



REVISION SHEET

SUBJECT: LT(402)

CLASS-X

TERM 1

Section A – MCQ's:

Q1 Choose the correct option:

(1mark)

1) Which of these sentences is in active voice?

- a. A movie is being watched by them.
- b. The car was repaired by Raju.
- c. He is reading a book.**
- d. The thief was being chased by a policeman.

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

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

3) Having a conversation with more than two people is a type of _____ communication.

- a. Interpersonal Communication
- b. Written Communication
- c. Small Group Communication
- d. Public Communication

4) Can you find the adverbs from the following sentences?

- a. I opened the door lock
- b. Sanjay gifted me a new pen
- c. Divya drinks milk every day
- d. Sita is 5 – feet tall.

5) Identify the verb, object and subject in the sentence, 'The car crashed into a tree.'

- a. Verb: the tree; Object: a crashed; Subject: the car
- b. Verb: crashed; Object: The car; Subject: a tree
- c. Verb: crashed; Object: a tree; Subject: the car**
- d. Verb: the car; Object: crashed; Subject: the tree

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

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

7) Grooming is a term associated with

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

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

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

- 9) 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.
- 10) 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
- 11) 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
- 12) 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
- 13) 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
- 14) 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
- 15) 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
- 16) _____ 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
- 17) Resizing a _____ may badly affect the resolution of an image.
- (a) Raster (b) Vector (c) CAD image (d) Colored image
- 18) 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) It helps to shorten the length of the document
 - (d) It provides a summary of the document

- 19) What styles are typically used to generate a Table of Contents?
(a) Heading Styles (b) Page Styles (c) character Style (d) Frame Styles
- 20) 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
- 21) 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
- 22) Templates in digital documents are typically created by:
a. Professional designers b. Software developers
c. End-users d. None of the above
- 23) 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
- 24) How many resize handles will be there around the image?
a. Eight b. Six c. Ten d. Five
- 25) _____ series of worksheets or workbooks summarizes it into a single worksheet.
(a) Multiple Data (b) Data Consolidation (c) Scenarios (d) Goal Seek
- 26) Scenarios are a tool to test questions.
(a) Auto (b) Goal Seek (c) What-if (d) Drop Down
- 27) What is the shortcut /function key to open Styles deck? _____
- 28) 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
- 29) Which of the following options is used to update the data of the consolidated sheet automatically.
a. Row labels b. Column labels **c. Link to source data** d. All of the above
- 30) The consolidated sheet will have all the consolidated data along with the original data, if you want to view original data of both the sheets then you can click on _____.
a. – Sign b. + Sign c. * Sign d. / Sign
- 31) Which of the following actions is not recorded by the Macro.
a. Opening of windows b. Window switching
c. Actions carried out using mouse d. All of the above
- 32) What is the primary function of the Subtotal tool in Calc?
a. It creates a chart for the data.
b. It automatically groups data and applies common functions like sum and average.
c. It highlights cells with conditional formatting.
d. It removes duplicate data from the spreadsheet.

Section B – Subjective Type Questions:

Answer each question in 20 – 30 words.

(2 marks)

- Q1 Why effective communication is important?
- Q2 Imagine you are a high school student working on a group science project. You present your part of the project to your group, but you're not sure if it meets the expectations or aligns with what the group needs. Why is it important for your classmates to give you feedback in this situation? Q3 What is the importance of computer maintenance?
- Q3 Write the steps to create folder on desktop?
- Q4 Write any four steps for effective time management.
- Q5 What is text wrapping?
- Q6 What do you understand by Anchoring in Word Processor? Explain any two types of anchoring .
- Q7 Describe the importance of periodic evacuation drills.
- Q8 List any three types of occupational hazards.
- Q9 Mention any two correct posture for working on computer.
- Q10 Write any two application areas of DBMS.
- Q11 Write the significance of generating reports.(four pts)
- Q12 What are data types ? List various data types.

ALWAYS REMEMBER:

➤ How to Set Goals in Self-Management Skills?

Answer – We can use different techniques to set goals.

- **Specific** – Always set your clear and specific goals.
- **Measurable** – A measurable goal answers the questions “How much?”, “How many?” and “How do I know that I have achieved results?”
- **Achievable** – Breaking down big goals into smaller parts will make the goal achievable.
- **Realistic** – A realistic goal would be something that we want to achieve and can work towards.
- **Time bound** – A goal should have a timeframe by when the goal needs to be

Answer each question in 50-80 words each .

(4 marks)

- Q1 Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following:
i. Scenarios ii. Goal Seek iii. Solver iv. Subtotal
- Q2 What points should be included in Fire Prevention Plan in the office?
- Q3 Digital technology has significantly impacted our lifestyle. List four ways to maintain a healthy life in the digital age.
- Q4 Mr. Prasanna , a general Manager in a multinational company, has been given two spreadsheets: an original billing file Bill.ods and a reviewed version of the same spreadsheet Rev_bill.ods. Both contain

customer billing details prepared by different teams. Write the steps he should follow to compare these worksheets and identify the differences between them.

Q5 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?

Q6 Your friend owns a chemist shop, he needs to keep records of the medicines with their id's, date of purchase, expiry date, price, etc. in a database program. But he does not have any knowledge about the database. Explain to him the following to get a better understanding of the DBMS concepts.

- a. What is DBMS? Explain in brief.
- b. Name any two database programs which can be used to create a table and store the data as per the requirement.
- c. Which field can be set as a Primary Key?
- d. Is it possible to make more than one field as a primary key in your table? (Yes/No). Justify your answer