# BUDHA DAL PUBLIC SCHOOL, PATIALA

# TERM-I EXAM( CLASS – X) 2024-25 Set-B INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Max. Time: 2 Hours Max. Marks: 50

#### **General Instructions:**

- 1. Please read the instructions carefully.
- 2. This Question Paper consists of 21 questions in two sections–Section A & Section B.
- 3. Section A has Objective type questions where as Section B contains Subjective type questions.
- 4. Out of the given (5+16=) 21 questions, a candidate has to answer (5+10=)15 questions in the allotted (maximum) time of 2 hours.
- 5. All guestions of a particular section must be attempted in the correct order.

### 6. SECTION A-OBJECTIVE TYPE QUESTIONS (24MARKS):

- i. This section has 05 questions.
- ii. There is no negative marking.
- iii. Do as per the instructions given.
- iv. Marks allotted are mentioned against each question/part.

## 7. SECTION B-SUBJECTIVE TYPE QUESTIONS (26MARKS):

- i. This section contains 16 questions.
- ii. A candidate has to do10 questions.
- iii. Do as per the instructions given.
- iv. Marks allotted are mentioned against each question/part.

SECTIONA: OBJECTIVE TYPE QUESTIONS				
Q.1	Answer any 4 out of the given 6 questions on Employability Skills (4 x1=4 marks)			
i.	stress if continues for a long duration turns into chronic disease.  (i) Bad (ii) Good (iii) Both (iv) None of these	1		
ii.	The right bottom of the desktop contains (i) Notification area (ii) Start button (iii) Icons (iv) Taskbar	1		
iii.	are the programs that display unwanted ads to your computer in pop up form.  (i) Spam (ii) Adware (iii) Malware (iv) None of these	1		
iv.	refers to systematic efforts to direct one's thought feeling actions towards the attainment of one's goals.	1		
	(i) Self motivation (ii) Self regulation (iii) Innovation (iv) None of these			
V.	is a series of postures and breathing exercises practiced to achieve control of body and mind.  (i) Meditation (ii) Nature Walk (iii) Yoga (iv) Physical Exercise	1		
vi.	GUI stands for  (i) Graphic User Interface (ii) Graphical User Interface (iv) Graphical User Interaction	1		
Q.2	Answer any 5 out of the given 6 questions ( $5x 1= 5$ marks)			
i.	Task Manager shows: i) System performance ii) Files iii) Updates iv) Text editing	1		
ii.	To rename a file:	1		
	i) Click and drag ii) Copy iii) Press F2 iv) Ctrl + C	1		
iii.	To permanently remove a file: i) Recycle Bin ii) Copy iii) Rename iv) Delete	1		

ii) Cleaning fans iii) Increasing brightness iv) Reducing resolution  v. To secure passwords, use: i) Password manager iii) Shared passwords iv) Same password everywhere  vi. To ensure privacy on a shared computer: i) Log out ii) Leave open iii) No password iii) Leave open iii) No password iv) Share credentials  Q.3 Answer any 5 out of the given 6 questions(5x 1= 5 marks)  i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these iii. Indentify the part of a Spreadsheet using which a user can manage multiple sheets. (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii. A is a modal used to create other documents. (i) Wizards (ii) Chart (iii) Styles (iv) Templates iv. The shortcut key to print a document is (iv) Ctrl+P (iv) None of these v. A Formula in a spreadsheet must begin with sign. (i) Ctrl-C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these v. A Formula in a spreadsheet must begin with sign. (i) S (ii) @ (iii) # (iv) =  v. A Formula in a spreadsheet must begin with sign. (i) Tools (ii) Data (iii) Format (iv) Edit  Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)  Shortcut key of to insert Hyperlink is (i) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K  Which option is helpful to check the changes in Shared Spreadsheet (iv) Find and Replace iii. Template option is available in menu. (i) Data (ii) Trols (iii) File (iii) Format (iv) Fdit  Template option is available in menu. (i) Data (ii) Tools (iii) File (iv) Curl  Template option is available in menu. (i) Data (ii) Tools (iii) Format (iv) Fdit  Template option is available in menu. (i) Data (ii) Tools (iii) Format (iv) Fdit  Template option is available in menu. (i) Data (ii) Tools (iii) Format (iv) Fdit  Template option is available in menu. (i) Data (ii) Ctrl+B (iii)	iv.	Prevent overheating by:	1
