REVISION SHEET

SUBJECT: I.T   **CLASS-X**   **TERM 1**

PART -A

Unit 1 : Communication Skills-II

Q1 Why effective communication is important?

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

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

    (a) mental   (b) emotional   (c) physical   (d) financial

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) 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

Unit 3: Basic ICT Skills-II

Q1 What is the importance of computer maintenance?

Q2 Write the steps to create folder on desktop?

Q3 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) Which of the following can't be used as a cleaning tool for computer?

    (a) Cotton wire brush (b) Cotton Cloth   (c) Cotton Swab   (d) Form Swab

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

Unit 1: Digital Documentation (advanced) using LibreOffice Writer

Q1 What is the shortcut /function key to open Styles deck?

Q2 What is text wrapping?

Q3 Multiple Choice Questions :

i) _____menu is used to insert a Table of Contents

    (a) Insert-Table of Contents and Index   (b) Format-Table of Contents

    (c) Edit-ToC   (d) Tools-Table of Content

ii) Resizing a _____may badly affect the resolution of an image.

    (a) Raster   (b) Vector   (c) CAD image   (d) Colored image

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

    (a) It provides an easy way to navigate the document

    (b) It makes the document more visually appealing

    (c)(c)It helps to shorten the length of the document

    (d)It provides a summary of the document

iv) What styles are typically used to generate a Table of Contents?

    (a)Heading Styles   (b) Page Styles   (c) character Style   (d)Frame Syles

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)Styles   (c) Entries   (d))Background

vi) 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

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

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. Ctrl   c. Alt   d. None of the above

Unit 2: Electronic SpreadSheet (advanced) using LibreOffice Writer(Session 1 only)

Q1 What is Goal Seek?

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 Mention any two correct posture for working on computer.

Q4 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) To provide healthy and safety working environment , every organization must have_____

(a) Cleanliness   (b) Clean washroom   (c) Filtered water   (d) All of the above