

**CLASS X**

**SUBJECT- INFORMATION TECHNOLOGY**

**PART A (EMPLOYABILITY SKILLS)**

**CH-COMMUNICATION SKILLS**

- Q 1** What is usually included in the agenda of a business meeting?
- Q 2** Communication skills are very important for any business. Explain any two elements of a communication process.
- Q 3** How can you ensure clarity while sharing information?
- Q 4** What do you understand by gestures in non-verbal communication?
- Q 5** What are the factors of choosing the method of communication?
- Q 6** What do you mean by Public Communication? Give two examples.
- Q 7** How can eye contact enhance communication?
- Q 8** Write any four feedback categories.
- Q 9** Manish is preparing for a speech competition at his school's annual event. What tips can you suggest to help him enhance his speech writing skills?
- Q 10** Rohit is creating a newsletter for his community highlighting recent events, upcoming activities, and local news. How will he ensure each section of the newsletter has unity?

**CH-SELF MANAGEMENT SKILLS**

- Q 1** List the problems that can occur due to stress.
- Q 2.** Give examples of Physical and Mental Symptoms of Stress.
- Q 3** What do you mean by emotional intelligence?
- Q 4** Give any two examples where small amount of stress is helpful.
- Q 5** What is the main difference between internal and external motivation?
- Q 6** Rahul is finding it difficult to manage stress caused by his financial situation. How can he apply stress management strategies to handle this?
- Q 7** Riya finds herself feeling overwhelmed with emotions when her test results are not as expected. How can self-regulation help her deal with this situation positively?
- Q 8** Write four sign/symptoms of stress.

## CH- ICT SKILLS

- Q 1 What are the functions of an Operating System?
- Q 2 How will you prevent others from using your computer?
- Q 3 Expand BIOS?
- Q 4 Which software can be used to remove unnecessary files and improve computer performance?
- Q 5 You are noticing a slow performance on your computer. What are two weekly maintenance tasks you can perform to improve its performance?
- Q 6 Why is it important to regularly back up your computer data?
- Q 7 How can we protect our data from theft and viruses?
- Q 8 Write any five symptoms that hint a computer has been infected by virus.
- Q 9 Write a short note on worms.
- Q 10 Your friend received an email attachment that seems suspicious. What steps should she take to avoid Trojan Horse infections?

## CH- ENTREPRENEURIAL SKILLS

- Q 1 What are the ways in which an entrepreneur impacts society?
- Q 2 What are the key tasks performed by entrepreneurs to meet customer needs and contribute to society?
- Q 3 What do you think is the most important function of an entrepreneur? Explain with the help of an example.
- Q 4 Differentiate between a misconception and reality.
- Q 5 Write about any two common myths related to entrepreneurship.
- Q 6 Why is entrepreneurship considered as a good option for earning a livelihood in the present times?
- Q 7 Neelam discovered a new way to use UV in her resin art project during her research and development, which helped her save time. She then decided to create a new product line to share his innovation with customers. Which entrepreneurial quality is Neelam demonstrating?
- Q 8 Your friend Rekha has started her own boutique in your neighbourhood. List down any five challenges she might face being an entrepreneur.

## **CH- GREEN SKILLS**

- Q 1** List the types of natural resources.
- Q 2** Give any four examples for each renewable and non-renewable natural resources.
- Q 3** How does Ayushman Bharat aim to provide healthcare coverage to vulnerable households in India?
- Q 4** What is the main focus of the Namami Gange Programme?
- Q 5** Explain the importance of education towards sustainable development.
- Q 6** Write any three actions which you can take to conserve energy.
- Q 7** Priya is a local community leader in a coastal area. She is concerned about the degradation of coastal ecosystems and marine life due to unplanned development. What government initiative can Priya refer to for sustainable coastal development and marine conservation?
- Q 8** Shreya lives in a small village where clean water is scarce. Every day, she walks for miles to fetch water from a distant well. One day, a team from an NGO arrives in her village and starts working on installing a water filtration system that will provide clean drinking water to the entire community. Which SDG goal is being addressed in Shreya's village, and how does it aim to improve the quality of life for the villagers?

