

**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):**
  - (i) This section has 5 questions.
  - (ii) Marks allotted are mentioned against each question/part.
  - (iii) There is no negative marking.
  - (iv) Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 Marks):**
  - (i) This section has 16 questions.
  - (ii) A candidate has to do 10 questions.
  - (iii) Do as per the instructions given.
  - (iv) 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)**

- (a) A teacher sends homework instructions through the class diary. Students understand it clearly even without asking questions. What type of communication is used?
 

(i) Verbal communication	(ii) Oral communication
(iii) Written communication	(iv) Non-verbal communication
- (b) During a class debate, Amrit is assigned to speak first. He feels unsure but reminds himself of his preparation. He stands up, maintains eye contact and presents his points strongly. Which behaviour reflects his self-confidence?
  - (i) Remaining silent during his turn
  - (ii) Reading from the paper without looking up
  - (iii) Speaking with clarity and maintaining eye contact
  - (iv) Leaving the debate because he is nervous
- (c) Which of the following is an example of output?
 

(i) Typing on a keyboard	(ii) Moving a mouse
(iii) Display on monitor	(iv) Speaking into a microphone
- (d) Which of the following is an example of a merchandising business?
 

(i) Hair salon	(ii) Tuition classes
(iii) Selling handmade candles	(iv) Consultancy services
- (e) Which of the following contributes to reducing e-waste?
 

(i) Throwing old phones into the dustbin	(ii) Upgrading gadgets every month
(iii) Donating or repairing old electronics	(iv) Burning old batteries
- (f) Which factor causes global warming and disturbs the ecological balance?
 

(i) Planting trees	(ii) Use of renewable energy
(iii) Emission of greenhouse gases	(iv) Recycling waste

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

**(5 × 1 = 5 marks)**

- (a) What is the main function of Business Process Management (BPM) companies?
- (i) Manufacture hardware devices
  - (ii) Handle outsourced business operations for clients
  - (iii) Develop computer operating systems
  - (iv) Train employees in foreign languages
- (b) A hospital uses online systems to schedule patient appointments, maintain digital records and send automated reminders. These activities are part of which type of service?
- (i) Hardware maintenance
  - (ii) IT Enabled Services (ITeS)
  - (iii) Telecommunications
  - (iv) Banking and Finance
- (c) Arun pays for his groceries at a supermarket. The cashier asks him to swipe his card because the machine reads the information stored on the black magnetic strip. The card does not have a chip or tap-to-pay feature. Which type of card is he using?
- (i) Smart card
  - (ii) Magnetic stripe card
  - (iii) Contactless payment card
  - (iv) Loyalty card
- (d) Manya assigns her brother a typing exercise in Rapid Typing Tutor. He can type letters, numbers and punctuation marks, but cannot open a new application or file just by typing. Which of the following is not an operation performed by typing on the keyboard?
- (i) Writing letters
  - (ii) Opening programs
  - (iii) Typing numbers
  - (iv) Entering punctuation marks
- (e) Sonali wants to change the background color of the typing interface and enable typing sound effects to improve visibility and learning. Which part of the interface allows her to make these changes?
- (i) Lesson menu
  - (ii) Settings/Options panel
  - (iii) Typing speed display
  - (iv) Progress chart
- (f) During a typing exercise, Ankit notices that even when he focuses on the monitor, his fingers type the correct letters without hesitation. What is this ability to type without looking at the keyboard called?
- (i) Visual typing
  - (ii) Muscle memory
  - (iii) Audio feedback
  - (iv) Keyboard memorization

