SAMPLE PAPER–7 (Solved)
(Based on the latest CBSE Sample Paper)

Time : 2 Hours　　　　　　　　　　　　　　　　　　　　　**Maximum 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 part / section must be attempted in the correct order.
6. SECTION A – OBJECTIVE TYPE QUESTIONS (24 MARKS):
   (i) Each question carries 1 mark.　　(ii) There is no negative marking.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
   (i) This section has 16 questions in three parts viz. Part A, Part B and Part C.
   (ii) A candidate has to do 10 questions(3 questions from Part A, 4 questions from Part B and 3 questions from Part C).
   (iii) Part A has 05 questions on Employability Skills. Do any 03 questions. Answer these questions in 20–30 words each. Each question carries 2 marks. (2 × 3 = 6 Marks).
   (iv) Part B has 06 subject specific questions. Do any 04 questions. Answer these questions in 20–30 words each. Each question carries 2 marks. (2 × 4 = 8 Marks).
   (v) Part C has 05 subject specific questions. Do any 03 questions. Answer these questions in 50–80 words each. Each question carries 4 marks. (4 × 3 = 12 Marks).

SECTION A : OBJECTIVE TYPE QUESTIONS

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

(i) _____communication enables us to share our thoughts with others by using words in a mutually understandable language.　　　　　　　　　　**[1]**

(a) Verbal　　　(b) Non-verbal　　　(c) Handwritten　　　(d) Visual

Ans. (a) Verbal

(ii) Which of the following are the systematic efforts to direct thoughts, feelings, and actions towards the attainment of one's goals has assumed great importance in the psychological and educational literatures?　　　　　　　　　　**[1]**

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

(c) Self-dedication　　　　　　　　(d) None of these

Ans. (a) Self-regulation

(iii) _____ 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

Ans. (a) Trojan horse

(iv) Sustainable development requires judicious use of _____.　　**[1]**

(a) Natural resources　　　　　　　(b) Human resources

(c) Man-made resources　　　　　　(d) None of these

Ans. (a) Natural resources

(v) *An entrepreneur is the builder of* _____: [1]

    (a) *Competitors*   (b) *Economic growth*

    (c) *Inspiration*   (d) *None of these*

Ans. (b) Economic growth

(vi) *The idea of sustainable development originated in the ideas for forest management in the* _____ *centuries.* [1]

    (a) *16ᵗʰ and 17ᵗʰ*   (b) *17ᵗʰ and 18ᵗʰ*

    (c) *18ᵗʰ and 19ᵗʰ*   (d) *All of these*

Ans. (b) 17th and 18th

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

    (i) _____ *is a form of communication that involves transfer of text-based messages from sender to receiver.* [1]

    (a) *Email*   (b) *Instant Messaging (IM)*

    (c) *Yahoo Messenger*   (d) *None of these*

Ans. (b) Instant Messaging (IM)

    (ii) *An* _____ *covers designated actions employers and employees must take to ensure employee safety from fire and other emergencies.* [1]

    (a) *Evacuation*   (b) *Emergency action plan*

    (c) *Accident*   (d) *None of these*

Ans. (b) Emergency action plan

    (iii) *Audio and* _____ *conferencing can be done by using Google account.* [1]

    (a) *Virus*   (b) *Video*   (c) *Contact*   (d) *None of these*

Ans. (b) Video

    (iv) _____ *is a software which is installed on your computer to spy on your activities.* [1]

    (a) *Worm*   (b) *Trojan Horse*

    (c) *Spyware*   (d) *None of these*

Ans. (c) Spyware

    (v) *The term 'weblog' was coined by Jorn Barger in* _____. [1]

    (a) *1995*   (b) *1996*   (c) *1997*   (d) *None of these*

Ans. (c) 1997

    (vi) _____ *hazards are caused by stress, violence, etc. at workplace.* [1]

    (a) *Biological*   (b) *Chemical*

    (c) *Psychosocial*   (d) *None of these*

Ans. (c) Psychosocial

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

    (i) _____ *is the shortcut keys combination to copy the text from one place to another in a word processor.* [1]

    (a) *Ctrl+C*   (b) *Ctrl+X*   (c) *Ctrl+P*   (d) *None of these*

Ans. (a) Ctrl+C

    (ii) *In order to delete an image in Writer, click on the image and press* _____ *from keyboard.* [1]

    (a) *Delete key*   (b) *Alt key*   (c) *Shift key*   (d) *None of these*

Ans. (a) Delete key

(iii) *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*
Ans. (c) File> New> Text Document

(iv) *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) *None of these*
Ans. (a) Right side of the Writer interface

(v) *Which tab is used to create table of contents in a document?* [1]
    (a) *File tab*
    (b) *Format tab*
    (c) *Insert tab*
    (d) *Styles tab*
Ans. (c) Insert tab

