Code No. RSPL/2

Candidates must write the Code on the
title page of the answer-book.

Roll No.

- Please check that this question paper contains 6 printed pages.
- The code number given on the right –hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains 21 questions.
- **Please write down the serial number of the question before attempting it.**

Subject: Information Technology (Code: 402)

Time allowed :- 2 Hours   *Maximum Marks : 50*

General Instructions:

1.Please read the instructions carefully.

2.Section A has Objective type questions whereas Section B contains Subjective type questions.

3.**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.**

4.All questions of a particular section must be attempted in the correct order.

5.**SECTION A** – Objective Type Questions (24 Marks):

(i)This section has 05 questions.

(ii)Marks allotted are mentioned against each question/part.

(iii)There is no negative marking.

(iv)Do as per the instructions given.

6.**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.

(1 x 4 = 4 marks)

(i) Which software category ensures the proper functioning of a computer by handling hardware management? (1)

    (a) System Software   (b) Utility Software

    (c) Application Software   (d) Development Software

(ii) Delivering a presentation in class is an example of (1)

    (a) Lectures and Speeches   (b) Face-to-Face Interaction

    (c) Public Speaking   (d) Visual Communication

(iii) What is the role of green skills in waste management? (1)

    (a) Encouraging unsustainable disposal methods

    (b) Promoting recycling and composting practices

    (c) Increasing landfills and waste accumulation

    (d) Disregarding the concept of resource conservation

(iv) The drive within you that compels you to complete tasks is_____ . (1)

    (a) Self-motivation   (b) Self-regulation

    (c) Self-awareness   (d) Self-sufficient

(v) Ramesh turned on his computer to complete an assignment. As the computer started, the operating system loaded into the main memory from the hard disk, enabling him to use the system. What is this process called? (1)

    (a) Uploading   (b) Booting   (c) Starting   (d) Downloading

(vi) John notices that the cost of raw materials is lower in a different supplier's location compared to his current supplier. He decides to switch to the new supplier to save money. Which function that the entrepreneur is doing? (1)

    (a) Makes decisions   (b) Divides income

    (c) Takes risk   (d) Innovation

2. Answer any 5 out of the given 6 questions   **(1 × 5 = 5 marks)**

(i) What is the shortcut method to apply a particular Styles in LibreOffice Writer?

(1)

    (a) Templates   (b) Fill Format Mode

    (c) Anchoring   (d) Text Wrapping

(ii) What is the file extension of a template document created in LibreOffice Writer? (1)

(a) .ods   (b) .odt   (c) .ott   (d) .odf

(iii) In LibreOffice Writer, which of the following graphic filters reduces the number of colors used in a picture to make it appear like a painting? (1)

(a) Solarization   (b) Aging   (c) Mosaic   (d) Posterize

(iv) LibreOffice Writer's Table of Contents feature lets you build an automated table of contents from the .... of your document. (1)

(a) Styles   (b) Templates   (c) Headings   (d) Tables

(v) Which option in LibreOffice Writer allows the creation of a new Styles using drag-and-drop method? (1)

(a) Templates   (b) Design Mode
(c) Styles Pane   (d) None of these

(vi) While adjusting the layout in LibreOffice Writer, which feature allows you to set a reference point for shapes and images to keep them positioned relative to the other content? (1)

(a) Grouping   (b) Alignment   (c) Anchoring   (d) Layering

3. Answer any 5 out of the given 6 questions   (1 × 5 = 5 marks)

(i) In LibreOffice Calc, while working with a file in sharing mode, which border color indicates that a cell's contents have been modified by other users? (1)

(a) Red   (b) Green   (c) Blue   (d) Yellow

(ii) Which of the following is an invalid Macro Name? (1)

(a) 1formatword   (b) format word   (c) format*word   (d) Format_word

(iii) The comments that are added while creating a scenario is displayed in the ____ while using scenario. (1)

(a) Preview pane   (b) Navigator Box
(c) Comment Window   (d) None of these

(iv) _____ can help to clarify the relation between cells while using "Multiple Operations". (1)

(a) Detective   (b) Navigation   (c) Solver   (d) Hyperlink

(v) Which of the following is not a spreadsheet software? (1)

     (a) VisiCal   (b) MS-Excel   (c) Impress   (d) Lotus 1-2-3

(vi) Which of the following is the syntax for referencing an individual cell? (1)