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

**(5 × 1 = 5 marks)**

- (a) Nirmala is preparing a school project in LibreOffice Writer. She wants the title to stand out at the top of the page in bold and larger font. Which features should she use?
- (i) Line spacing and margins
  - (ii) Font style and font size
  - (iii) Bullets and numbering
  - (iv) Page borders
- (b) The bar located at the bottom-left of the Writer window that shows the number of pages, words, language and zoom level is called \_\_\_\_\_.
- (i) Title Bar
  - (ii) Menu Bar
  - (iii) Toolbar
  - (iv) Status Bar
- (c) Swati is working on a report in LibreOffice Writer. She needs to underline specific words that are not next to each other. Which selection technique should she use?
- (i) Enable Block Area selection mode
  - (ii) Hold Ctrl and select each word individually using the mouse
  - (iii) Press Shift and click on the words
  - (iv) Double-click anywhere in the paragraph
- (d) Riya wants to search for all occurrences of a word and replace it with another word in her document. Which feature should she use?
- (i) Edit → Find and Replace
  - (ii) Tools → Spelling
  - (iii) Format → Paragraph
  - (iv) Insert → Table

- (e) Ankita is editing a research document in LibreOffice Writer. She wants to replace certain words with their synonyms throughout the document to improve vocabulary and avoid repetition. Which feature should she use?
- (i) Spelling and Grammar
  - (ii) Thesaurus
  - (iii) Auto Spell Check
  - (iv) Find and Replace
- (f) Sahil is preparing a document in LibreOffice Writer that he wants to present or read without distractions, hiding toolbars, page breaks and margins. Which document view should he select to achieve this?
- (i) Print View
  - (ii) Web View
  - (iii) Normal View
  - (iv) Full Screen View

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

**(5 × 1 = 5 marks)**

- (a) Meena has a spreadsheet in LibreOffice Calc containing employee attendance records for the entire year. She wants to rotate the text in the column headers to save space and make the spreadsheet more readable without changing the data. Which feature should she use?
- (i) Validating
  - (ii) Text Orientation
  - (iii) Sorting
  - (iv) Freezing Panes
- (b) During budget planning, Suman has listed all office supply expenses in one column. To calculate the total amount spent with minimum effort, which feature should she apply?
- (i) Sum()
  - (ii) Filtering
  - (iii) Sorting
  - (iv) Protect Sheet
- (c) While editing a marks calculation sheet in LibreOffice Calc, Abha moves a cell containing a formula to a different place on the same sheet. What happens to the relative cell references used in the formula?
- (i) They adjust automatically based on the new position.
  - (ii) They are deleted.
  - (iii) They become absolute references.
  - (iv) They remain fixed.
- (d) Siya enters 6 in cell A1 and 4 in cell B1. She uses the formula  $= (A1+B1)^2 - 10$  in cell C1. What will be the displayed value?
- (i) 90
  - (ii) 100
  - (iii) 110
  - (iv) 120
- (e) A data operator is maintaining a spreadsheet in LibreOffice Calc. She wants to quickly fill a series of cells with consecutive numbers, dates or repeated patterns without typing each value manually. Which feature should she use?
- (i) AutoFill
  - (ii) AutoFilter
  - (iii) Find and Replace
  - (iv) Protect the Sheet
- (f) Shreya is using LibreOffice Calc to compute averages automatically. What should she type first before entering the function name?
- (i) =
  - (ii) Function name directly
  - (iii) Cell reference
  - (iv) Quotation mark

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

**(5 × 1 = 5 marks)**

- (a) Ronit is exploring the LibreOffice Impress window while preparing slides for a school presentation. He observes different areas that help in creating and managing slides. Which of the following is not a part of the main Impress window?
- (i) Slides pane
  - (ii) Task pane
  - (iii) Workspace
  - (iv) Edit pane
- (b) Naman is creating a presentation in LibreOffice Impress and wants a specific slide transition effect for only the currently selected slide. Which option should he choose in the Slide Transition pane?
- (i) Apply to Selected Slides
  - (ii) Apply to All Slides
  - (iii) Modify Transition
  - (iv) Loop until Next Sound

