

CBSE SAMPLE QUESTION PAPER

(Released by the CBSE for the academic year 2021-22 for Term I Examination)

Max. Marks: 25

Max. Time Allowed: 60 Minutes (1 Hrs.)

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. _____ feedback is specific information, in the form of written comments or verbal conversations that help the learner to understand what she or he needs to do in order to improve. [1]
(a) Descriptive (b) Specific (c) General (d) Sign
2. _____ communication is the use of body language, gestures and facial expressions to convey information to others. [1]
(a) Verbal (b) Written (c) Non-Verbal (d) Visual
3. Sonika gets up at 6 am and goes for her hobby classes. Then she comes back home and finishes her homework before going to school. She does all work by herself. No one tells her to do so. This is called _____. [1]
(a) Self-Awareness (b) Self-Motivation (c) Self-Regulation (d) Discipline
4. High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. [1]
(a) Physical (b) Emotional (c) Mental (d) Financial
5. A _____ operating system is a computing environment that reacts to input within a specific period of time. [1]
(a) Single User (b) Multi-User (c) Real Time (d) Distribute
6. Identify the measure to protect computer from threats and viruses: [1]
(a) Sharing password with friends (b) Allow anyone to use your device
(c) Use Antivirus (d) Leave computer without logging out

SECTION B

Answer any 15 questions out of the given 20 questions (1×15=15 marks)

7. When you apply a _____, you apply a group of formatting effects together in one single step. [1]
(a) Effect (b) Style (c) Template (d) Format

8. Which function cannot be performed through Subtotal in a Spreadsheet? [1]
 (a) Sum (b) Product (c) Average (d) Percentage
9. In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. [1]
 (a) Arrangement (b) Anchoring (c) Alignment (d) Text Wrapping
10. A _____ is a model that you use to create other documents. [1]
 (a) Template (b) Document (c) Design (d) Copy Paste
11. _____ styles in a text document affect selected text within a paragraph, such as the font and size of text, or bold and italic formats. [1]
 (a) Cell (b) Paragraph (c) Formatting (d) Character
12. To repeat the graphic across the entire background area, we need to select _____ option in word processor. [1]
 (a) Tile (b) Position (c) Stretch (d) Area
13. Scenarios are a tool to test _____ questions. [1]
 (a) Auto (b) Goal Seek (c) What-if (d) Drop Down
14. _____ is particularly useful when creating a watermark or when wrapping the image in the background in a document. [1]
 (a) Transparency (b) Fill (c) Filters (d) Crop
15. It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate. [1]
 (a) Row (b) Column (c) Autosum (d) Cell Reference
16. _____, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows. [1]
 (a) Consolidate (b) Rename Data (c) Filter Data (d) Subtotal
17. A/An _____ hyperlink contains the full address of the destination file or web page. [1]
 (a) Relative (b) Absolute (c) Mixed (d) Address
18. Which of the following is more elaborate form of Goal Seek? [1]
 (a) Subtotal (b) Scenario (c) Solver (d) Consolidate
19. _____ means combining data in a spreadsheet from different worksheets into master worksheet. [1]
 (a) Hyperlinks (b) Consolidating (c) Linking (d) Filter
20. An _____ link will stop working only if the target is moved while a _____ link will stop working only if the start and target locations change relative to each other. [1]
 (a) absolute, fixed (b) relative, Absolute (c) absolute, relative (d) permanent, absolute
21. Database servers are referred to as _____. [1]
 (a) Front-ends (b) Back-ends (c) Clients (d) Model
22. A table is a set of data elements that is organized using a model of vertical _____ and horizontal _____. [1]
 (a) Rows, Tables (b) Columns, Rows (c) Rows, Columns (d) Forms, Reports
23. _____ include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection in document. [1]
 (a) Cell Style (b) Numbering Style (c) Paragraph Style (d) Character Style
24. By default, sheets tab are present at the _____ of the spreadsheet. [1]
 (a) Top (b) Bottom (c) Center (d) Right

25. The cell reference in a spreadsheet for cell range B2 to F15 is _____ [1]
 (a) B2.F15 (b) B2;F15 (c) B2:F15 (d) B2-F15
26. _____ controls how graphics are stacked upon each other or relative to the text. [1]
 (a) Arrangement (b) Alignment (c) Anchoring (d) Wrapping

SECTION C (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions (1×5=5 marks)

27. Millennium University is organizing a reunion meet for their alumnae students. For this purpose, university wants to send the invite to all these students with their different addresses. Which feature of the Word Processor should the University use to accomplish the task? [1]
 (a) Mail Merge (b) E-Mail (c) Templates (d) Data Source
28. Prisha is a book editor. She wants to change the indentation of all paragraphs, and change the font of all titles in the book. Which feature she should use to make the task easy? [1]
 (a) Styles (b) Templates (c) Table of content (d) Consolidating
29. Gaurav has inserted an image in a document. He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task? [1]
 (a) Clip art (b) Cut (c) Crop (d) Contrast
30. Hema is a chartered accountant. She used to maintain the accounts in a spreadsheet on everyday basis. There are number of steps which she needs to follow every time. Can you suggest her a feature of spreadsheet through which she can perform these tasks quickly without repeating the steps every time? [1]
 (a) Record Changes (b) Track Changes (c) Goal Seek (d) Using Macros
31. Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees? [1]
 (a) Macro (b) Link Workbook (c) Change Worksheet (d) Track Changes
32. Akshat wants to store a huge amount information about his firm in a database. Which type of table organization would be most suitable for this purpose? [1]
 (a) Relational (b) Flat File
 (c) Either Relational or Flat file (d) Hierarchical
33. Sunita is making a project in spreadsheets. Her friend has told her how to rename a spreadsheet as it will help her identify the worksheet data easily. She was very excited and told the same to her brother. Her brother told her that in spreadsheets (OpenOffice), a worksheet can be renamed using _____ ways. [1]
 (a) 2 (b) 3 (c) 4 (d) 1



MODEL TEST PAPER-1

(Based on the latest CBSE Sample Paper)

Max. Time Allowed: 60 Minutes (1 Hrs.)