(vi) *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*
Ans. (a) Fill Format mode

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

(i) *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*
Ans. (a) Tools > Options > LibreOffice > User data page

(ii) *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) *None of these*
Ans. (c) Edit menu> Track Changes> Record

(iii) *If the formula bar is not visible, go to* _____ *on the main menu bar.* [1]
    (a) *Rename sheet*
    (b) *Insert mode*
    (c) *View>Formula Bar*
    (d) *None of these*
Ans. (c) View > Formula Bar

(iv) *A* _____ *is a saved sequence of commands or keystrokes that are stored for later use.* [1]
    (a) *Macro*
    (b) *Solver*
    (c) *Subtotal*
    (d) *None of these*
Ans. (a) Macro

(v) *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) *None of these*
Ans. (c) text

(vi) *The shortcut* _____ *keys brings up the Function Wizard.* [1]
    (a) *Ctrl+F1*
    (b) *Ctrl+F2*
    (c) *Ctrl+F3*
    (d) *None of these*
Ans. (b) Ctrl + F2

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

(i) *The singular form for data is:* [1]

   (a) Datus   *(b) Datan*   *(c) Datum*   *(d) None of these*

Ans. (c) Datum

(ii) *Input to a computer is known as* _____. [1]

   (a) Information   *(b) Data*   *(c) Facts*   *(d) None of these*

Ans. (b) Data

(iii) *The processed data that finds itself inside the computer is known as* _____. [1]

   (a) Facts   *(b) Binder*

   (c) Information   *(d) None of these*

Ans. (c) Information

(iv) *Which of the following is NOT a property of a DBMS?* [1]

   (a) Data redundancy is avoided   *(b) Data can be shared*

   (c) Both (a) and (b)   *(d) None of these*

Ans. (d) None of these

(v) *Which of the following is the name of a DBMS?* [1]

   (a) Writer   *(b) Calc*   *(c) Base*   *(d) None of these*

Ans. (c) Base

(vi) *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) None of these*

Ans. (a) A field

SECTION B : SUBJECTIVE TYPE QUESTIONS

Part A : Short Answer Type Questions On Employability Skills

Answer any 3 of the given 5 questions (2 × 3 = 6 marks)

6. *State some of the ways to ensure the conciseness of a message.* [2]

Ans. Some of the ways of ensuring the conciseness of a message could be:

- Cutting out wordy phrases and sentences
- Including only relevant information
- Doing away with faulty/unclear pronoun usage: 'it is', 'this is', 'there is', etc.
- Sparing usage of abstract subjects and passive verbs

7. *Give any two advantages of adopting entrepreneurship as a career.* [2]

Ans. Any two advantages of adopting entrepreneurship as a career are as follows :

  (i) Independence: An entrepreneur is his own boss. He can take all decisions himself. He need not obey someone.

  (ii) Ambition-Fulfilment: Some people want to convert their original ideas into a new product or service, for example smartphone, electric vehicle, driver less train, etc.

8. *Write any two ways to find out that a person is in stress.* [2]

Ans. Any two ways to find out that a person is in stress are as follows:

  (i) Finding out your 'alarm response' or signs and symptoms of stress: Our body produces a physical 'alarm response' that pumps adrenalin through our body, tensing our muscles and speeding up our heart. This alarm response, in most cases, does not do us any good. You can learn to respond calmly, and deal actively and positively with your stress, whether it is caused by external or internal factors.

(ii) **Identifying your physical and mental signs of stress:** It is important to identify the different signs of stress, for it could be the first step in learning how to deal with your own stress or stress signs of someone you work with such as your boss, colleague or a family member. Sometimes, you are so used to living with stress that you don't know how to identify it.

9. *State any two damages done by the virus to your computer system.* [2]

Ans. Any two damages done by the virus to your computer system are as follows:
   (i) Decreasing the hard disk space by duplicating files.
   (ii) Destroying parts of programs and files, which create bad sectors on the disk.

10. *Explain any two long term solutions related to sustainable development.* [2]

Ans. Any two long term solutions related to sustainable development are as follows:
   (i) Protection of ecology through taxes and fines, making it more costly to release the waste than would be the cost of treating the waste before discharge.
   (ii) More and more emphasis should be on development of sustainable agriculture.
       Elements of sustainable agriculture include permaculture, agroforesty, mixed farming, multiple cropping and crop rotation.

PART B : Short Answer Type Questions On Subject Specific Skills

Answer any 4 of the given 6 questions (2 × 4 = 8 marks)

11. *What is signified by text wrapping?* [2]

Ans. Text wrapping 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.

