a small library at home. He wants to store the details of all books in RDMS. He created a table with five fields name " lib_dev" in the RDBMS program. He also created a primary key in that table.

    i)What do you mean by Table?

    ii)What is the purpose of creating a primary key in a table?

    iii)Aman can create more than one primary key in his table.(yes/no)

    iv)Expand RDBMS.

Q6 What is DBMS? Explain any two advantages of DBMS.

# Unit 4: Maintain Healthy ,Safe and Secure Working Environment

Q1 Multiple Choice Questions :

i)  Sore lower back is caused due to _____.

   (a)no lumbar support                      (b) reaching forward frequently

   (c) no upper back support from chair      (d) reaching forward for long periods

ii) A fresh food cafeteria helps to maintain the _____ of the employee.

   a) Health          (b) Morale          (c) Productivity        (d) Engagement

iii) For an organisation, the proper security procedures will reduce _____.

   (a) liabilities          (b) insurance          (c) business revenue

   (d) operational charges of the company

iv) Which of the following is not an example of ignition sources of open flames?

   (a) space heaters (b) Lighters in smoking areas (c) Welding torches (d) Gas ovens

v) Which action contributes to a healthy and safe working environment?

   (a) Keeping emergency exits clear (b) Leaving cables loose on the floor (c) Ignoring safety warnings

   (d) Using unapproved software

Q2 List three rules of first –aid.


Q3 Name four basic safety rules to follow to maintain workplace safety.