BCM SCHOOL, BASANT AVENUE, LUDHIANA
ASSIGNMENT

Section A
Objective Type Questions

Question 1.

Answer any 4 out of the given 6 questions based on Employability Skills. (4 × 1 = 4)

(i) In a professional setting, which communication channel is most appropriate for discussing complex or sensitive issues?
(a) Social media platforms   (b) Face-to-face meetings
(c) Text message   (d) Voicemails

(ii) _____ stress is a result of body's response to deal with a dangerous situation or escape from it.
(a) Internal   (b) Environmental   (c) External   (d) Survival

iii) In a professional setting, which communication channel is most appropriate for discussing complex or sensitive issues? (1)
(a) Social media platforms   (b) Face-to-face meetings   (c) Text messages   (d) Voicemails

(iv) _____ stress is a result of body's response to deal with a dangerous situation or escape from it. (1)
(a) Internal   (b) Environmental   (c) External   (d) Survival

v) An operating system that manages a group of independent computers and makes them appear to be a single computer is known as a _____ operating system. (1)
(a) real-time   (b) graphical   (c) distributed   (d) multi-user

(vi) An entrepreneur must form contacts with the _____ to analyze the market. (1)
(a) Planning   (b) Competitors   (c) Neighbours   (d) None of these

Question 2.

Answer any 5 out of the given 6 questions. (5 × 1 = 5)

(i) Which client software is used to request and display web pages? (1)
(a) Web server   (b) FTP   (c) Multimedia   (d) Web browser

(ii) The default data type for a field is _____
(a) char   (b) int   (c) text   (d) None of these

(iii) Alpana has made four spreadsheets containing marks of 5 subjects of all the students of her class. She has to prepare a sheet that contains the total marks of all the students of her class. Name the option that can be used to perform this task. (1)
(a) Subtotal   (b) Average   (c) Goal Seek   (d) Scenario

(iv) Field is the individual sub-component of one _____ (1)
(a) record   (b) column   (c) data   (d) None of these

(v) In the Mail Merge dialog box, you can select the _____ option if you want to save the merged documents. (1)
(a) File   (b) Edit   (c) View   (d) Format

(vi) Which of the following is a single piece of data? (1)
(a) Field   (b) Table   (c) Record   (d) Form

Question 3.

Answer any 5 out of the given 6 questions. (5 × 1 = 5)

(i) Prerna is a student of class X. Her teacher has asked her to create a document on 'Women Empowerment'. She has written the text and also added relevant images in her document using Writer. However, she has realized that the paragraph will look better if the images are placed around the text. Name

the feature the writer can use to get the desired result. (1)
(a) Placing image   (b) Positioning image   (c) Wrap text   (d) Closing text
(ii) Linked data is stored in the _____ (1)
(a) destination file   (b) web file   (c) source file   (d) domain file
(iii) Key field is a unique identifier for each record. It is defined in the form of (1)
(a) rows   (b) columns   (c) tree   (d) query
(iv) The grey colour in the TOC reminds us that the text has been generated _____ (1)
(a) manually   (b) automatically   (c) Both (a) and (b)   (d) None of these
(v) _____ is used in between the cell reference in a formula. (1)
(a) :   (b) ,   (c) Both (a) and (b)   (d) @
(vi) Internally for each recorded macro, some code is generated, which is stored inside _____ and _____ clause. (1)
(a) Sub, End Sub   (b) Section, End Section   (c) Function, End Function   (d) None of the above

Question 4.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) The first network ever developed was _____ (1)
(a) ARPANET   (b) Internet   (c) NSFnet   (d) NET
(ii) Prashant is a writer. He has just completed writing his book using Writer software. Now, he wants to add a page that will contain the title of each chapter and its respective page number. Suggest the feature that can be used to do this task. (1)
(a) Mail merge   (b) Templates   (c) Styles   (d) Table of contents
(iii) _____ is the blank space between the worksheet data and the edges of the printed page. (1)
(a) Field space   (b) Data space   (c) Margins   (d) Description box
(iv) A/An _____ that identifies a specific computer on the Internet. (1)
(a) user name   (b) domain name   (c) E-mail   (d) None of these
(v) Identify the Foreign Key from table "Sales"
Table Client:
ClientID (Primary Key)
clientname
clientphone
Table Sales:
SalesID (Primary Key)
ClientID
Profit
(vi) Template includes _____ text that is surrounded by brackets. (1)
(a) margin   (b) placeholder   (c) data source   (d) track changes

