

PRACTICE PAPER – 4

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.

(4 × 1 = 4 Marks)

- (i) Sarita works remotely and often experiences poor internet connectivity during meetings. As a result, she misses important points shared by her team. Which of the following barriers illustrates this situation?
 - (a) Organizational barrier
 - (b) Physical barrier
 - (c) Cultural barrier
 - (d) Emotional barrier
- (ii) Tina feels constantly pressured due to high expectations at work. She starts experiencing mood swings and difficulty in concentrating. Which of the following reasons is responsible for this condition?
 - (a) Time management
 - (b) Stress
 - (c) Decision-making
 - (d) Confidence
- (iii) Which of the following is an example of an operating system?
 - (a) MS Word
 - (b) Google Chrome
 - (c) Windows 11
 - (d) VLC Media Player
- (iv) Entrepreneurs must plan their tasks, set priorities and use their time effectively. This skill is known as _____.
 - (a) Time Wasting
 - (b) Time Management
 - (c) Market Survey
 - (d) Collaboration
- (v) The primary purpose of the Sustainable Development Goals (SDGs) is to create a future that is environmentally safe, socially fair and economically strong. Which of the following goals does this focus on?
 - (a) Quality Education
 - (b) Clean Water and Sanitation
 - (c) No Poverty
 - (d) All of these
- (vi) What do we call a goal that can realistically be accomplished with the available resources and skills?
 - (a) Imaginary goal
 - (b) Achievable goal
 - (c) Forced goal
 - (d) General goal

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

(5 × 1 = 5 Marks)

- (i) Manya needs to apply the same paragraph spacing and alignment style throughout her LibreOffice Writer document quickly. Which feature will help her do this efficiently and how can she exit it?
 - (a) Use Clipboard; stop by clearing copied data
 - (b) Use Fill Format Mode; stop by pressing Esc or clicking the icon again
 - (c) Use Find & Replace; stop by closing the dialog box
 - (d) Use Table Properties; stop by deleting the table
- (ii) Neeta wants to protect a specific section in her Writer document so others cannot edit it. Which feature should she use?
 - (a) Page Styles
 - (b) Insert Bookmark
 - (c) Protect Section
 - (d) Track Changes
- (iii) Hiten inserted multiple Headings and Sub-headings using predefined paragraph styles like Heading 1 and Heading 2. Now, he wants to generate a clickable summary list showing the structure of the document. Which feature should he apply?
 - (a) Index of Tables
 - (b) Table of Contents
 - (c) Track Changes
 - (d) Document Review
- (iv) **Assertion (A):** In LibreOffice Calc, cell references in formulas can automatically adjust when copied to another cell.
Reason (R): This happens because Calc uses relative referencing by default.
 - (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 school admin wants to combine monthly attendance sheets from multiple classes into one summary sheet automatically. Which LibreOffice Calc feature should be used?
 - (a) Data Validity
 - (b) Data Consolidate
 - (c) Track Changes
 - (d) Subtotals
- (vi) To highlight the changes made by different users with visible marks and comments, which setting must be activated in LibreOffice Calc?
 - (a) Edit → Track Changes → Show
 - (b) Tools → Options → AutoFormat
 - (c) View → Comments Panel
 - (d) Data → Validity

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

(5 × 1 = 5 Marks)

- (i) A teacher creates a ToC, but after modifying several headings, the ToC does not reflect the new titles. What should she do?
 - (a) Change the page style
 - (b) Insert a new page break
 - (c) Right-click the ToC and select 'Update Index/Table'
 - (d) Remove all formatting from the document
- (ii) A company stores old food containers inside the office pantry for long periods. This results in foul smell and insects. Which hazard is most relevant here?
 - (a) Biological Hazard
 - (b) Physical Hazard
 - (c) Mechanical Hazard
 - (d) Ergonomic Hazard
- (iii) In an Order table, the OrderID uniquely identifies each order, but in the OrderDetails table, the combination of OrderID and ProductID identifies each item in the order. The combination is called:
 - (a) Composite Key
 - (b) Primary Key
 - (c) Alternate Key
 - (d) Unique Key
- (iv) If a column is defined as VARCHAR(100) and a user enters only 40 characters, how much storage space will be used?
 - (a) 100 bytes
 - (b) 40 bytes
 - (c) 1 byte
 - (d) 140 bytes