v. To secure passwords, use: i) Password manager ii) Password wanager iii) Password wanager iii) Shared passwords iii) Shared passwords iii) Shared password verywhere  vi. To ensure privacy on a shared computer: i) Log out ii) Leave open iii) No password iv) Share credentials  Q.3 Answer any 5 out of the given 6 questions(5x 1= 5 marks)  i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (i) Consolidate Worksheet (iii) Ink Worksheet (iii) Navigation (iv) None of these in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (ii) Cansolidate Worksheet (iii) Link Worksheet (iiii) Navigation (iv) None of these in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet (iii) Ink Worksheet (iiii) Pormat (iii) Worksheet Area (iiii) Cantriller (iii) Cantriller (iii) Cantriller (iii) Cantriller (iii) Cantriller (iii) Cantriller (iii) Cantriller (iv) Pormat (iv) Edit (iv) E			
ii) Password manager ii) Paper notes iii) Shared passwords iv) Same password everywhere  vi. To ensure privacy on a shared computer: i) Log out ii) Leave open iii) No password iv) Share credentials  Q.3 Answer any 5 out of the given 6 questions(5x 1= 5 marks)  i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these lindentify the part of a Spreadsheet using which a user can manage multiple sheets. (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii. A is a modal used to create other documents. (i) Wizards (ii) Chart (iii) Styles (iv) Templates  iv. The shortcut key to print a document is (i) Ctrl+C (iii) Ctrl+V (iii) Ctrl+P (iv) None of these ii) Consolidate worksheet must begin with sign.  vi. (i) S (ii) @ (iii) # (iv) =  1 tab is used to create a Solver. (i) Tools (ii) Data (iii) Format (iv) Edit  Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)  Shortcut key of to insert Hyperlink is (i) Ctrl+A (iii) Ctrl+H (iv) Ctrl+K  Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace  Template option is available in		iii) Increasing brightness iv) Reducing resolution	
ii) Password manager ii) Paper notes iii) Shared passwords iv) Same password everywhere  vi. To ensure privacy on a shared computer: i) Log out ii) Leave open iii) No password iv) Share credentials  Q.3 Answer any 5 out of the given 6 questions(5x 1= 5 marks)  i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these lindentify the part of a Spreadsheet using which a user can manage multiple sheets. (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii. A is a modal used to create other documents. (i) Wizards (ii) Chart (iii) Styles (iv) Templates  iv. The shortcut key to print a document is (i) Ctrl+C (iii) Ctrl+V (iii) Ctrl+P (iv) None of these ii) Consolidate worksheet must begin with sign.  vi. (i) S (ii) @ (iii) # (iv) =  1 tab is used to create a Solver. (i) Tools (ii) Data (iii) Format (iv) Edit  Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)  Shortcut key of to insert Hyperlink is (i) Ctrl+A (iii) Ctrl+H (iv) Ctrl+K  Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace  Template option is available in	V.	To secure passwords use:	1
vi   To ensure privacy on a shared computer:   i) Log out   ii) Leave open   iii) No password   iv) Share credentials     Q.3   Answer any 5 out of the given 6 questions(5x 1= 5 marks)     i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?   (i) Consolidate Worksheet   (ii) Link Worksheet   (iii) Navigation   (iv) None of these	٠.		1
Vi.   To ensure privacy on a shared computer:			
i) Log out ii) Leave open iii) No password iv) Share credentials  Q.3 Answer any 5 out of the given 6 questions(5x I= 5 marks)  i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?  (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these lindentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii. A is a modal used to create other documents.  (i) Wizards (ii) Chart (iii) Styles (iv) Templates  iv. The shortcut key to print a document is (i) Ctrl+C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these ii) Sign.  (i) Stril-C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these iii) Sign.  I (i) Sign (iii) (iii) (iii) # (iv) =  VI. A Formula in a spreadsheet must begin with sign (iv) =  VI. (i) Tools (iii) Data (iii) Format (iv) Edit  Q.4 Answer any 5 out of the given 6 questions. (5x I= 5 marks)  Shortcut key of to insert Hyperlink is (i) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K  Which option is helpful to check the changes in Shared Spreadsheet (iv) Find and Replace iii) Chart (ii) Design (ii) File (iii) Format (iv) Edit  Template option is available in menu.  (i) Design (ii) File (iii) Format (iv) Edit  menu has the define Range option.  (i) Data (ii) Tools (iii) Wiew (iv) None of these in Digital Document the drag and drop method will the image into a document.  (i) Save (ii) Embed (iii) Delete (iv) Cut  adds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which option resizes an image?  (ii) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (ii) Align (ii) Change (iii) Properties (iv) Text	vi.		1