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General Instructions:

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SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. What reflects your comfort level with your working language and helps in usage of suitable words in different contexts? [1]
(a) Listening (b) Language competency
(c) Vocabulary (d) Domain knowledge
2. What is the short term used to describe the allowing inhalation of a breath of full oxygen? [1]
(a) Tummy breathing (b) Silly breathing
(c) Outward breathing (d) Belly breathing
3. Which color of the Indian flag points to fertility, growth and auspiciousness of our motherland? [1]
(a) Saffron (b) White (c) Blue (d) Green
4. In Windows OS, what is the taskbar? [1]
(a) It is the part of the interface, from which clicking just once opens an app
(b) It is the menu that shows up on clicking on Start button
(c) It is the long horizontal bar at the bottom of your screen
(d) None of these
5. What is a quick way of launching the Run window? [1]
(a) Press the R button (b) Press the Ctrl + R buttons
(c) Press the Windows key + R buttons (d) None of these
6. What is the single most important skill to keep you and your actions in track for the successful completion of the task in hand? [1]
(a) Multitasking ability (b) Negotiating skills
(c) Discipline (d) Flexibility

SECTION B

(1×15=15 marks)

Answer any 15 questions out of the given 20 questions

- [1]
7. What is the meaning of toggle case?
(a) It means change the uppercase to lowercase only
(b) It means change the lowercase to uppercase only
(c) It means changing all the lowercase to uppercase and vice versa.
(d) None of these
8. Which tab of MS Word is a part of the Table of Contents?
(a) Page Layout (b) References (c) Review (d) View [1]
9. Why is the Goal Seek feature required?
(a) To arrive at a value as input, given the output.
(b) To arrive at an output, given the input
(c) To guess the direction of input from the changing outputs
(d) None of these
10. There is a tool which is more potent than the Goal seek tool. What is it? [1]
(a) Scenarios (b) Consolidate (c) Data table (d) Solver
11. In order to resize drawing objects, you must: [1]
(a) Click and drag the mouse on the resize handles.
(b) Use the arrow keys
(c) Use the alphabet keys assigned for the tasks
(d) None of these
12. What is the use of Autofill handle in spreadsheets? [1]
(a) Fill the cells with the same values
(b) Fill the cells with random values
(c) Fill the cells with well-known series of values.
(d) None of these
13. If there are tables in a database, how will you find out what it contains? [1]
(a) By seeing the table
(b) By asking the appropriate question or query.
(c) By checking the format of the tables
(d) By checking the data that the tables come from
14. What is the other type of cell reference apart from absolute and relative cell references? [1]
(a) Mixed (b) Deep (c) Covered (d) Atop
15. Which of the following permissions is necessary to the table to execute Select query? [1]
(a) Read (b) Write (c) Execute (d) Both (b) and (c)
16. What is the cell reference type of the below formula? [1]
= \$A\$1 + \$A\$2
(a) Absolute (b) Relative (c) Mixed (d) None of these
17. What is the name given to a single collection of spreadsheets in a single file? [1]
(a) sheet tabs (b) spreadbook (c) workbook (d) workstation

18. What is the name given for a mathematical expression to perform a calculation on data in cells? [1]
 (a) Numbers (b) Equation (c) Functions (d) Formula.
19. How would you specify the range of cells from A4 to C16? [1]
 (a) A4 :: C16 (b) A4;;C16 (c) A4:C16 (d) A4-C16
20. After you have clicked on a table, how do you select the table in MS Word? [1]
 (a) Right-click and click on Select > Table
 (b) Right-click and click on Table Select
 (c) Go to Layout tab and select the table
 (d) None of these
21. Styles sets include a combination of: [1]
 (a) Font and size (b) Title, heading and paragraph styles
 (c) Font effects, Color and Background (d) None of these
22. What is the name given to the document model that you use to create other documents? [1]
 (a) Copyright (b) Copyleft (c) Trademark (d) Template
23. How can you change different images on a page as if they work as one complete image? [1]
 (a) Ungrouping (b) Cascading (c) Cropping (d) Grouping
24. Which of the following is an example of image manipulation program? [1]
 (a) GIMP (b) Photoshop (c) MS-Word (d) Both (a) and (b)
25. Where in the document is the table of contents normally kept? [1]
 (a) End of the document (b) Start of the document
 (c) Somewhere in the middle (d) None of these
26. A relative link will stop working only if: [1]
 (a) The browser stops working
 (b) Only if the start and target location change relative to each other
 (c) If there is any problem in computer
 (d) None of these

SECTION C (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions

(1×5=5 marks)