- (v) To eliminate data redundancy and allow linking between multiple entities such as Customers, Orders and Payments, which data model is preferred?
 - (a) Network Data Model
 - (b) Relational Data Model
 - (c) File System Model
 - (d) Tree Data Model
- (vi) Which views in LibreOffice Base allows users to create queries visually without writing SQL?
 - (a) Form View
 - (b) Table View
 - (c) Design View
 - (d) Report View

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

(5 × 1 = 5 Marks)

- (i) Which shortcut key combination is used for New Style from Selection option?
 - (a) Ctrl+F11
 - (b) Shift+F11
 - (c) F11
 - (d) Alt+F11
- (ii) Samaira is preparing a performance report for her team. She wants to highlight employees whose sales exceed ₹50,000 in a month. Which feature will help her do this automatically?
 - (a) Data → Sort
 - (b) Conditional Formatting
 - (c) Consolidate
 - (d) Scenario Manager
- (iii) Which statement about the relationship between forms and tables is incorrect?
 - (a) Forms retrieve data from tables.
 - (b) Forms update data in tables.
 - (c) Deleting a form deletes the table linked to it.
 - (d) Forms can show only selected fields from a table.
- (iv) A company notices that several employees suffer from eye strain after long hours on the computer. What should the employer do to reduce this hazard?
 - (a) Provide proper lighting and encourage short screen breaks
 - (b) Paint the office walls
 - (c) Remove all decorations from desks
 - (d) Increase air conditioning temperature
- (v) The accounts department maintains monthly sales in 12 separate sheets (Jan–Dec). The manager wants a single sheet showing the total annual sales for each product, and the summary should update whenever source sheets change. What should he use?
 - (a) Consolidate with 'Link to source data' – because it creates a connected summary.
 - (b) Pivot Table – because it sorts and filters data.
 - (c) Data Validation – because it restricts entries.
 - (d) Scenario Manager – because it stores different versions of data.
- (vi) A small electrical fire starts in an office printer. Which type of fire extinguisher should be used to safely put it out?
 - (a) Class A extinguisher – used for wood and paper
 - (b) Class B extinguisher – used for flammable liquids
 - (c) Class C extinguisher – used for electrical fires
 - (d) Class D extinguisher – used for burning metals

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

(5 × 1 = 5 marks)

- (i) Pooja wants all paragraphs under 'Introduction' to look the same in font, alignment and spacing across her report. Which feature should she apply?
 - (a) Table of Contents
 - (b) Styles
 - (c) Templates
 - (d) Data Validation
- (ii) Which object allows user-friendly data entry and editing without directly opening tables?
 - (a) Report
 - (b) Query
 - (c) Form
 - (d) Table

- (iii) Riya sees her classmate fall and injure his knee during sports practice. She quickly cleans the wound and applies a bandage before the teacher arrives. This immediate care is called _____.
- (a) Disaster drill (b) Evacuation
(c) First Aid (d) Fire safety
- (iv) In an office, an employee finds exposed electrical wiring near a workstation. What is the proper sequence of steps to follow?
- (a) Stop using equipment → report to maintenance → stay away from area
(b) Touch wires carefully → continue working → report later
(c) Ignore issue → keep using equipment → tape wires yourself
(d) Report → do not wait → try fixing wires alone
- (v) Pankaj notices that the fire exit route is blocked with old boxes and unused furniture. What is the correct action?
- (a) Ignore it since the boxes are temporary
(b) Remove only the boxes near the door
(c) Report the obstruction immediately and help clear the pathway
(d) Lock the fire exit so no one can use it
- (vi) A teacher has separate marksheets for Unit Test 1, Unit Test 2 and Unit Test 3. She wants to combine all scores into a single sheet and ensure that if any score changes in the original sheets, the combined sheet updates automatically. Which method should she choose?
- (a) Insert → Comments
(b) Consolidate with 'Link to source data' enabled
(c) Delete duplicate entries
(d) Use Subtotals

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills.