i. Answer any 5 out of the given 6 questions(5x I= 5 marks)  i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?  (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these hould use to access the same Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area linkentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area linkentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area linkentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area linkentify the part of a Spreadsheet linkentify the part of a Country of the size of the country of the country of the country of the size of the country of the countr			
i. Amar and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?  (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these in Indentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii.  A is a modal used to create other documents.  (i) Wizards (ii) Chart (iii) Styles (iv) Templates iv.  (i) The shortcut key to print a document is (iii) Ctrl+V (iii) Ctrl+P (iv) None of these iv.  A Formula in a spreadsheet must begin with sign.  (i) S (ii) @ (iii) # (iv) = 1   tab is used to create a Solver.  (i) Tools (ii) Data (iii) Format (iv) Edit  Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)  Shortcut key of to insert Hyperlink is (i) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K  Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace iii.  Template option is available in menu.  (i) Design (ii) File (iii) Format (iv) Edit  Template option is available in menu.  (i) Design (ii) Tools (iii) View (iv) None of these in Digital Document the drag and drop method will the image into a document.  (i) Data (ii) Tools (iii) Delete (iv) Cut  v. [iii] Save (ii) Embed (iii) Delete (iv) Cut  V. [iii] Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which option resizes an image?  (i) Align (iii) Change (iii) Properties (iv) Frame  Which option resizes an image?  (i) Align (iii) Change (iii) Properties (iv) Text	Q.3		
in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?  (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these lindentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii. A is a modal used to create other documents.  (i) Wizards (ii) Chart (iii) Styles (iv) Templates iv. The shortcut key to print a document is ii) Ctrl+C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these iii) (i) Ctrl+C (iii) Ctrl+V (iiii) Format (iv) Edit iii) Tools (iii) Data (iiii) Format (iv) Edit iii) East sused to create a Solver.  (i) Tools (ii) Data (iii) Format (iv) Edit iii) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K iii) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K iii) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K iii) East wantable in menu.  (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace iii) East wantable iii menu.  (i) Data (ii) Fools (iii) Format (iv) Edit iii) Data (iii) Format (iv) Edit iii) East wantable iii menu.  (i) Data (iii) Tools (iii) View (iv) None of these in menu has the define Range option.  (i) Data (ii) Tools (iii) View (iv) None of these in menu has the define Range option.  (i) Data (iii) Fools (iii) View (iv) None of these in menu has the define Range option.  (i) Save (ii) Embed (iii) Delete (iv) Cut iii) Fows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text		Amar and his partners have created a list of their company employees in one of the spreadsheets	1
should use to access the same Spreadsheet from home?  (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these  ii. Indentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area  iii. A			1
(i)   Consolidate Worksheet   (ii)   Link Worksheet   (iii)   Navigation   (iv)   None of these   (ii)   Indentify the part of a Spreadsheet using which a user can manage multiple sheets.   1			
ii. Indentify the part of a Spreadsheet using which a user can manage multiple sheets.  (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area iii. A is a modal used to create other documents.  (i) Wizards (ii) Chart (iii) Styles (iv) Templates iv. The shortcut key to print a document is (i) Ctrl+C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these v. A Formula in a spreadsheet must begin with sign.  (i) \$ (ii) @ (iii) # (iv) = 1 (iv) Edit (iv) Tools (ii) Data (iii) Format (iv) Edit (i			