27. A table exists based on data of many employees of any company. The data is so huge that is NOT possible to manually look through the data. But only choice piece of data is required, not all of it. How can the data be queried for? [1]
 (a) Using C++ (b) Using compiler (c) Using interpreter (d) Using SQL
28. Goal seek is good at predicting one piece of data based on the outputs. Is it possible to have a more complex tool that goes through the various possibilities to find more than one input? [1]
 (a) Multiple seek exists (b) Data table exists
 (c) Solver exists (d) None of these

29. If you have created a table that contains 2 rows more and 3 columns more than required, how will you change it to the required dimensions? [1]
- (a) By deleting the table (b) By deleting rows and columns ✓
(c) By deleting cells (d) None of these
30. Which of the following is NOT an insert mode present in Excel? [1]
- (a) Insert mode (b) Overwrite mode (c) Complex mode ✓ (d) None of these
31. In MS Word, pressing which tab opens up the backstage view of Word 2010? [1]
- (a) Home tab (b) Insert tab (c) Page Layout tab (d) File tab ✓
32. What does the AVERAGE function in spreadsheets, take as the argument? [1]
- (a) The cell range ✓ (b) The cell reference (c) The constants (d) None of these
33. Which function of Excel, allows to create a hyperlink to a cell or range? [1]
- (a) LINK (b) HYPERLINK ✓ (c) HREF (d) AHREF



MODEL TEST PAPER-2

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SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. A compound sentence consists of two or more independent clauses joined together using: [1]
(a) Adverb (b) Conjunctions (c) Preposition (d) Noun
2. Constructing effective sentences and paragraphs, keeping unity, coherence and the emphasis of the message in mind help in: [1]
(a) Clarity of message (b) Compactness of message
(c) Courtesy of message (d) All of the above
3. Taking time out for _____ too helps in reducing your stress level. [1]
(a) Self-awareness (b) Mental capacity (c) Nature walk (d) Rationalizing
4. Reena has the ability to identify effective methods of getting herself to move from thought to action. She is _____. [1]
(a) Self-regulated (b) Self-motivated (c) Self-dedicated (d) Selfish
5. Tamanna wants to know the name of the kind of software which seems useful in the beginning, but will cause damage to the computer once installed. Help her to find the name of the same. [1]
(a) Trojan horse (b) Worm (c) Malware (d) Virus
6. Arnab wants to know the name of the software which gets installed on the computer without the user's knowledge. Help him to find the name of the same. [1]
(a) Spyware (b) Malware (c) Adware (d) None of these

SECTION B

Answer any 15 questions out of the given 20 questions (1×15=15 marks)

7. What happens to the text when the user applies LowerCase onto the text? [1]
(a) Reverses the case of each letter in the selection.
(b) Every word starts with a capital letter.
(c) All letters are in small letter.
(d) The first letter of the sentence is in Capitals as also are the proper nouns.

8. What is the maximum number of columns a Calc spreadsheet can have? [1]
 (a) 1,048,576 (b) 1024 (c) 1000 (d) 1084
9. Calc considers any data that it does not recognise as a number, date, time or formula, as: [1]
 (a) Expression (b) Equation (c) Text (d) Function
10. _____ are pre-defined formulas in Calc. [1]
 (a) Functions (b) Autofill (c) Solver (d) Subtotal
11. Select _____ > Track changes > Record from the menu bar. Thereafter, every change you record on the spreadsheet will have a red border around it. [1]
 (a) File (b) Edit (c) Format (d) Layout
12. What dialog box opens on choosing File > Templates > Manage Templates in Writer? [1]
 (a) The File dialog box (b) The Manage Templates dialog box
 (c) The Templates dialog box (d) The Record Template dialog box
13. How much space does the DATE/TIME data type hold in Base? [1]
 (a) 2 bytes (b) 4 bytes (c) 8 bytes (d) 10 bytes
14. Payal is working in LibreOffice Writer application. She wants to know the names of the two insert modes of Writer. Which of the following are the two modes of Writer? [1]
 (a) INSERT and OVERWRITE (b) INSERT and OVERLOOK
 (c) DELETE and WRITE (d) OVERWRITE and OVERLOOK
15. Tools > Solver amounts to a more elaborate form of _____. [1]
 (a) Goal Seek (b) Macro (c) Subtotal (d) Sorting
16. _____ of drawing objects makes it easier to handle several objects as a single entity, while preserving their relative sizes and positions. [1]
 (a) Arranging (b) Shifting (c) Grouping (d) Controlling
17. _____ are the ways to produce the data stored in databases and tables in a printed form. [1]
 (a) Forms (b) Queries (c) Reports (d) Data
18. Which of the following will show up the non-printing characters in a Writer document? [1]
 (a) View > Formatting Marks (b) Ctrl + F10
 (c) Alt+F10 (d) Both (a) and (b)
19. What is the keyboard shortcut to apply the Text body style in Writer? [1]
 (a) Ctrl + 0 (b) Ctrl + 1 (c) Ctrl + 2 (d) Ctrl+3
20. Nita wants to know the way(s) to add a sheet to the Calc file. Help her to find the answer. [1]
 (a) Click on Add sheet button. (b) Select Insert > Sheet from the menu bar.
 (c) Both of these (d) None of these
21. Reema is working in Writer. She wants to delete an image from the document. In order to delete an image in Writer, she should click on the image and press _____ from keyboard. [1]
 (a) Delete key (b) Alt key (c) Shift key (d) Ctrl key
22. If you want to record changes, you must first click on _____. [1]
 (a) Edit menu > Track Changes > Protect (b) Edit menu > Track Changes > Manage
 (c) Edit menu > Track Changes > Record (d) Edit menu > Track Changes > Compare

