

# PRACTICE PAPER-1

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 whereas 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 questions of a particular section must be attempted in the correct order.
6. **SECTION A—OBJECTIVE TYPE QUESTIONS (24 Marks):**
  - (a) This section has 05 questions.
  - (b) Marks allotted are mentioned against each question/part.
  - (c) There is no negative marking.
  - (d) Do as per the instructions given.
7. **SECTION B—SUBJECTIVE TYPE QUESTIONS (26 Marks):**
  - (a) This section has 16 questions.
  - (b) A candidate has to do 10 questions.
  - (c) Do as per the instructions given.
  - (d) Marks allotted are mentioned against each question/part.

## SECTION A—OBJECTIVE TYPE QUESTIONS

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

- (i) Ravish communicates his disagreement in a meeting by shaking his head. Which form of communication is he using? (1)
  - (a) Verbal
  - (b) Non-verbal
  - (c) Written
  - (d) Visual
- (ii) Aman often delays his tasks until the last minute and feels stressed when deadlines approach. Which self-management skill does he need to improve? (1)
  - (a) Time Management
  - (b) Punctuality
  - (c) Decision-making
  - (d) Multitasking
- (iii) The operating system ensures that multiple programs can run smoothly at the same time without crashing. Which OS function handles this? (1)
  - (a) File management
  - (b) Device management
  - (c) Memory management
  - (d) Input-output control
- (iv) Entrepreneurs contribute to the economy by ..... (1)
  - (a) creating jobs and developing new products
  - (b) depending only on government jobs
  - (c) reducing competition
  - (d) avoiding market trends
- (v) Which of the following activities helps in conserving energy? (1)
  - (a) Keeping lights ON during the day
  - (b) Using energy-efficient LED bulbs
  - (c) Using more electrical appliances
  - (d) Burning wood for cooking
- (vi) Which activity can help reduce mental stress? (1)
  - (a) Listening to relaxing music
  - (b) Skipping meals
  - (c) Arguing with others
  - (d) Overthinking

**2. Answer any 5 out of the given 6 questions.**

**(1 × 5 = 5 marks)**

- (i) Rahul is creating a long report in LibreOffice Writer. He wants to automatically generate a summary at the beginning of the document showing all the headings with their page numbers. (1)  
Which option should he use and from which menu can it be accessed?  
(a) Table of Contents (from Insert → Table of Contents and Index)  
(b) Page Number (from Insert → Page Number)  
(c) Header (from Insert → Header and Footer → Header)  
(d) Comment (from Insert → Comment)
- (ii) Ankita is preparing a formal letter in LibreOffice Writer and wants to include the current date and time at the top of the document. Which menu option should she use? (1)  
(a) Insert → Field → Date and Time (b) Tools → Options  
(c) File → Properties (d) Format → Page
- (iii) Priya is drafting her school project and wants to ensure that there are no spelling or grammatical errors in her document before submission. Which feature of Writer should she use to check and correct such errors quickly? (1)  
(a) Fill Format Mode (b) Word Count  
(c) Spell Check (d) Text Flow
- (iv) **Assertion (A):** The Goal Seek feature in LibreOffice Calc is used to find the input value needed to achieve the desired result in a formula. (1)  
**Reason (R):** It changes multiple input values at once to reach the target result.  
(a) Both A and R are true and R is the correct explanation of A.  
(b) Both A and R are true but R is not the correct explanation of A.  
(c) A is true but R is false.  
(d) A is false but R is true.
- (v) A finance officer wants to calculate the interest rate needed to reach a savings goal of ₹ 1,00,000 in five years. He has entered the formula for compound interest in LibreOffice Calc to automatically find the required rate. What feature of Calc should he use to perform this task? (1)  
(a) Consolidate (b) Goal Seek  
(c) Data Validity (d) Subtotals
- (vi) Which of the following menu paths in LibreOffice Calc is used to access the Solver tool? (1)  
(a) Insert → Solver (b) Data → Solver  
(c) Format → Solver (d) Tools → Solver

**3. Answer any 5 out of the given 6 questions.**

**(1 × 5 = 5 marks)**

- (i) Rohan has created a detailed project proposal in LibreOffice Writer and has inserted a Table of Contents (ToC) at the beginning. However, after adding new headings and page numbers, the ToC does not show the latest updates. Which of the following is the MOST likely reason for this issue? (1)  
(a) He forgot to update the Table of Contents after editing the document.  
(b) He inserted the ToC using manual typing instead of the Insert menu.  
(c) He deleted the heading styles from the document.  
(d) He used the wrong font for headings.
- (ii) While inspecting the computer lab, the technician observes that water bottles are kept close to power sockets and cables are lying uncovered on the floor. Which hazards are most relevant in this situation? (1)  
(a) Ergonomic and Fire Hazards  
(b) Electrical and Physical Hazards  
(c) Chemical and Biological Hazards  
(d) Mechanical and Radiation Hazards