(i) Status Bar         (ii) Sheet Tab         (iii) Formula Bar         (iv) Worksheet Area           iii. A is a modal used to create other documents.         1           (i) Wizards         (ii) Chart         (iii) Styles         (iv) Templates           iv. The shortcut key to print a document is (i) Ctrl+C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these         1           v. A Formula in a spreadsheet must begin with (ii) Sign.         (i) S (ii) (ii) (iii) # (iv) =         1           vi. (i) Tools (ii) Data (iii) Format (iv) Edit         1         (iv) Edit           Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)         1         (iv) Edit           ii. (i) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K         1         (iv) Ctrl+K                iii. (ii) Ctrl+A (iii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K             1                iii. (i) Eview Changes (ii) Macros (iii) Track Changes (iv) Find and Replace (iv) Emplate option is available in menu.             1                iii. (i) Design (ii) File (iii) Format (iv) Edit             1                 iv. (i) Data (iii) Fols (iii) Format (iv) Edit             1                 iv. (i) Data (iii) File (iii) Format (iv) Edit             1                 iv. (i) Data (iii) Fols (iii) Fols (iii) View (iv) None of these             1                     vi. (ii) Save (iii) Embed (iii) Fols (iii) View (iv) None of t	ii.		1
(i) Wizards			
iv. The shortcut key to print a document is	iii.	A is a modal used to create other documents.	1
(i)   Ctrl+C   (ii) Ctrl+V   (iii) Ctrl+P   (iv) None of these     v.   A Formula in a spreadsheet must begin with sign.		(i) Wizards (ii) Chart (iii) Styles (iv) Templates	
v. A Formula in a spreadsheet must begin with sign. (i) \$ (ii) @ (iii) # (iv) =	iv.	The shortcut key to print a document is	1
(i) \$ (ii) @ (iii) # (iv) =           vi.		(i) Ctrl+C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these	
vitab is used to create a Solver. (i) Tools (ii) Data (iii) Format (iv) Edit   Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks) 1   i. Shortcut key of to insert Hyperlink is (i) Ctrl + A (ii) Ctrl + H (iii) Ctrl + L (iv) Ctrl + K 1   ii. Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace 1   iii. Template option is available inmenu. 1   ivmenu has the define Range option. (i) Data (ii) Tools (iii) View (iv) None of these   v. In Digital Document the drag and drop method willthe image into a document. 1   viadds data arranged in an array that is a group of cells with labels for columns or rows. 1   viadds data arranged in an array that is a group of cells with labels for columns or rows. 1   i. (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query   Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)   which category in the Styles and Formatting window modifies paragraph styles? 1   ii. (i) Text (ii) Paragraph (iii) Character (iv) Frame   iii. Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text   iii. Why group drawing objects? 1	٧.	A Formula in a spreadsheet must begin withsign.	1
VI. (i) Tools (ii) Data (iii) Format (iv) Edit  Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)  i. Shortcut key of to insert Hyperlink is (i) Ctrl+A (ii) Ctrl+H (iii) Ctrl+L (iv) Ctrl+K  Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace  iii. Template option is available in menu. (i) Design (ii) File (iii) Format (iv) Edit  iv. menu has the define Range option. (i) Data (ii) Tools (iii) View (iv) None of these  In Digital Document the drag and drop method will the image into a document. (i) Save (ii) Embed (iii) Delete (iv) Cut  vi. adds data arranged in an array that is a group of cells with labels for columns or rows. (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which category in the Styles and Formatting window modifies paragraph styles? (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects? 1			
Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)  i. Shortcut key of to insert Hyperlink is	vi	tab is used to create a Solver.	1
i. Shortcut key of to insert Hyperlink is  (i) Ctrl+A (ii) Ctrl +H (iii) Ctrl +L (iv) Ctrl +K  ii. Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace  iii. Template option is available inmenu. (i) Design (ii) File (iii) Format (iv) Edit  ivmenu has the define Range option. (i) Data (ii) Tools (iii) View (iv) None of these  v. In Digital Document the drag and drop method willthe image into a document. (i) Save (ii) Embed (iii) Delete (iv) Cut  viadds data arranged in an array that is a group of cells with labels for columns or rows. (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  iii Why group drawing objects?	VI.		