## **PART B (SUBJECTIVE SKILLS)**

### **CH- Digital Documentation**

- Q 1 Explain any two style categories.**
- Q 2 Describe the steps involved in applying a style to a paragraph using the Fill Format Mode tool.**
- Q 3 You are preparing a list of items, and you want to format it with bullet points that are indented with specific spacing. Which style category would you use to format the bulleted list?**
- Q 4 What are the anchoring options available in LibreOffice Writer?**
- Q 5 Name any five properties of drawing objects.**
- Q 6 Write down the steps to modify a given image using the Image toolbar.**
- Q 7 The magazine designers are working on an image of a famous actress, they believe that the story about her new film would be best highlighted if it is placed over her photo (it means the characters are running through the picture). They are new to LibreOffice Writer and are in a great need for a quick solution? What is your suggestion for them?**
- Q 8 Why do we export a template?**
- Q 9 Write the use of the Update Index option.**
- Q 10 List the options that are present in the Type tab of the Table of Contents, Index or Bibliography dialog box.**
- Q 11 Explain the function of Record Track Changes and Protect Track Changes options on the Track Changes toolbar.**
- Q 12 Teachers of Gyan Vigyan School are designing a full-fledged syllabus. They are planning to put a Table of Contents for easy reference of students. Guide them how should they prepare their syllabus so that Table of Contents gets easily created once the syllabus is finalised.**
- Q 13 How can you create template using wizard?**
- Q 14 Whenever Suman open a new document in her office, the new document open with company's logo on top of the document. Please help her to identify that what setting being done by IT in charge in her system.**
- Q 15 What is the prerequisite to create table of content in Writer?**
- Q 16 How can you change the number of levels of headings in Writer?**
- Q 17 How can you add the color to the background of TOC (Table of Content)?**
- Q 18 What will happen if the 'Protected Against Manual Changes' option is not selected in the Type tab of Table of Contents, Index or Bibliography dialog box?**

- Q 19** A publishing company is designing an e-magazine in LibreOffice Writer. The editor wants to insert images of articles and advertisements in such a way that the layout looks attractive and professional. While working, the team faces some challenges:
- In one article, two images overlap, and only part of the required picture is visible.
  - For the cover page, the editor wants the main image to stay fixed in the center, no matter how much text is added or removed.
  - In another section, the designer wants text to flow smoothly around the images so that the page looks balanced.
  - For an advertisement, the client requests that the product image should appear above all other elements.
- (a) Which feature should the team use to solve the problem of overlapping images?
- (b) Which setting will help the editor keep the main image fixed in the center of the cover page?
- (c) Which positioning option will make the text flow smoothly around the images in the article?
- (d) Which arrangement tool should be used to ensure the advertisement image appears above all other elements?
- Q 20** As Meenu created an excellent designer page for her company in LibreOffice Writer. Each time it is used, a few changes are required, such as the event name, and branches with their departments. Ms Kavita, the manager decided to store it permanently for future use. What should she do to resolve her problem?

### CH- Electronic Spreadsheet

- Q 1** Explain the options available under What-If Scenarios dialog box.
- Q 2** Write the procedure to perform Goal Seek.
- Q 3** Define the following :-
- a) Subtotals
  - b) Consolidating Data
- Q 4** Neha has a sales report with sales amounts listed for various representatives under different regions. She wants to calculate the total for each region. Which feature in LibreOffice Calc can she use to automatically insert totals by region?
- Q 5** Discuss the advantages of using macros.
- Q 6** How is LibreOffice Macros Library different from my Macros.
- Q 7** Differentiate between predefined function in Calc and Macros as a function.
- Q 8** Kanika has sales data for multiple regions in separate sheets (Region 1, Region 2, Region 3) and wants to combine this data into a summary sheet.

Which feature of LibreOffice Calc can she use to combine data from different sheets into one?

- Q 9** List the rules that should be kept in mind while naming a macro.
- Q 10** Ravi wants to automate the sorting of data in a spreadsheet by a specific column. He decides to use a macro to save time. Which feature should Ravi use to save the macro he wants to create?
- Q 11** Describe the steps to view a stored macro in LibreOffice Calc.
- Q 12** Shweta is frequently entering data into a spreadsheet, and she wants to simplify this process by creating a custom function to calculate the sum of certain cells. How can she accomplish this using Macros?
- Q 13** List the purposes to create a hyperlink in a spreadsheet.
- Q 14** Write the steps to link registered data source.
- Q 15** Ravi is working on a financial report in LibreOffice Calc. He needs to refer to data from the “Q1” sheet in the “Q2” sheet. He wants the data to update automatically if it changes in the “Q1” sheet. Which feature should Ravi use to achieve this?
- Q 16** Write the steps to reference other sheet by using keyboard.
- Q 17** Simran is working on a shared spreadsheet with her colleagues. She needs to compare different versions of the document to check the modifications made by her teammates. Which feature in LibreOffice Calc should Simran use to accomplish this?
- Q 18** What is the purpose of sharing a spreadsheet?
- Q 19** Explain the different situations may occur when saving a shared spreadsheet.
- Q 20** Arjun is preparing a project report in LibreOffice Calc that contains multiple spreadsheets. He wants smooth navigation between different sheets and also plans to include data from a government website. Initially, he uses an absolute hyperlink but later realizes it breaks when he shares the report with his teacher because the file path is different on another computer. His friend suggests trying a relative hyperlink instead. While inserting a hyperlink, Arjun notices the option Target in Document, which allows him to connect directly to a particular sheet. He also discovers the Link to External Data option to fetch live tables from a web page into his spreadsheet.
- (a) Why did the absolute hyperlink fail when Arjun shared the file, and how does a relative hyperlink solve this problem?
- (b) How does the Target in Document option increase the usefulness of hyperlinks in large spreadsheets?
- (c) Arjun wants to ensure that anyone viewing his report can update data directly from a government website. Which feature should he use, and why is it beneficial?
- (d) If Arjun wants to edit or remove a hyperlink later, what steps should he take?

