

SOLUTIONS TO PRACTICE PAPER-1

SECTION A—OBJECTIVE TYPE QUESTIONS

1. Answer any 4 out of the given 6 questions on Employability Skills.

(1 × 4 = 4 marks)

- (i) (b) Non-verbal
- (ii) (a) Time Management
- (iii) (c) Memory management
- (iv) (a) creating jobs and developing new products
- (v) (b) Using energy-efficient LED bulbs
- (vi) (a) Listening to relaxing music

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

(1 × 5 = 5 marks)

- (i) (a) Table of Contents (from Insert → Table of Contents and Index)
- (ii) (a) Insert → Field → Date and Time
- (iii) (c) Spell Check
- (iv) (c) A is true but R is false.
- (v) (b) Goal Seek
- (vi) (d) Tools → Solver

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

(1 × 5 = 5 marks)

- (i) (a) He forgot to update the Table of Contents after editing the document.
- (ii) (ii) Electrical and Physical Hazards
- (iii) (b) Foreign Key
- (iv) (a) 12 bytes
- (v) (c) Relational Data Model
- (vi) (b) Float

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

(1 × 5 = 5 marks)

- (i) (c) Ctrl+Shift+C
- (ii) (b) Goal Seek to adjust the leisure amount
- (iii) (d) Queries can be used to modify the database structure.
- (iv) (a) Provide ergonomic keyboards and encourage short breaks
- (v) (b) Consolidate
- (vi) (b) Class B – Flammable liquids such as petrol and alcohol

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

(1 × 5 = 5 marks)

- (i) (b) Styles
- (ii) (a) Tables and fields to include in the query
- (iii) (b) Evacuation drills
- (iv) (a) Switch off the main power → move away from the source → inform the supervisor
- (v) (b) Remove obstacles, organize cables properly and report unsafe conditions
- (vi) (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. (a) **Language barrier:** Occurs when the sender and receiver use different languages.
(b) **Emotional barrier:** Strong emotions such as anger or fear can distort understanding.
7. Headache, fatigue, muscle tension and upset stomach.
8. Societal entrepreneurship creates employment opportunities and promotes innovation in society.
9. Environmental protection, resource efficiency, economic growth and global cooperation.
10. Email attachments, infected files, removable media and malicious links.

Answer any 4 out of the given 6 questions in 20–30 words each.

(2 × 4 = 8 marks)

11. Styles are predefined formatting options in Writer that help maintain uniformity in font, size and layout across the document. The two types of styles are Paragraph Styles and Character Styles.
12. (a) References in Calc can be created in two ways—by using keyboard and mouse.
(b) It updates the result using function and formulas automatically, help to copy or move the formula to a range of cells, allows to carry forward data and displays a value of a particular cell or for an entire cell range.
13. A report presents database data in a well-defined, formatted and printable way.
14. Two safety measures to prevent fire hazards are avoiding overloading circuits and keeping fire extinguishers handy.
15. It is used to combine data from multiple sheets into one summary sheet for analysis.
16. Two common causes of electrical hazards are faulty wiring and use of damaged electrical cords.

Answer any 3 out of the given 5 questions in 50–80 words each.

(4 × 3 = 12 marks)

17. (a) The table of contents is empty because Ishita did not apply Heading Styles (like Heading 1, Heading 2, etc.) to her event titles.
(b) She should right-click on the table of contents and choose Update Index to refresh it automatically after changes.
(c) Ishita should use Styles (Paragraph Styles) to ensure all headings have a uniform appearance.
(d) She can insert the table of contents by using the menu path Insert → Table of Contents and Index → Table of Contents, Index or Bibliography.
18. (a) Reg_No, Name, Class and Marks.
(b) Reg_No should be chosen as the primary key.
(c) Name field can serve as an alternate key in the table shown above.
(d) There are four fields and five records present in the given table.
19. Four ways to prevent Repetitive Strain Injury (RSI) are:
(a) Maintain proper posture while working on the computer.
(b) Take regular breaks and stretch your hands and arms.
(c) Use an ergonomic keyboard and mouse.
(d) Keep wrists straight and avoid excessive typing pressure.

20. (a) Referential integrity ensures that the relationship between related tables remains consistent.
Example: Each *CategoryID* in the *Products* table must exist in the *ProductCategory* table.
- (b) Amit should select the **Delete Restrict** option to stop deletion of any category that is being used in the *Products* table.
- (c) If *CategoryID* = *C101* in *ProductCategory* is changed to *C201*, the **Update Cascade** option will automatically update all related *CategoryID* values in the *Products* table to *C201*.
- (d) If the **Set NULL** option is used and a record from *ProductCategory* is deleted, the corresponding *CategoryID* field in the *Products* table becomes NULL.
In contrast, **Set Default** replaces it with a predefined default value (*e.g.*, *C000*).
21. (a) He can use the Consolidate tool to combine data.
- (b) The menu and sub-menu options are Data → Consolidate.
- (c) =SUM() function gives total sales.
- (d) He can create a hyperlink to open a report by using Insert → Hyperlink and specify the file path.