ii. (i) Ctrl+ A (ii) Ctrl + H (iii) Ctrl + L (iv) Ctrl + K  Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace  iii. Template option is available in menu. (i) Design (ii) File (iii) Format (iv) Edit  iv menu has the define Range option. (i) Data (ii) Tools (iii) View (iv) None of these  V. In Digital Document the drag and drop method will the image into a document. (i) Save (ii) Embed (iii) Delete (iv) Cut  vi adds data arranged in an array that is a group of cells with labels for columns or rows. (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. Which category in the Styles and Formatting window modifies paragraph styles? (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  iii Why group drawing objects?	<b>Q.4</b>	Answer any 5 out of the given 6 questions. $(5x 1= 5 \text{ marks})$	
ii. (i) Ctrl+ A (ii) Ctrl + H (iii) Ctrl + L (iv) Ctrl + K  Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace  iii. Template option is available in menu. (i) Design (ii) File (iii) Format (iv) Edit  iv menu has the define Range option. (i) Data (ii) Tools (iii) View (iv) None of these  V. In Digital Document the drag and drop method will the image into a document. (i) Save (ii) Embed (iii) Delete (iv) Cut  vi adds data arranged in an array that is a group of cells with labels for columns or rows. (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. Which category in the Styles and Formatting window modifies paragraph styles? (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  iii Why group drawing objects?		Shortcut key of to insert Hyperlink is	1
(i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace	ı.		
Template option is available inmenu.	::		1
ii. (i) Design (ii) File (iii) Format (iv) Edit  iv menu has the define Range option.  iv menu has the define Range option.  (i) Data (ii) Tools (iii) View (iv) None of these  In Digital Document the drag and drop method will the image into a document.  (i) Save (ii) Embed (iii) Delete (iv) Cut  vi adds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?	н.	(i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace	
iv. Image: a menu has the define Range option.  (i) Data (ii) Tools (iii) View (iv) None of these  In Digital Document the drag and drop method will the image into a document.  (i) Save (ii) Embed (iii) Delete (iv) Cut  vi. adds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?	iii	Template option is available inmenu.	1
V. (i) Data (ii) Tools (iii) View (iv) None of these  In Digital Document the drag and drop method will the image into a document.  (i) Save (ii) Embed (iii) Delete (iv) Cut  vi adds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?	111.		
V. In Digital Document the drag and drop method willthe image into a document.  (i) Save (ii) Embed (iii) Delete (iv) Cut  viadds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?	iv		1
V. (i) Save (ii) Embed (iii) Delete (iv) Cut  vi. adds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. (i) Text (ii) Paragraph (iii) Character (iv) Frame  ii. Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  iii Why group drawing objects?	IV.		
vi. adds data arranged in an array that is a group of cells with labels for columns or rows.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  i. (i) Text (ii) Paragraph (iii) Character (iv) Frame  ii. Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  iii Why group drawing objects?	V		1
VI.  (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv) Text  Why group drawing objects?	•••		
(i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query  Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?	vi.		1
Q.5 Answer any 5 out of the given 6 questions (1x 5= 5 marks)  Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?			
i. Which category in the Styles and Formatting window modifies paragraph styles?  (i) Text (ii) Paragraph (iii) Character (iv) Frame  Which option resizes an image?  (i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?	0.5		
ii. (i) Text (ii) Paragraph (iii) Character (iv) Frame  ii. Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text  iii Why group drawing objects?	Q.5	· · · · · · · · · · · · · · · · · · ·	1
ii. Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text Why group drawing objects?	i.		1
(i) Align (ii) Change (iii) Properties (iv)Text  Why group drawing objects?			