- (iii) Which of the following links to the primary key in another table to establish a relationship between two tables? (1)
- (a) Primary Key (b) Foreign Key  
(c) Alternate Key (d) Candidate Key
- (iv) A database designer defines a field named Customer\_Name using the data type VARCHAR(40). If a user enters a name containing only 12 characters, how much storage space will be used? (1)
- (a) 12 bytes (b) 20 bytes  
(c) 40 bytes (d) 52 bytes
- (v) In which data model are data elements organized in the form of tables consisting of rows and columns? (1)
- (a) Hierarchical Data Model  
(b) Network Data Model  
(c) Relational Data Model  
(d) File-based Model
- (vi) Which of the following is a valid data type in Base? (1)
- (a) Picture (b) Float  
(c) Graphic (d) Emoji

**4. Answer any 5 out of the given 6 questions.**

**(1 × 5 = 5 marks)**

- (i) Which shortcut key combination is used to select Record Track Changes in LibreOffice Writer? (1)
- (a) Ctrl+F (b) Ctrl+Shift+F  
(c) Ctrl+Shift+C (d) Alt+F
- (ii) Rohan is planning his monthly budget in LibreOffice Calc. He knows his total income and fixed expenses but wants to determine how much he can spend on leisure while keeping his savings fixed at ₹ 10,000. Which feature should he use to calculate the unknown value automatically? (1)
- (a) Data Table to analyze various outcomes  
(b) Goal Seek to adjust the leisure amount  
(c) Scenario Manager to compare budgets  
(d) Consolidate to merge all income sheets
- (iii) Which of the following statements is incorrect regarding queries in LibreOffice Base? (1)
- (a) Queries can retrieve specific records based on conditions.  
(b) Queries can be used to combine data from multiple tables.  
(c) Queries can sort and filter data from one or more tables.  
(d) Queries can be used to modify the database structure.
- (iv) An office manager notices employees complaining of wrist pain after continuous computer use. What should be done to prevent such issues? (1)
- (a) Provide ergonomic keyboards and encourage short breaks  
(b) Ask employees to work faster to finish early  
(c) Turn off air conditioning  
(d) Increase working hours for better productivity
- (v) Rohit maintains quarterly sales data in four different sheets in LibreOffice Calc. He wants to combine the data from all these sheets into a single summary sheet to analyze total sales for the year. Which feature should he use? (1)
- (a) Pivot Table  
(b) Consolidate  
(c) Subtotals  
(d) Data Validation

- (vi) In a laboratory, a bottle of alcohol lying near a burner accidentally catches fire. This type of fire belongs to which class? (1)
- (a) Class A – Ordinary combustibles such as paper and wood
  - (b) Class B – Flammable liquids such as petrol and alcohol
  - (c) Class C – Electrical fires
  - (d) Class D – Fires involving metals like magnesium and sodium

**5. Answer any 5 out of the given 6 questions.**

**(1 × 5 = 5 marks)**

- (i) Karan wants to quickly apply a uniform heading, font color and alignment to all chapter titles in his report without formatting each one manually. Which feature of LibreOffice Writer should he use? (1)
- (a) Templates
  - (b) Styles
  - (c) Table of Contents
  - (d) Formatting
- (ii) When creating a new query in LibreOffice Base using Query Wizard, which of the following can the user choose from the given options? (1)
- (a) Tables and fields to include in the query
  - (b) Font style and page layout
  - (c) Report header and footer
  - (d) Database password settings
- (iii) Rajesh is responsible for workplace safety in his office. He conducts regular ..... to train employees on how to respond quickly and safely during fire or earthquake situations. (1)
- (a) Team meetings
  - (b) Evacuation drills
  - (c) Cultural programs
  - (d) Office celebrations
- (iv) While working in the computer lab, Rashi notices smoke coming from a CPU and a burning smell. Which sequence of actions demonstrates the correct response according to safety procedures? (1)
- (a) Switch off the main power → move away from the source → inform the supervisor
  - (b) Pour water on the CPU immediately → continue working
  - (c) Ignore the situation → wait for the supervisor's return
  - (d) Try to touch and check the CPU with bare hands
- (v) Mahira works in a packaging unit where cartons and cables are often left on the floor, creating tripping hazards. To maintain a safe workplace, which set of actions should she follow? (1)
- (a) Step over the cables carefully and continue working
  - (b) Remove obstacles, organize cables properly and report unsafe conditions
  - (c) Wait for the maintenance staff to clean up
  - (d) Ignore the clutter and focus only on her assigned task
- (vi) A company maintains employee attendance data in four different spreadsheets—`HR.ods`, `Admin.ods`, `Sales.ods` and `Support.ods`. Before submitting the monthly report, the HR manager wants to combine attendance data from all these sheets into one summary sheet that automatically updates whenever changes are made in the source sheets. Which feature should she use in LibreOffice Calc? (1)
- (a) Create a Pivot Table for each sheet
  - (b) Use Subtotals to count records per sheet
  - (c) Merge all sheets manually using copy and paste
  - (d) Use Data Consolidate with the 'Link to source data' option enabled