Question 5.
Answer any 5 out of the given 6 questions. (5 × 1 = 5)
(i) Duplication of data is known as _____ (1)
(a) data security   (b) data incomplete   (c) data redundancy   (d) None of these
(ii) Reviewers and authors can add their _____ to explain their changes in the cell of Spreadsheet. (1)
(a) Comments   (b) Hyperlink   (c) Worksheet   (d) Macros
(iii) To create a hyperlink to a webpage, FTP server of Telnet connection, click on the _____ icon. (1)
(a) internet explorer   (b) Internet   (c) hyperlink   (d) document
(v) Priya, Ravi, and Suresh are working in the accounts department of an advertising company. They handle different sets of clients. Now, they are collaborating to create a spreadsheet for maintaining records of all their clients combined together. Which option should they use so that they all can work simultaneously on the sheet? (1)

(a) Add document   (b) Share document   (c) Combine document   (d) None of these

(vi) In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. (1)
(a) arrangement   (b) anchoring   (c) alignment   (d) text wrapping

Section B
Subjective Type Questions

Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words. (3 × 2 = 6)

Question 6.
What are the skills necessary for independent working? List any six. (2)
Question 7.
What are the benefits of acquiring green skills? (2)
Question 8.
What are the responsibilities of an operating system concerning file management? (2)
Question 9.
What are the disadvantages of entrepreneurship? (2)
Question 10.
How can empathy enhance communication skills? (2).

Answer any 4 out of the given 6 questions in 20-30 words each. (4 × 2 = 8)

Question 11. What is Mail Merge? (2)
Question 12.What is a macro? (2)
Question 13.What is the role of key fields in a database? Name the keys in a DBMS. (2)
Question 14.How does a router help in maintaining a network? (2)

Question 15.Define the following terms: (2)
(i) Active Cell
(ii) Sheet Tab
Question 16.How can you prepare for emergencies? (2)
Question 17. Define Alias? (2)

Answer any 3 out of the given 5 questions in 50-80 words each. (3 × 4 = 12)

a. Question 18. How are fields, record and a table related to each other? Explain with the help of an example.   2
b. Discuss the components of a database.   4

c. Consider the following table   4

Employee

EmpNo	EmpName	Designation
1	Sahil	A
2	Anup	B
3	Mansi	A
4	Pooja	B

1. Which of the above field can be selected as a primary key?
2. EmpName field also has unique values for all the records. Can it be made primary key? Give answer with reason.

Answer:

1. EmpNo can be selected as a primary key.

   EmpName is having unique values, but there is no guarantee that if more employees are included then there would not be multiple people with similar names.
   So, in future its values may be duplicate. Thus, it cannot be made as a primary key

d. Find out, which of the following fields of table Bank can be selected as primary key, candidate key and alternate key?
   Account No, Customer Name, Date of Birth, PAN Number, Opening Balance   4

Answer:
Primary key AccountNo
Candidate key AccountNo and PAN Number
Alternate key PAN Number

e. Consider the following database Student   4

Student

Roll No.	First Name	Last Name	Class	Marks Obtained (%)	Scholarship Awarded (₹)
1205	Mohan	Garg	12th	99.9	50000
1009	Dushyant	Singh	10th	98.7	45000
1101	Swati	Rana	11th	95.4	30000
945	Ravindra	Saini	9th	97.5	35000
1015	Ritika	Thakur	10th	98.6	40000

1. How many records are there in the table? 5
2. How many fields are there in the table? 6