::: Why group drawing objects?	ii.		
			1
	iii.		1
(i) Move as a unit (ii) Change color (iii) Apply style (iv) Make invisible  How to apply a template to an existing document?			1
. How to apply a template to an existing document?	iv.		1
IV. i) Cony Pasta Tamplata ii) Changa Document Extension			
1) Copy-Paste Template II) Change Document Extension			1
iii) Change Template iv) Manual Reformatting	٧.		1
iii) Change Template iii) Change Document Extension iii) Change Template Option iv) Manual Reformatting  What should you do to review changes in a shared spreadsheet?		i) Accept or reject changes in the Review tab ii) Manually check each cell	
W   = 2	10.		
1) Copy-Paste Template II) Change Document Extension			1
iii) Change Template iv) Manual Reformatting	٧.		1 *
iii) Change Template iii) Change Document Extension iv) Manual Reformatting  What should you do to review changes in a shared spreadsheet?		i) Accept or reject changes in the Review tab ii) Manually check each cell	

vi.	How can you record changes in a shared spreadsheet?  i) Use the Track Changes feature  ii) Manually write down changes	1
	iii) Use the Comments section iv) Utilize the Change Log option	
	SECTION B: SUBJECTIVE TYPE QUESTIONS	
	Answer any 3 out of the given 5 questions on Employability Skills (3 x2=6 marks) Answer each question in 20–30 words.	
Q.6	Explain any two principles of effective communication.	2
Q.7	Name the Stress causal agents.	2
Q.8	What are the general things to be taken care of while physical cleaning of the computer.	2
Q.9	Define the shortcut menu and its importance in Windows.	2
Q.10	What do you understand by the following:	2
	(a) Magnifier (b) Speech Recognition	
	Answer any 4 out of the given 6 questions in 20 – 30 words each (4 x2=8 marks)	
Q.11	What is Solver?	2
Q.12	Why styles are important in digital documentation.	2
Q.13	What do you mean by grouping of objects?	2
Q.14	What do you mean by Hyperlinks in Spreadsheet?	2
Q.15	How can we group the different sheet of Workbook?	2
Q.16	Explain the use of Macro in Spreadsheet.	2
	Answer any 3 out of the given 5 questions in 50–80 words each (3x 4=12 marks)	
Q.17	Elaborate the different types of styles which can be provided in word processor.	4
Q.18	Jaskeerat is working in a renowned company that provides network Solutions. The company has a worksheet that contains data of its valuable customers. This worksheet is available to all the employees that works for customer support.	4
	<ul><li>(a) Jaskeerat himself is checking the changes done in the sheet by customers. Which option should he use to check the changes done by them?</li><li>(b) Is it possible Jaskeerat to decide which changes to apply or not in the sheet?</li></ul>	
	<ul><li>(b) Is it possible Jaskeerat to decide which changes to apply or not in the sheet?</li><li>(c) Write a short note on the feature used in (B).</li></ul>	
Q.19	Suhana is creating a brochure for a School fair. She added picture in the brochure which contains some unwanted part.	4
	(a) What can be done to remove that part from the picture?	
	(b) There are few drawing objects on that brochure on which she wants to perform some common actions. How can she do it easily and quickly?	
	(c) How can she keep the image between the text?	
Q.20	(d) Is it possible to keep the image in the background of the text? How?	4
	What are the steps to create a table of contents in a digital document?	
Q.21	What is a template? How can you create a template?	4