

## SECTION A: OBJECTIVE TYPE QUESTIONS (24 Marks)

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

**(1x4=4 marks)**

1. What does non-verbal communication include?
  - a. Speech clarity
  - b. Body language
  - c. Written messages
  - d. Grammar rules
2. Which of these is an example of self-management?
  - a. Blaming others for mistakes
  - b. Setting personal goals
  - c. Ignoring deadlines
  - d. Overloading tasks
3. What is the primary function of a CPU?
  - a. Storing data permanently
  - b. Processing and executing instructions
  - c. Displaying results on the screen
  - d. Storing multimedia files
4. The written form of communication is....than oral communication.
  - a. More formal less flexible.
  - b. More flexible less formal
  - c. More flexible more formal
  - d. Less flexible less formal
5. Perspective is an individual's.....
  - a. Belongings
  - b. Point of view
  - c. Future
  - d. Activity
6. The S in smart strategy stands for..
  - a. Short.
  - b. Specific
  - c. Systematic
  - d. Scheduled.

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

**(1x5=5 marks)**

7. What is the full form of ICT?
  - a. Information and Communication Technology
  - b. International Communication Tools
  - c. Indian Computing Techniques
  - d. Internet and Cloud Technology
8. A CPU does not consists of.....
  - a. Arithmetic logic unit
  - b. Control unit
  - c. Memory unit
  - d. Hard disk drive.
9. Which input device is used to scan printed documents?
  - a. Mouse
  - b. Scanner
  - c. Printer
  - d. Monitor
10. What does "Ctrl + Z" do in most software?
  - a. Undo the last action
  - b. Save the document
  - c. Copy selected content
  - d. Paste copied content
11. Which device is used for biometric authentication?
  - a. Keyboard
  - b. Fingerprint scanner
  - c. Barcode reader
  - d. Monitor
12. What is the purpose of an operating system?
  - a. To directly connect users with hardware
  - b. To control and manage computer resources
  - c. To perform only arithmetic operations
  - d. To design application software

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

**(1x5=5 marks)**

13. Which of the following is an input device?
  - a. Monitor
  - b. Printer
  - c. Keyboard
  - d. Scanner
14. What does CPU stands for?
  - a. Central processing unit
  - b. Central program unit
  - c. Central peripheral unit
  - d. Control processing unit
15. Which software is used to create a document?
  - a. Word
  - b. Excel
  - c. Powerpoint
  - d. Access
16. A webpage is written using.....language.
  - a. C
  - b. Python
  - c. HTML
  - d. Java
17. What is the extension name of Microsoft excel file?
  - a. .docx
  - b. .odt
  - c. .xls
  - d. .pdf
18. What is the keyboard shortcut to print a document?

a. Ctrl + S

b. Ctrl + P

c. Ctrl + Z

d. Ctrl + C

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

**(1x5=5 marks)**

19. Which function is used to calculate the sum in Calc?

a. =AVERAGE() b. =SUM()

c. =IF()

d. =COUNT()

20. What symbol is used to start a formula in spreadsheets?

a. \$ b. %

c. =

d. @

21. Microsoft Powerpoint is a popular .....

a. Database software  
c. Presentation Software

b. Word processor software  
d. Programming software

22. Which one is an example of application software?

a. Windows  
c. Linux

b. MS Paint  
d. Android

23. Which of the following is a strong password?

a. 123456  
c. ABHish123#

b. password  
d. abcd

22. How many methods can be used to insert row and column in a table?

a. One b. Two

c. Three d. Four

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

**(1x5=5 marks)**

23. Which of the following is a search engine?

a) Chrome b) Google c) Gmail d) WhatsApp

24. Which key combination is used to copy the text.

a. Ctrl+C b. Ctrl+P  
c. Ctrl+M d. Ctrl+X

25. Which device produces hard copy?

a. Printer b. Scanner  
c. Monitor d. Hard disk

26. .....is a type of shape.

a. Line b. Special character  
c. Column d. Row

27. Which of the following is not a renewable energy source?

a. Solar b. Coal  
c. Wind d. Air

28. Microsoft Edge is a.....

a. Web Browser b. Web Server  
c. Web page d. Homepage

**SECTION B: SUBJECTIVE TYPE QUESTIONS (26 Marks)****Answer any 3 out of the given 5 questions.****(2x3=6 marks)**

1. What are the main types of non-verbal communication? Explain briefly.
2. Explain two methods to manage stress in professional settings.
3. Write a short note on Web portal?
4. What is the difference between Formatting toolbar & Standard toolbar?
5. Explain Change case features of MS Word.

**Answer any 4 out of the given 6 questions.****(2x4=8 marks)**

6. Describe the difference between relative and absolute referencing in spreadsheets.
7. What are the uses of "Styles and Formatting" in LibreOffice Writer?
8. How many types of browser are there? Explain them with example.
9. What is margin in Page Orientation?
10. What is the function of memory card reader?
11. Explain the self-confidence building tips.

**Answer any 3 out of the given 5 questions.****(4x3=12 marks)**

12. Below is a table of a sample dataset in a spreadsheet. Answer the following questions:

Student Name	Math	Science	English	Total Marks	Average Marks
Anu	85	78	92		
Rani	72	88	79		
Ravi	90	85	94		

- a. Write the formula to calculate the total marks for Anu.
- b. Write the formula to calculate the average marks for Rani.
- c. Find the highest marks in English.
- d. Write the formula to count the total number of students.
13. Explain the Spelling checking and grammar process of MS word.
14. Name and define the different types of slides present in MS PowerPoint.
15. Define the followings:-
  - a. Webpage
  - b. Website
  - c. URL
  - d. Protocol
16. Differentiate the followings:-
  - a. Verbal communication and Non verbal communication.
  - b. Ram and Rom.

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