[1]

23. Each user who wants to collaborate should be sure to enter a name on the: [1]
 (a) Tools > Options > LibreOffice > User data page
 (b) Tools > Options > LibreOffice > Security
 (c) Tools > Options > LibreOffice > View
 (d) None of these
24. A _____ is a saved sequence of commands or keystrokes that are stored for later use. [1]
 (a) Macro (b) Solver (c) Subtotal (d) Goal Seek
25. Which of the following appears at the topmost position in a Calc interface? [1]
 (a) Menu bar (b) Navigator (c) Title bar (d) Status bar
26. The shortcut keys combination _____ keys brings up the Function Wizard. [1]
 (a) Ctrl+F1 (b) Ctrl+F2 (c) Ctrl+F3 (d) Ctrl+F4

SECTION C

(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions (1×5=5 marks)

27. Rajni wants to call her 10 friends on her birthday party. She wants to send the invitation card at once to all her friends through email by using a feature of word processor. How can that feature be accessed by Rajni? [1]

- (a) Insert > Mail Merge (b) Format > Mail Merge
 (c) Tools > Mail Merge Wizard (d) None of these

28. Consider the following table Item: [1]

Table: Food_Items

Itemno	Iname	Price	Quantity per kg
1	Pulse	250	10
2	Turmeric	200	30
3	Coriander	150	25
4	Cinnamon	100	15
5	Cumin seeds	50	10

What is the command to insert a new record with the following values:

(6, 'Fenugreek seeds', 150, 20) in the table?

- (a) INSERT INTO Food_Items
 VALUES (6, 'Fenugreek seeds', 150, 20);
 (b) INSERT Food_Items
 VALUES (6, 'Fenugreek seeds', 150, 20);
 (c) UPDATE INTO Food_Items
 VALUES (6, 'Fenugreek seeds', 150, 20);
 (d) None of these

29. If the two departments (HR and IT) access the data simultaneously then only one department will see the updates by the other department. DBMS solves this issue. Thus, DBMS helps to avoid _____ which means if a single database is used by multiple users then it also ensures that the same data is present for all the users. [1]

- (a) Data redundancy (b) Data inconsistency (c) Data piracy (d) Data modification

30. Dhanush was telling about a feature of a word processor. He told that refers to the relation of images to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character. [1]
(a) Text wrapping (b) Text adding (c) Text aligning (d) Text positioning
31. Shaurya is working in a word processor. He had many heading in his document. He wants to have an index of all the heading that are present in the document. Which feature he should use to do the same? [1]
(a) Table of headings (b) Table of Contents
(c) Table of Indexes (d) Table of Bibliography
32. Amir was working in a file of a spreadsheet software. His friend was also working in the same file, but Amir wants to know what changes had been done by him. What feature does he use to track the changes done by his friend? [1]
(a) Comment (b) Track Changes
(c) Resolve Conflicts (d) Accepting Changes
33. Rinky wants to know about the Number data type in Calc. Which of the following statement(s) is/are TRUE about Number data type? [1]
(a) Numbers are generally raw numbers or dates.
(b) Numbers can be started with a dollar sign (\$) or with some other currency symbols to display as currency.
(c) By default, number and date data is aligned to the right in Calc.
(d) All of these



MODEL TEST PAPER-3

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SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. What is the single term used to refer to your expertise in your chosen area? [1]
(a) General awareness (b) Language competency
(c) Domain knowledge (d) None of these
2. Meditation helps us to enhance our: [1]
(a) Living style (b) Health (c) Mindfulness (d) Stress
3. Which of the following is a complex mixture of gestures, movement, posture and tone of voice? [1]
(a) Kinesics (b) Body language (c) Chronemics (d) Olfactics
4. What does RT in the type of OS, RTOS mean? [1]
(a) Rear Time (b) Rote Typing (c) Real Time (d) None of these
5. Which part of Windows system allows to make changes to the current settings on the computer? [1]
(a) Documents (b) Pictures (c) Control Panel (d) Shut Down
6. Which of the following is being referred to by: "It is an essential requirement to know what to do, when and where to start and when to finish everything on time"? [1]
(a) Discipline (b) Organisational skills
(c) Communication skills (d) Negotiating skills

SECTION B

Answer any 15 questions out of the given 20 questions (1×15=15 marks)

7. What is NOT an example of toolbar location in a Word processor? [1]
(a) Docked (b) fixed (c) Floating (d) Cased
8. Which tab contains the command to delete the table? [1]
(a) Design (b) Insert (c) Page Layout (d) Layout
9. In the normal case, what does dragging the autofill handle do? [1]
(a) It copies the formula or values (b) It fills with some standard series values
(c) Both (a) and (b) (d) It is meant for copying function usage only