## SECTION B—SUBJECTIVE TYPE QUESTIONS

**Answer any 3 out of the given 5 questions on Employability Skills in 20–30 words each. (2 × 3 = 6 marks)**

6. Explain any two types of communication barriers. (2)
7. During exam time, Prabhat feels anxious and overworked. He often experiences body pain, headaches and tiredness due to continuous pressure. Identify any four physical symptoms of stress he might be experiencing. (2)
8. State two social impacts of entrepreneurship. (2)
9. Mention any four significant factors of a green economy. (2)
10. Rajan receives an email with an attachment from an unknown sender, plugs a friend's USB drive into his computer and later downloads a free utility from an untrusted website. After a few days his system behaves strangely. Identify four methods of virus propagation shown in this scenario. (2)

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

11. Manav is designing a school magazine in LibreOffice Writer. His teacher advises him to use predefined formatting options to keep the headings, subheadings and body text consistent throughout the document. What should Manav use to achieve this? Also, name any two types of such formatting options. (2)
12. (a) Write ways of creating references in Calc. (2)  
(b) How is cell referencing advantageous? (2)
13. What is a report in Base? (2)
14. Write any two safety measures to prevent fire hazards. (2)
15. Define Consolidate function in Calc. (2)
16. During an office inspection, the supervisor notices sparks coming from a power socket and several computers connected through damaged extension cords. Based on this situation, mention any two common causes of electrical hazards. (2)

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

**17. Case Study (4)**

Ishita is preparing the Annual Cultural Fest Brochure in LibreOffice Writer. She wants the document to appear professional and well-organized. During the design process, she faces the following issues:

- The table of contents is not appearing even after inserting it.
- The event titles are typed manually instead of using proper heading styles.
- She wants the table of contents to update automatically when new sections are added.
- The Principal wants each heading to follow the same style and font format.

- (a) Why is the table of contents appearing empty even after Ishita inserts it?
- (b) Which step should she follow to make the table of contents update automatically after editing the document?
- (c) Which feature should Ishita use to ensure all headings have a uniform appearance?
- (d) From which menu option can she insert the table of contents in LibreOffice Writer?

**18. Consider the table given below and answer the questions that follow: (4)**

Reg_No	Name	Class	Marks
S01	Aryan	X	85
S02	Meera	IX	90
S03	Rishi	X	78
S04	Isha	IX	92
S05	Tanvi	X	88

Answer the following:

- (a) Name all the fields in the given table.
- (b) As a database administrator, you need to ensure each student has a unique identifier. Which field in the table would you choose as the primary key?
- (c) Identify the field that can serve as an alternate key.
- (d) How many records and fields are present in the given table?

19. Repetitive Strain Injury (RSI) affects the hands, wrists and arms of computer users who perform the same movements for long hours, such as typing or using a mouse. These problems occur due to poor workstation setup or lack of breaks. List any four ways to prevent this problem. (4)

20. Amit is maintaining an Inventory Management Database in LibreOffice Base. He has two tables—ProductCategory (master table) and Products (transaction table). (4)

- The ProductCategory table stores information like CategoryID and CategoryName.
- The Products table includes ProductID, ProductName and CategoryID as a foreign key referring to the ProductCategory table.

Amit wants to ensure consistency between both tables while performing update and delete operations.

- (a) What is referential integrity? Give an example from Amit's database.
- (b) Amit wants to stop deletion of a category that is already being used in the Products table. Which option should he select?
- (c) If a CategoryID is modified in the ProductCategory table, how does the **Update Cascade** option affect the Products table? Give an example.
- (d) If the **Set NULL** option is used and a master record is deleted, what happens in the Products table? How is it different from **Set Default**?

21. Mr. Karan, Accountant of Bright Traders, has recorded monthly sales data in different worksheets in Calc. He wants to prepare a summary and total sales. (4)

- (a) Which tool can he use to combine data?
- (b) Name the menu and sub-menu option.
- (c) Which function gives total sales?
- (d) How can he create a hyperlink to open a report?