



vii) Priya works in a busy marketing firm and has been assigned to present a new campaign idea to a group of senior executives. Although she has never presented to such a high level audience before, Priya believes in her skills and has prepared thoroughly. On the day of the presentation, she confidently delivers her ideas, answers questions clearly, and receives positive feedback from the executives. Which of the following actions best demonstrates Priya's self-confidence in this scenario?

- a. Believing in her skills, preparing thoroughly, and confidently delivering her presentation
- b. Doubting her abilities and asking a colleague to present on her behalf
- c. Avoiding eye contact with the executives during the presentation
- d. Repeatedly apologizing during her presentation for potential mistakes

viii) Which of the following best represents an action that promotes sustainable development?

- a. Building a factory that uses coal as its primary energy source
- b. Clear-cutting a forest to make way for agricultural development
- c. Implementing a recycling program in a community to reduce waste
- d. Using large amounts of chemical fertilizers to increase crop yield

### Part -B : Vocational Skills

Q1.Mention any three apps launched by the Government of India under e-Governance.

Q2 Write any two uses of IT in the field of communication.

Q3 What is a word processor?

Q4.Ankita wants to include her name at the top of the page and page number at the bottom . Which feature should she use? Under which menu is this available?

Q5 What is mail merge?

Q6. Mention any five areas where IT has made great impact.

Q7 Explain the advantages of drawing a chart in Calc.

Q8 Explain different types of Referencing.

Q9 Read the given below spreadsheet and answer the following:

| A       | B      | C       | D     | E     | F       | G     |
|---------|--------|---------|-------|-------|---------|-------|
| Roll no | Name   | English | Hindi | Maths | Science | Total |
| 1       | Aanya  | 45      | 50    | 50    | 49      |       |
| 2       | Dimple | 35      | 44    | 46    | 42      |       |
| 3       | Gauri  | 25      | 39    | 48    | 44      |       |
| 4       | Hemant | 50      | 45    | 50    | 48      |       |

Use a single function and create the formula.

- a) Write the formula to calculate the total marks scored by Gauri .
- b) Write the formula to find out the highest score obtained for Science.
- c) Write the formula to find out the average marks scored by Dimple.

Q.10 What is the use of referencing in Spreadsheet Software? Explain different types of referencing.

Q11 Write the different modes to view a presentation.

### MCQ's

- i) What is the another term for Information Technology enabled Services (ITeS)?
- a) Web-enabled services
  - b) E-commerce services
  - c) Software development services
  - d) Digital marketing services
- ii) What type of cards are used in shops that contain a metallic strip with the user's PIN and account number?
- a) Gift cards
  - b) Membership cards
  - c) Smart cards
  - d) Business cards
- iii) Which of the following is the popular service of BPO industry?
- a) Data Processing
  - b) Medical Transcription
  - c) Revenue Accounting
  - d) All of these
- iv) Computer science has led to the development of artificial intelligence in the form of \_\_\_\_
- a) Robotics
  - b) Data Science
  - c) Computer Vision
  - d) Natural Language Processing
- v) Which of the following are called guide keys?
- a) F
  - b) J
  - c) Z
  - d) Both i and ii
- vi) The shortcut key used for pasting text from the clipboard is \_\_\_\_\_
- a) Ctrl+X
  - b) Ctrl+V
  - c) Ctrl+C
  - d) Ctrl+D
- vii) The Cut operation places the selected text in the area in the memory called\_\_\_\_\_
- a) Primary area
  - b) Footer
  - c) Clipboard
  - d) None of these
- viii) \_\_\_\_\_ is positioned at the left bottom of the Writer window and displays the number of pages, words, the language used, zooming, etc. It is located at the bottom of the workspace.
- a) Title Bar
  - b) Menu Bar
  - c) Toolbar
  - d) Status Bar
- ix) Seema is preparing her research document on Global Warming. She has copied some text from the Internet and this text has it's own formatting. She wants to remove that formatting. Which of the following options she can use to do so?
- a) Format → Paragraph
  - b) Format → Text
  - c) Format → Paragraph → Area
  - d) **Format → Clear Direct Formatting**

- x) How can one calculate the total of values entered in a worksheet column ?
- a) By manual entry
  - b) By auto-sum
  - c) By equals to
  - d) By sum function
- xi) If we move a cell containing a formula having reference to another cell in the worksheet what will happen to the cell numbers used in the formula?
- a) The cell row and columns are changed at destination.
  - b) The cell row change at destination.
  - c) The cell columns are changed at destination.
  - d) No change will occur.
- xii) Cell A1 contains the number 10 and B1 contains 2. What will be the contents of cell C1, if the formula =A1+B1\*2 is entered in cell C1?
- a) 24
  - b) 12
  - c) 26
  - d) 64
- xiii) Which of the following is not a part of main Impress window?
- a) Slides pane
  - b) Workspace
  - c) Work pane
  - d) Task pane
- xiv) In the Sidebar of your presentation software, you want to apply slide transitions to all slides uniformly. Which option should you select after opening the Slide Transition section?
- a) Apply to All Slides
  - b) Apply to Selected Slides
  - c) Modify Transition
  - d) Loop until Next Sound
- xv) Maria is preparing a presentation on renewable energy sources using LibreOffice Impress. She wants to ensure that her slides have consistent formatting and that she can easily update slide content without affecting the overall layout. Which characteristics of LibreOffice Impress would best help Maria achieve this?
- a) Slide master and layout templates
  - b) Dynamic slide transitions and animations
  - c) Integration with online collaboration tools
  - d) Real-time audience feedback monitoring