10. Which is the type of reference that the below formula is referring to? [1]
 = \$D5 – E\$5
 (a) Relative cell reference (b) Absolute cell
 (c) Mixed cell (d) None of these
11. What is the location of Clip Art feature in MS Word 2010? [1]
 (a) Insert tab > Illustrations group > Clip Art option
 (b) Insert tab > Pictures group > Clip Art option
 (c) Insert tab > Images group > Clip Art option
 (d) None of these
12. In which drop-down of the Data tab > Data Tools group is Goal Seek present? [1]
 (a) Solver (b) Find Out (c) Find why (d) What-if Analysis
13. What is the path to access the Query Wizard feature in MS Access? [1]
 (a) Create tab > Queries group > Query drop-down
 (b) Create tab > Queries group > Query Wizard
 (c) Home tab > Query Wizard
 (d) Create tab > Forms group > Query Wizard
14. After the solver add-in has been added, what is the location of the solver feature of MS-Excel? [1]
 (a) Data tab > What-if Analysis group
 (b) Data tab > Outline group
 (c) Data tab > Analysis group
 (d) Review tab > Changes group > What-if Analysis group
15. What kind of permissions is required in order to execute a UPDATE query in SQL? [1]
 (a) Read (b) Write (c) Both (a) and (b) (d) Execute
16. What feature of Excel allows for creation of varying output for a minimum of one varying input and a maximum of two varying inputs? [1]
 (a) Goal Seek (b) Solver (c) Subtotal (d) Data Table
17. What is the single term used for pre-defined formulae in spreadsheets? [1]
 (a) Function (b) Predestination (c) Preconceived (d) Procedure
18. A formula in a spreadsheet always begins with: [1]
 (a) : sign (b) = sign (c) == sign (d) ; sign
19. Which cell address is specified inside the name box of Excel? [1]
 (a) Dormant cell (b) Sprite address (c) Active cell (d) Topmost address
20. Which dialog box opens when you click on Insert tab > Illustrations group > Picture option? [1]
 (a) Insert Picture (b) Drop Picture (c) Drag Picture (d) Enter Picture
21. From which tab of Word is Mail Merge feature used? [1]
 (a) Page Layout (b) References (c) Mailings (d) Review
22. Which tab and group is the Cut option of Word part of? [1]
 (a) Home tab, Review group (b) Home tab, View group
 (c) Home tab, Clipboard group (d) Home tab, Memory group
23. Where in the workspace is the status bar located in MS Word? [1]
 (a) Topmost (b) Somewhere in the middle
 (c) Bottommost (d) Rightmost

24. Which of the following is NOT a paragraph alignment available in MS Word? [1]
 (a) Left (b) Right (c) Center (d) Bottom
25. Which of the following documents is NOT required for the mail merge process? [1]
 (a) Main document (b) Data Source (c) Data Sorter (d) None of these
26. What is the product of the different data from the Excel spreadsheet areas, an example of? [1]
 (a) Subtotal Calculation (b) Scenario
 (c) Goal seek (d) Consolidation

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions (1×5=5 marks)

27. Kiran is working on DBMS. He wants to create an interface such that someone who is NOT technical is also able to work with the data and update/delete the data. He does NOT know that such a structure exists within any DBMS anyway. Help out Kiran by telling him that he may use this structure. [1]
 (a) Tables (b) Forms (c) Reports (d) Queries
28. In what format must the date be entered in order for it to be considered as a date? [1]
 (a) Indian format (b) Chinese format (c) American format (d) Australian format
29. Which tab of the MS Word 2010 software must you visit in order to see the templates available in the Word? [1]
 (a) File (b) Home (c) Insert (d) Page Layout
30. Why is Goal seek considered as working backwards? [1]
 (a) Because we try to work out the input from given output, rather than the other way round
 (b) Because it tries to find cause before effect
 (c) Both (a) and (b)
 (d) Because it is slow in execution
31. The common text Written for different letters in Mail Merge process is given the name of: [1]
 (a) Main document (b) Data Source (c) Access lists (d) Access Control List
32. Najimul has a problem of finding out two integral values whose weighted average is a given value. He must find out both the input values that can cause the known output. Which tool should he use from within the spreadsheet software? [1]
 (a) Goal Seek (b) Solver (c) Subtotal (d) Consolidate
33. Hussain knows how to use the function AVERAGE on a set of cells in the same column. But he is not sure how to find out the average in case the numbers are in a row. How can you help Husaain? [1]
 (a) If the column is say A1:A7, a row can also be specified similarly, like C3:G3. This range, that is, C3:G3 goes as argument to the AVERAGE function
 (b) It will need a different function
 (c) There is no way to average out row values
 (d) None of these reasons is valid



MODEL TEST PAPER-4

(Based on the latest CBSE Sample Paper)

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. Which of the following term defines the systematic efforts to direct thoughts, feelings, and actions towards the attainment of one's goals? [1]
(a) Self-regulation (b) Self-motivation (c) Self-dedication (d) Self-awareness
2. Saroj usually shares her thoughts with her friends by using words in a mutually understandable language. Which type of communication is she using to share her thoughts? [1]
(a) Verbal communication (b) Non-verbal communication
(c) Handwritten communication (d) Visual communication
3. Rinky is expressing her thoughts by using different facial expressions. What type of communication she is using? [1]
(a) Verbal communication (b) Non-verbal communication
(c) Handwritten communication (d) Visual communication
4. Parul wants to know out of the following options which one refers to knowledge and understanding of yourself-your emotions, beliefs, values, biases, knowledge base, abilities, motivations, interests, etc. [1]
(a) Self-dedication (b) Self-motivation
(c) Self-awareness (d) Self-indication
5. Rani wants to know the name of the method used to change the name of an existing file or folder. Help her to find the answer of the same. [1]
(a) Rename (b) Creation (c) Deletion (d) None of these
6. Ashima is moving a folder in windows from one place to another. Which method is she using? [1]
(a) Copy and Paste (b) Cut and Paste
(c) Copy and Cut (d) None of these