(3 × 2 = 6 Marks)

6. Write any two differences between oral communication and written communication.
7. Shilpa feels overwhelmed by multiple responsibilities at home and school. Suggest one way to manage her tasks effectively.
8. Write the importance of entrepreneurship. Mention any two points.
9. What is social sustainability?
10. While using the internet, Manvi notices repeated attempts by unknown apps to access her computer. What security feature should she enable to block such unauthorized access?

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

(4 × 2 = 8 Marks)

11. While creating a handbook, Usha is instructed to apply formatting using styles instead of doing it manually. She is asked to mention any two benefits of using styles. What should Usha write?
12. (a) What is the purpose of using the Compare Document feature in LibreOffice Calc?
(b) Which menu option allows you to access the Compare Document command?
13. Differentiate between network data model and relational data model.
14. What is OOS? Mention some tips to prevent this syndrome.
15. What is Solver? How can you say that Solver is an advanced form of Goal Seek?
16. During routine cleaning, Hemant touches a metal cabinet and receives a mild electric shock. What actions must Hemant take immediately to ensure his own safety and prevent the hazard from affecting others?

17. Case Study

A marketing company is preparing a product catalogue in LibreOffice Writer. The designers notice the following issues:

- The feature product image moves slightly whenever related text is edited.
- Promotional icons overlap with bullet points in a section.
- Descriptive text needs to flow neatly around several product images arranged in a table layout.
- A brand logo must stay visible above all other elements on the page.

- (a) Which anchoring method will keep the feature product image positioned relative to its associated text?
- (b) Which wrapping option will prevent icons from overlapping bullet points?
- (c) Which wrapping setting ensures descriptive text flows smoothly around product images?
- (d) Which arrangement tool will make the brand logo appear above all other elements?

18. Consider the table given below and answer the questions that follow:

Product _Name	Product _ID	Category	Price
Laptop	P101	Electronics	45000
Headphones	P102	Electronics	1500
Office Chair	P103	Furniture	7000
Notebook	P104	Stationery	50

- (a) Name all the fields in the given table.
 - (b) Which field should be made the primary key?
 - (c) Suggest a possible alternate key, if any. Justify your answer.
 - (d) What should be the degree and cardinality of the given table?
- 19.** Poor mental health can result from excessive screen time and lack of breaks. List four ways to maintain mental well-being while using digital devices.
- 20.** Yuvish is managing a Sales database in LibreOffice Base. He has a master table called Products (Prod_ID, Prod_Name, Price) and a transaction table called Sales (Prod_ID, Sales_ID, Qty).
- (a) What is referential integrity? Give an example from Raj's database.
 - (b) Raj wants to prevent deletion of any product that has been sold. Which option should he select?
 - (c) If Prod_ID is changed in Products, explain how Update Cascade affects the Sales table with an example.
 - (d) What happens in the Sales table if Set NULL is used and a master product record is deleted? How does this differ from Set Default?
- 21.** Mohan is preparing a project on school events in LibreOffice Calc with separate sheets for each event. He wants smooth navigation between sheets and also wants to include attendance data from the school website. He first uses absolute hyperlinks but finds they break when sending the file to classmates. His friend recommends relative hyperlinks. He also discovers Target in Document for sheet navigation and Link to External Data for importing live tables.
- (a) Explain why the absolute hyperlinks did not work when Rohan shared the file, and how relative hyperlinks fix this.
 - (b) How does the Target in Document option improve navigation in multi-sheet spreadsheets?
 - (c) Which feature allows Mohan to fetch live attendance data from the website and what is its benefit?
 - (d) Describe the process to edit or remove a hyperlink in LibreOffice Calc.