     (a) Sheet_name!First_cell:Last_cell   (b) Sheet_name!cell_range

     (c) Sheet_name!Cell_address   (d) Sheet_name.Cell_address

4. Answer any 5 out of the given 6 questions   (1 × 5 = 5 marks)

(i) Which of the following database objects is defined as a request made to a database for retrieving the required information? (1)

     (a) Table   (b) Report

     (c) Query   (d) Form

(ii) Which term describes a set of attributes in a relation that are capable of becoming a primary key? (1)

     (a) Foreign Key   (b) Composite Primary Key

     (c) Alternate Key   (d) Candidate Key

(iii) .... store data in Single table. (1)

     (a) Flat File   (b) Record   (c) Single File   (d) Form

(iv) GUI acts as Front end and _____ acts as Back End. (1)

     (a) Database Server   (b) Table   (c) Main Server   (d) File

(v) Char is a .... length data type and varchar is a .... length data type. (1)

     (a) Fixed, Variable   (b) Variable, Fixed

     (c) Variable, Variable   (d) Fixed, Fixed

(vi) By default, data type of fields is._____. (1)

     (a) Text [Varchar]   (b) Text [Char]   (c) Int   (d) Long

5. Answer any 5 out of the given 6 questions   (1 × 5 = 5 marks)

(i) Which type of hazards includes risks associated with machinery and equipment? (1)

     (a) Chemical Hazard   (b) Physical Hazard

     (c) Biological Hazard   (d) Environmental Hazard

(ii) What includes fire prevention, fire detection, sending warnings and ensuring proper emergency escape? (1)

        (a) Fire Safety Risk Assessment   (b) Emergency Response Plan

        (c) Health and Safety Regulations   (d) Workplace Safety Training

(iii) Organization must have_____for emergencies. (1)

        (a) Staff   (b) Policies   (c) Assembly point (d) None of these

(iv) Health of an employee is the state of the physical, _____ and _____ wellbeing. (1)

        (a) financial, social   (b) financial, mental

        (c) financial, personal   (d) mental, social

(v) Which of the following is not the cause of physical hazard? (1)

        (a) Radiation   (b) Pesticides

        (c) Noise   (d) Exposure to sunlight

(vi) Source of any potential harm is called _____. (1)

        (a)Emergency   (b) Accident   (c) Hazard   (d) None of these

SECTION B: SUBJECTIVE TYPE QUESTIONS

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

(2 × 3 = 6 marks)

Answer each question in 20 – 30 words.

6. Write any four benefits of written communication. (2)

7. "Entrepreneurs are born, not made." How can education and mentorship disprove this notion? (2)

8. Anita is learning how green skills help combat climate change by promoting sustainability, renewable energy, and reducing carbon footprints. What role do green skills play in addressing climate change? (2)

9. What is the difference between file and folder? (2)

10. Self-management is essential for the personal development and wellbeing of human beings. In what ways does it help us? (2)

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

(2 × 4 = 8 marks)

11. What is the use of comparing different versions of spreadsheet files? (2)

12. Mention any four advantages of Buddy System at workplace. (2)

13. Explain Absolute Hyperlink in Calc with an example. (2)

14. When we insert any object or image in a LibreOffice Writer document, it can

be modified as per requirement. What are the various ways to do so? (2)

15. What is Referential Integrity? Explain its purposes. (2)

16. Which are the wildcard characters used in LibreOffice Base? Explain their use with example. (2)

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

(4 × 3 = 12 marks)

17. In a manufacturing unit, a worker suffers an injury while operating a machine. The incident prompts a review of the health and safety practices at the workplace.

Based on this, answer the following questions:

(a) What immediate actions should be taken to provide assistance to the injured worker?

(b) What electrical safety protocols can be enforced to prevent accidents like this in the future?

(c) What initiatives can be taken to promote healthy eating habits among employees to enhance their overall wellbeing?

(d) What measures should be taken to identify and mitigate potential hazards in the manufacturing unit to ensure a safe working environment? (4)

18. Write the steps to create a template in LibreOffice Writer. (4)

19. Define the following terms related to LibreOffice Calc.

1. Consolidation   2. Subtotal   3. Macro   4.What-if analysis (4)

20. What is the difference between form and report in database? (4)

21. Which are the different anchoring options available in the Word Processor? (4)