SECTION B

(1×15=15 marks)

Answer any 15 questions out of the given 20 questions

7. The sidebar normally opens on the _____ . [1]
(a) Right side of the Writer interface (b) Left side of the Writer interface
(c) Bottom of the Writer interface (d) Top of the Writer interface
8. Which of the following does NOT show up Templates dialog box? [1]
(a) File > New> Templates (b) File> Templates> Manage Templates
(c) File> New> Text Document (d) None of these
9. Which menu is used to create Table of Contents in a document? [1]
(a) File menu (b) Format menu (c) Insert menu (d) Styles menu
10. The processed data that finds itself inside the computer is known as _____. [1]
(a) Facts (b) Binder (c) Information (d) Bytes
11. A column within a table that contains only one type of information is called: [1]
(a) A field (b) A record (c) A file (d) A data
12. Which of the following is used to apply styles at multiple places quickly in a document? [1]
(a) Fill Format mode (b) Frame Styles
(c) New Style from Selection (d) None of these
13. What is the name given to a combination of two cell references? [1]
(a) Relative reference (b) Absolute reference (c) Mixed reference (d) None of these
14. The _____ tool is just an elaborate form of the Goal seek tool. [1]
(a) Subtotal (b) Solver (c) Consolidate (d) Sorting
15. After the document has been modified, clicking on which option will update the Table of Contents? [1]
(a) Delete index (b) Update index (c) Modify index (d) Analyze index
16. What is the deck known as from the sidebar where the styles can be selected in a document? [1]
(a) Styles (b) Properties (c) Page (d) Navigator
17. Under the Multiple Operations feature in a spreadsheet, you may create _____ based on different input values. [1]
(a) One output (b) Random outputs
(c) Multiple outputs (d) Output does not occur
18. What is the name of the cell into which data is being typed? [1]
(a) Active cell (b) Cell (c) Worksheet (d) Row
19. _____ is the shortcut keys combination to copy a table from one place to another in a word processor. [1]
(a) Ctrl+C (b) Ctrl+X (c) Ctrl+P (d) Ctrl+V
20. The Consolidate option is part of the: [1]
(a) Edit menu (b) Insert menu (c) Data menu (d) Format menu
21. What is the default alignment of number and date data in Calc? [1]
(a) Right (b) Left (c) Center (d) Justify
22. What is the range of cells in the formula = AVERAGE(A1:E1)? [1]
(a) A1 (b) E1
(c) A1:E1 (d) Range is not available

23. The _____ provides information about the spreadsheet and convenient ways to quickly change some of its features. It is present at the bottom of the workspace. [1]
 (a) Status bar (b) Standard bar (c) Page Style (d) Title bar
24. Name the dialog box from which it is possible to crop an image by specifying the four margins in a document. [1]
 (a) Picture dialog box (b) Image dialog box
 (c) Image Properties dialog box (d) Picture Properties dialog box
25. Samyak is working in Writer. He wants to learn the ways to launch the Drawing tool bar, if not available on the interface. Help him to do so. [1]
 (a) View> Toolbars > Drawing (b) Insert> Drawing
 (c) Insert> Group > Drawing (d) Insert > Group > Drawing
26. A _____ is a document model that you use to create other documents. [1]
 (a) Anchoring (b) Alignment (c) Template (d) Text wrap

SECTION C (COMPETENCY BASED QUESTIONS)

(1×5=5 marks)

Answer any 5 questions out of the given 7 questions

27. Rahul was working in a spreadsheet software. He was working in many sheets simultaneously. So, he wants to name each sheet separately. But, he had forgotten the steps to do so. Tell him the steps to name a worksheet. [1]
 (a) Right-click on the sheet tab → Type in a new name for the sheet → Click on OK.
 (b) Click on the sheet tab → Name Sheet → Type in a new name for the sheet → Click on OK.
 (c) Right-click on the sheet tab → Rename Sheet → Type in a new name for the sheet → Click on OK.
 (d) None of these

28. Create the following table : Musical_Items. [1]

Column name	Data type	Size Constraint
Itemno	Integer	Primary key
Iname	Varchar	15
Price	Numeric	10, 2
Quantity per item	Integer	3

a)

Table: Musical_Items

Itemno	Iname	Price	Quantity per item
1	Piano	750	100
2	Flute	60	310

Write a query to update the Price of Itemno: 2 as '8000'.

- (a) UPDATE Musical_Items
 SET Price=8000 WHERE Itemno=2;
 (b) UPDATE Musical_Items
 Price=8000 WHERE Itemno=2;
 (c) INSERT Musical_Items
 SET Price=8000 WHERE Itemno=2;
 (d) None of these

29. Simran doesn't know the use of *Insert > Sheet* command. Tell her the use of this command. [1]
(a) New sheet gets inserted (b) An existing sheet gets deleted
(c) An existing sheet gets updated (d) To manage all the sheets
30. Rinky wants to delete a created template. But she doesn't know which menu is used to do the same. Help her to find the correct answer. [1]
(a) Edit menu (b) Format menu (c) File menu (d) Tools menu
31. Nandini had applied Sentence case onto the text. What happens on applying this case onto text? [1]
(a) Reverses the case of each letter in the selection.
(b) Every word starts with a capital letter.
(c) All letters are capitalised.
(d) The first letter of the sentence is in Capitals as also are the proper nouns.
32. Yashvi wants to know about the name of the field from table design view designates the assumed value for the field, if it is not provided by the user input. Tell her the correct answer. [1]
(a) Entry required (b) Default value
(c) Format example (d) None of these
33. Abhishek had opened the Calc interface to work in it. But, he had noticed that formula bar is not visible in the main menu bar. Find him the correct option to locate the formula bar. [1]
(a) *Format > Formula Bar* (b) *Layout > Formula Bar*
(c) *View > Formula Bar* (d) *Edit > Formula Bar*