- (c) Kunal wants to combine automatic slide advancement with sound effects during his presentation. Which two features of LibreOffice Impress can he use?
- (i) Custom Animation and Slide Transition      (ii) Rehearse Timings and Slide Transition  
(iii) Slide Layout and Notes Pane              (iv) Handout View and Outline View
- (d) Shilpi wants to update the footer and background color of all slides in her presentation at once. Which feature allows her to make these changes efficiently?
- (i) Master Slide    (ii) Slide Layout  
(iii) Custom Animation                                  (iv) Notes Pane
- (e) During a slideshow, Kiara wants to jump directly to the first slide using the keyboard. Which key should she press?
- (i) Home    (ii) End  
(iii) F5    (iv) Esc
- (f) A teacher wants to show only a specific set of slides to one class and another set to a different class using the same presentation file. Which LibreOffice Impress feature makes this possible?
- (i) Slide Show Setup                                      (ii) Custom Slide Show  
(iii) Slide Sorter                                         (iv) Outline View

### SECTION B—SUBJECTIVE TYPE QUESTIONS

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

6. Feedback helps the sender know whether the message has been correctly understood by the receiver. What is the role of feedback in communication?
7. Nakul sets a goal to improve his English-speaking skills and practises every day for 30 minutes. Which self-management skill is Nakul demonstrating? How does goal setting help him?
8. What is personal hygiene? Why is it a crucial aspect of our lives?
9. Sanjay noticed that farmers in nearby villages were unable to predict weather conditions accurately. He created a service that provides regular weather updates and farming tips through mobile messages. Which entrepreneurial skills are shown by Sanjay?
10. Give an example of an entrepreneur. Write some characteristics of entrepreneurs.

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

11. Suppose a mechanical engineer is designing a new machine component. He wants to create accurate 2D and 3D drawings, modify the design easily, and simulate the part before manufacturing to reduce errors. Which IT-based software application should the engineer use?
12. Rakesh is exploring career opportunities in the IT-ITeS sector in India. He learns that many companies provide services from India to clients around the world, helping them manage various business processes efficiently. List the common services provided by the BPO companies in India.
13. While preparing a document, you want to check spelling and grammar for the entire text in LibreOffice Writer instead of doing it manually. Which feature should you use and what is the shortcut key combination for this?
14. A student is working on a science project where experimental readings are recorded in LibreOffice Calc. To make the observations clear and attractive, the teacher suggests using a visual tool.
  - (a) Name the tool that should be used in Calc.
  - (b) State any two advantages of using this tool in the project.
15. Muskan is using LibreOffice Impress to create an awareness presentation for her school. She wants to keep the audience engaged. List any four important rules to be followed while designing slides in Impress.
16. Nitya notices that her typing speed improves when she maintains correct sitting posture and hand placement while typing.
  - (a) Identify the two ergonomic factors mentioned in the situation.
  - (b) Explain how each factor helps in improving typing efficiency.

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

(3 × 4 = 12 marks)

17. A librarian wants to issue overdue book notices to students. Student details and book information are stored in a spreadsheet. She wants to personalize each notice. Identify the Writer feature used to automate this task and list the steps.
18. The following table shows electricity consumption (in units) of households for September 2025. Use appropriate spreadsheet functions to answer the questions below.

House No.	Area	Week 1	Week 2	Week 3	Week 4	Total
H1	A	120	130	125	140	
H2	A	110	115	120	118	
H3	B	150	155	160	158	
H4	B	100	105	110	108	

- (a) Enter the formula in G3 to calculate the total units consumed by H1.
- (b) Enter the formula in D8 to find the highest consumption in Week 2.
- (c) Enter the formula in F8 to find the average consumption in Week 4.
- (d) Enter the formula in A8 to find the number of houses.
19. Kapil is new to LibreOffice Calc and is learning how data is organized in a spreadsheet. Why is spreadsheet data organized into rows and columns? Define and explain any three basic components of a spreadsheet.
20. Krishna is nervous about forgetting key points while presenting. He wants to add short reminders that only he can see during the presentation. What are speaker notes in LibreOffice Impress? Explain how they help a presenter during a presentation.
21. Aryaman is learning touch typing on a computer at school. He often bends forward, rests his wrists on the desk, and sits too close to the keyboard. After long practice sessions, he feels tired and uncomfortable.
- Why is maintaining correct posture important while typing? Mention any three posture-related practices that help in comfortable and efficient typing.