## CH- DATABASE MANAGEMENT SYSTEM

- Q 1** What do you understand by form in LibreOffice Base?
- Q 2** Explain different types of data models.
- Q 3** Which of the following data models sets a relation between the two or more tables?
- a) Relational Data Model
  - b) Network Data Model
  - c) Hierarchical Data Model
  - d) Connection Data Model
- Q 4** Shweta is a database administrator. She wants to add records and manage the data in computer and make it available as per the requirement. Which record keeping system can help Shweta to do so?
- Q 5** Can there be multiple primary keys in a table? Justify your answer.
- Q 6** How Entry Required and Default Value properties of a table field in a database are different from each other?
- Q 7** Parth is a student of class X. He is working in LibreOffice Base. He created a table but forgot to create the primary key. Does Libre Office Base automatically create the primary key. If yes, then what would be the default name of primary key?
- a) No, LibreOffice will not create primary key automatically.
  - b) Yes, ID is the default name.
  - c) Yes, IDs is the default name.
  - d) Yes, PK is the default name.
- Q 8** What is the significance of establishing relationships between tables?
- Q 9** Sanjeev designed a database for an organization. It contains a set of tables. He can fetch records from an individual table but he is unable to retrieve information from another table. What is the drawback in his database?
- Q 10** Write steps to delete a table.
- Q 11** Explain the options that are provided by LibreOffice Base for maintaining referential integrity.
- Q 12** What is the default length of Integer data type?
- Q 13** Define the following field properties in reference to Open Office Base.
- a) Default Value
  - b) Format
  - c) Auto Value
- Q 14** Explain the term Wildcard Character.
- Q 15** What are some common grouping functions used in queries, and how do they help in analysing data?

- Q 16** What do you mean by SQL? Write steps to perform calculations in query.
- Q 17** What is the use of the Report Controls toolbar in preparing report?
- Q 18** Name the interface which lets users to view, enter, and change data directly in database.
- Q 19** In a library database, you are managing a form for books. This form contains fields for book title, author, and publication year. How can you sort the books in the form by publication year in ascending order, so that the oldest books appear first?
- Q 20** Ruhi is managing a Sports Day database in LibreOffice Base. She has a master table called EventCategory and a transaction table called Events.
- (a) What is referential integrity? Give an example from Ruhi's database.
- (b) Ruhi wants to stop deletion of any category that is being used in the Events table. Which option should she use?
- (c) If a CategoryID is changed in EventCategory, how does the Update Cascade option affect the Events table? Give an example.
- (d) If the Set NULL option is used and a master record is deleted, what happens in the Events table? How is it different from Set Default?

## **CH- HEALTH, SAFETY AND SECURITY AT WORKPLACE**

- Q 1** Write any three reasons for health, safety, and security policy in workplace.
- Q 2** What are some of the risks faced by industries using ionizing radiation sources such as x-rays or gamma rays?
- Q 3** Write about any two potential sources of hazards in an organization.
- Q 4** Describe information technology workplace hazards.
- Q 5** You are a student council member responsible for improving security at your school. How would you propose to enhance safety measures to protect students, staff, and school property?
- Q 6** Explain two responsibilities of a workplace health and safety committee.
- Q 7** List out different safety guidelines at workplace.
- Q 8** Describe the type of emergency with an example.
- Q 9** What are musculoskeletal problems?
- Q 10** Define Occupational Overuse Syndrome (OOS).

- Q 11** You are a class monitor in your school's computer lab. How would you ensure your classmates practice safe habits to prevent Occupational Overuse Syndrome (OOS) while using computers? Describe specific actions you would take to promote a healthier and more ergonomic environment in the computer lab.
- Q 12** What causes eye strain and how to avoid it?
- Q 13** What do you understand by buddy system?
- Q 14** Write some common electrical-based risk-causing factors.
- Q 15** What is the importance of an evacuation policy in an organization?
- Q 16** What should your emergency action plan include?
- Q 17** What is the first aid for electrical emergencies?
- Q 18** While inspecting a machine, Rohan notices a colleague stuck to a live wire. What steps should Rohan follow to safely rescue the victim?
- Q 19** Why is it important to use ergonomic chairs and desks in an office?
- Q 20** The Department of Information Technology (DoIT) mandated a workplace safety policy. However, a company failed to form a safety committee, leaving many hazards unaddressed. Employees were unaware of safety protocols, causing frequent accidents.
- a) What key mistake did the company make?
  - b) Suggest two actions to ensure workplace safety.