MODEL TEST PAPER-5

(Based on the latest CBSE Sample Paper)

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1×5=5 marks)

1. Atul shares his thoughts with others by using anything other than words. Which type of communication is he using? [1]
(a) Verbal communication (b) ~~Non-verbal communication~~
(c) Handwritten communication (d) Visual communication
2. Which of the following is NOT one of the type of self-awareness? [1]
(a) Self-awareness of your strengths (b) Self-awareness of your dark side
(c) Self-awareness of your emotional triggers (d) ~~Self-awareness of your pressure~~
3. _____ results from pressure, tension, worries and problems in our life. [1]
(a) ~~Stress~~ (b) Self-motivation
(c) Self-regulation (d) Awareness
4. Shantanu is a student and during the learning process he came across the word called 'Chronemics'. Tell him the meaning of the same word. [1]
(a) It refers to the use of colors and the meanings they convey.
(b) ~~It refers to the use of time in a disciplined manner.~~
(c) It refers to how we use physical space in our day-to-day interaction with others.
(d) It refers to the use of actions instead of words to communicate.
5. _____ means to change the name of an existing file or folder. [1]
(a) Rename (b) Creation
(c) ~~Deletion~~ (d) None of these
6. _____ is a kind of software which seems useful in the beginning, but will cause damage to the computer once installed. [1]
(a) Trojan horse (b) Worm
(c) Malware (d) None of these

SECTION B

Answer any 15 questions out of the given 20 questions

(1×15=15 marks)

7. Which of the following is the correct sequence of steps to update the Table of Contents in Writer? [1]
- (a) Right-click on the TOC → click on Update index ✓
(b) Right-click on the TOC → click on Index
(c) Right-click on the TOC → click on Index Update
(d) Right-click on the TOC → click on Index → Update
8. To ungroup or break apart a group of objects, select the group then go to Format > Group > _____ on the menu bar: [1]
- (a) Group (b) Enter group (c) Ungroup (d) None of these
9. Write down a query to find all tuples of a table ABC with name field as "AMIT". [1]
- (a) SELECT ? FROM ABC WHERE name = "AMIT"
(b) SELECT * FROM ABC WHERE name = "AMIT" ✓
(c) SELECT ** FROM ABC WHERE name = "AMIT"
(d) SELECT & FROM ABC WHERE name = "AMIT"
10. In the _____ tool, you may maximise, minimise or equate to a value. [1]
- (a) Subtotal (b) Scenario (c) Goal Seek (d) Solver ✓
11. To write a mathematical expression, choose the Equation option from the _____ tab in a Spreadsheet. [1]
- (a) Home (b) Insert ✓ (c) Data (d) Review
12. When a document is created and saved, it automatically contains a library named (in a spreadsheet program.) [1]
- (a) First (b) Standard ✓ (c) Macro (d) None of these
13. Clicking on Insert > Comment allows to _____. [1]
- (a) Add a comment ✓ (b) Edit a comment
(c) Delete a comment (d) Record a comment
14. What is the most basic tool to solve "what-if" scenarios in Calc? [1]
- (a) Solver (b) Goal Seek ✓ (c) Subtotal (d) None of these
15. Which sequence of menu items and commands lets you share a document? [1]
- (a) Tools > Share spreadsheet ✓ (b) Edit > Share
(c) Tools > Share (d) Edit > Share spreadsheet
16. The primary key can never be _____ in a table. [1]
- (a) NULL (b) Duplicated (c) Both (a) and (b) ✓ (d) None of these
17. Which key is used to delete a selected image in a word processor? [1]
- (a) Enter key (b) Backspace key ✓ (c) Shift key (d) Ctrl key
18. _____ controls how images are stacked upon each other or relative to the text. [1]
- (a) Arrangement ✓ (b) Alignment (c) Anchoring (d) Positioning
19. What is the name of the file that contains name and address, i.e. data of recipients in doing mail merge? [1]
- (a) Main document (b) Data source ✓ (c) Address list (d) Both (a) and (b)

20. The two insert modes of Writer are: INSERT and _____ [1]
 (a) ~~OVERWRITE~~ (b) OVERLOOK (c) WRITE (d) OVERVIEW
21. _____ of drawing objects makes it easier to handle several objects as a single entity, while preserving their relative sizes and positions. [1]
 (a) Arranging (b) Shifting (c) ~~Grouping~~ (d) Aligning
22. Which of the following will show up the non-printing characters in a Writer document? [1]
 (a) View → Formatting Marks (b) Ctrl + F10
 (c) ~~Both (a) and (b)~~ (d) None of these
23. Which of the following in the Calc interface is referred to by A, B, C and so on? [1]
 (a) Status bar (b) Title bar (c) ~~Column headers~~ (d) Row headers
24. After switching on the Track Changes option, all the changes done will appear with a _____ around it. [1]
 (a) Yellow (b) ~~Red~~ (c) Green (d) Black
25. Which deck is visible from the sidebar where the styles can be selected in a document? [1]
 (a) ~~Styles~~ (b) Properties (c) Page (d) None of these
26. Name the dialog box from which it is possible to crop an image by specifying the four margins in a document. [1]
 (a) ~~Picture dialog box~~ (b) Image dialog box
 (c) ~~Image Properties dialog box~~ (d) None of these