12. *Describe the number data type in Calc in detail.* [2]

Ans. Numbers are generally raw numbers or dates. By default, number and date data is aligned to the right in Calc.
   A decimal point is used as a separator for decimal numbers.
   A comma is used as a separator for numerical values in thousands, one hundred thousands, etc.
   Numbers can be started with a dollar sign ($) or with some other currency symbols to display as currency.
   Numbers are interpreted as a date only if it is entered in the American date format, such as mm-dd-yy: and not in the Indian format, i.e. dd-mm-yy.

13. *Explain slips, trips and falls type of accident that occur at workplace.* [2]

Ans. **Slips, trips and falls:** One of the common accidents in workplace is slipping on wet floor or you likely encountered slippery tiled surfaces. Other risks are falling from height while working, falling from stairs SLIPS TRIPS FALLS and scaffolding. These accidents can happen in any work environment and the injuries sustained can range in severity. If you were injured in the course of work as the result of a slip and fall or other type of accident, you may be entitled to financial support in the form of workers' compensation or Social Security disability.

14. *What are E-Commerce and E-Shopping?* [2]

Ans. E-Commerce is a major application of Internet. Users can buy or sell goods over the Internet by paying online using a credit card or debit card.
   E-shopping is a form of electronic commerce that allows customers to directly buy goods from a seller on the Internet by using a web browser. It is also known as Online Shopping.

15. *What is data inconsistency that DBMS addresses?* [2]

Ans. DBMS helps to avoid data inconsistency. It means if a single database is used by multiple users then it also ensures that the same data is present for all the users. For example, 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.

16. *What is the difference between absolute and relative links?* [2]

Ans. An absolute link will stop working only if the target is moved. A relative link will stop working only if the start and target locaions change relative to each other.

PART C: Descriptive/ Long Answer Type Questions On Subject Specific Skills

(4 × 3 = 12 marks)

Answer any 3 of the given 5 questions [4]

17. *Write the steps to create a new scenario in a spreadsheet?*

Ans. To create a new scenario, follow the given steps:
  (i) Select the cells that contain the values that will change between scenarios. To select multiple ranges, hold down the **Ctrl** key as you click. You must select at least two cells.
  (ii) Choose **Tools > Scenarios.**
  (iii) On the Create Scenario dialog box, enter a name for the new scenario. It is best to use a name that clearly identifies the scenario, not the default name. This name is displayed in the Navigator and in the title bar of the border around the scenario on the sheet itself.
  (iv) Optionally add some information to the **Comment box.** This information is displayed in the Navigator when you click the Scenarios icon and select the desired scenario.
  (v) Optionally select or deselect the options in the **Settings** section.
  (vi) Click on **OK** to close the dialog. The new scenario is automatically activated.

18. *What is a template? Write the steps to create a document from Templates dialog box.* [4]

Ans. A template is a document model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page.

Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

Using template to create a document, follow the given steps:
  (i) From the menu bar, choose **File > New > Templates,** or click on the small arrow next to the New icon on the Standard toolbar and select Templates.
  (ii) From the Filters list at the top of the **Templates** dialog, optionally select a **Category.**
  (iii) Find and double-click on the required template. A new document based on the selected template opens in Writer. You can then edit and save the new document just as you would in any other document.

19. *Explain the different types of network topologies.* [4]

Ans. (i) **Mesh Topology:** In mesh topology, each computer is connected to every other computer to provide an alternate path for transferring data.
  (ii) **Star Topology:** In a star topology, each computer is connected to a centrally located device called hub.
  (iii) **Bus Topology:** In a bus topology, one long cable acts as a backbone to link all the computers in a network.
  (iv) **Ring Topology:** In a ring topology, each computer is connected with the two computers on either side of it.

20. *What happens when you apply prevent changes to a scenario enabled as a copy back?* [4]

Ans. This prevents changes to a scenario enabled as a copy back, when the sheet is protected but the cells are not . It also prevents changes to the settings described while the sheet is proteted.

21. *Create the following table Diwali_items.* [4]

Column name	Data type	Size constraint
Name	Varchar	Primary key
Price	Integer	5
Weight	Integer	4

Consider the following table Diwali_items and write the queries (i) and (ii).

Table: **Diwali_items**

Name	Price	Weight
Chakri	38	130
Anar	31	180
Phuljhari	8	38

(i) Write a command to insert a new record with the following values: ('Chocolate Bomb', 28, 130)

(ii) Write a query to display all the records of table Diwali_items whose price is more than 28.

OR

Write a query to update the Price from 31 to 28. Also, write a query to delete the 2nd record of the table.

Ans. (i) Insert into Diwali_items Values ('Chocolate Bomb', 28, 130);

(ii) Select * From Diwali_items WHERE Price > 28;

OR

Update Diwali_items SET Price = 28 WHERE Price = 31;

Delete * From Diwali_items WHERE Name = 'Anar';

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