SECTION C

(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions

(1×5=5 marks)

27. Sushma is working in Writer application. She had written some text in it. She had selected all the text and applied Lowercase to it. What happens to the text when the user applies LowerCase onto the text? [1]
 (a) Reverses the case of each letter in the selection
 (b) Every word starts with a capital letter
 (c) ~~All letters are in small letter~~
 (d) The first letter of the sentence is in Capitals as also are the proper nouns
28. Reema does not know which sign is used to insert a formula or function in Calc. Help her to find the correct option. [1]
 (a) =(Equal to) (b) ?(Question mark)
 (c) <(Less than) (d) >(Greater than)
29. Shubham wants to know the name of the function which is used to count the number of objects in a given range of data? [1]
 (a) ~~MAX()~~ (b) MIN() (c) COUNT() (d) PRODUCT()
30. Deepika wants to invite 10 friends to her birthday party. Which feature of a word processor will allow her to send the invitation once at the same time to all of her friends? [1]
 (a) ~~Mail Merge~~ (b) Header (c) Template (d) Alignment

31. Rishabh wants to know about the full form of the term RDBMS. Suggest to him the correct expanded form of the same. [1]

- (a) Rational Database Management System
- (b) Relational Database Management System ✓
- (c) Redundant Database Management System
- (d) None of these

32. Manan had forgotten the name that refers to the relation of images to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character. Help him to find the answer. [1]

- (a) Word wrapping
- (b) Image wrapping
- (c) Text wrapping ✓
- (d) Sentence wrapping

33. Shaurya wants to protect the spreadsheet so that no one can make unnecessary changes to it. Which option is used to protect the spreadsheet? [1]

- (a) Edit > Protect Document
- (b) File > Protect Document
- (c) Tools > Protect Document ✓
- (d) Insert > Protect Document



ANSWERS

CBSE SAMPLE QUESTION PAPER

1. (a) 2. (c) 3. (b) 4. (c) 5. (c) 6. (c) 7. (b) 8. (d) 9. (c) 10. (a)
11. (d) 12. (a) 13. (c) 14. (a) 15. (d) 16. (d) 17. (b) 18. (c) 19. (b) 20. (c)
21. (b) 22. (b) 23. (a) 24. (b) 25. (c) 26. (a) 27. (a) 28. (a) 29. (c) 30. (d)
31. (d) 32. (c) 33. (b)

MODEL TEST PAPER-1

1. (c) 2. (d) 3. (d) 4. (c) 5. (c) 6. (c) 7. (c) 8. (b) 9. (a) 10. (d)
11. (a) 12. (c) 13. (b) 14. (a) 15. (a) 16. (a) 17. (c) 18. (d) 19. (c) 20. (a)
21. (c) 22. (d) 23. (d) 24. (d) 25. (b) 26. (b) 27. (d) 28. (c) 29. (b) 30. (c)
31. (d) 32. (a) 33. (b)

MODEL TEST PAPER-2

1. (b) 2. (a) 3. (c) 4. (b) 5. (a) 6. (a) 7. (c) 8. (b) 9. (c) 10. (a)
11. (b) 12. (c) 13. (c) 14. (a) 15. (a) 16. (c) 17. (c) 18. (d) 19. (a) 20. (c)
21. (a) 22. (c) 23. (a) 24. (a) 25. (c) 26. (b) 27. (c) 28. (a) 29. (b) 30. (a)
31. (b) 32. (b) 33. (d)

MODEL TEST PAPER-3

1. (c) 2. (c) 3. (b) 4. (c) 5. (c) 6. (b) 7. (d) 8. (d) 9. (c) 10. (c)
11. (a) 12. (d) 13. (b) 14. (c) 15. (c) 16. (d) 17. (a) 18. (b) 19. (c) 20. (a)
21. (c) 22. (c) 23. (c) 24. (d) 25. (c) 26. (d) 27. (b) 28. (c) 29. (a) 30. (c)
31. (a) 32. (b) 33. (a)

MODEL TEST PAPER-4

1. (a) 2. (a) 3. (b) 4. (c) 5. (a) 6. (b) 7. (a) 8. (c) 9. (c) 10. (c)
11. (a) 12. (a) 13. (c) 14. (b) 15. (b) 16. (a) 17. (c) 18. (a) 19. (a) 20. (c)
21. (a) 22. (c) 23. (a) 24. (c) 25. (a) 26. (c) 27. (c) 28. (a) 29. (a) 30. (c)
31. (d) 32. (b) 33. (c)

MODEL TEST PAPER-5

1. (b) 2. (d) 3. (a) 4. (b) 5. (a) 6. (a) 7. (a) 8. (c) 9. (b) 10. (d)
11. (b) 12. (b) 13. (a) 14. (b) 15. (a) 16. (c) 17. (b) 18. (a) 19. (b) 20. (a)
21. (c) 22. (c) 23. (c) 24. (b) 25. (a) 26. (c) 27. (c) 28. (a) 29. (c) 30. (a)
31. (b) 32. (c) 33. (c)