

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMMUNICATION SKILLS-II

Unit-1

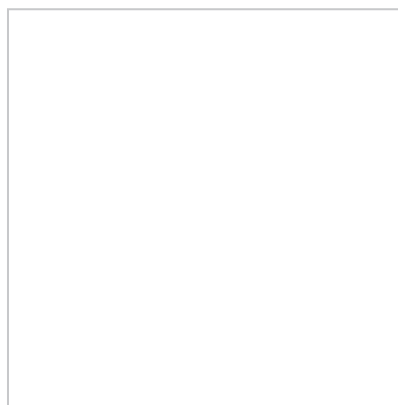
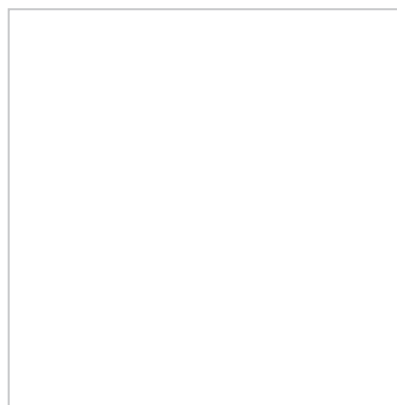
CLASS 10

- Imagine your teacher is giving instructions in a noisy room. Identify the barrier and suggest a solution.

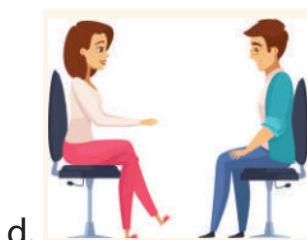
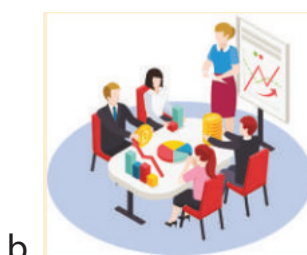
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- Draw any two examples of Visual Communication.

- Identify the Methods of Communication from the following pictures:



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SELF-MANAGEMENT SKILLS-II

Unit-2

CLASS 10

1. You didn't do well in a class test. How can self-motivation and positive self-talk help you prepare better for the next one?

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2. "Riya sets clear priorities every morning, schedules her tasks effectively and ensures she meets all deadlines while maintaining a good work-life balance." Which self-management skill is clearly visible in the given statement?

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3. "Maya is feeling stressed due to too much homework and pressure from her parents. She tells her friend Meera that she feels tired, worried, and can't sleep well."

If you were Meera, name two stress management techniques you would suggest to Riya and explain how they would help.

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Part A

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INFORMATION & COMMUNICATION TECHNOLOGY SKILLS-II

Unit-3

CLASS 10

1. Read the following scenarios and determine whether they are scams or not. Justify your answer.

a. Arjun receives an email saying he has won ₹50,00,000 but is asked to deposit ₹2,000 to claim it. He gets excited and asks for his bank details.

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b. Miya sees an online ad offering a smartphone for just ₹499 from an unfamiliar website.

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2. Write 4 ways of increasing a computer's performance.

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3. "A computer is of no use without software." Justify your answer.

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Part A

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ENTREPRENEURIAL SKILLS-II

Unit-4

CLASS 10

1. Amit started his stationery store to escape fixed working hours. From entering the market to expanding into multiple cities, his journey reflects the entrepreneurial career path.

What motivated Amit to switch from wage employment to entrepreneurship, and how did his business evolve through the stages of enter, survive, and grow?

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2. Imagine you are starting your own business in your neighbourhood. You observe that many elderly people face difficulty getting groceries and medicines on time.

Based on the functions of an entrepreneur (making decisions, managing the business, dividing income, taking risks, and creating something new), how would you turn this problem into a successful business opportunity?

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3. Arjun quit his job to launch a tech startup but faced financial struggles, long working hours, and high pressure. Despite setbacks, he succeeded through constant innovation and learning. What qualities helped Arjun turn challenges into success?

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GREEN SKILLS-II

Unit-5

CLASS 10

- 1 Identify the goal from the following scenario and explain how it contributes to sustainable development.

Scenario: Sarva Shiksha Abhiyan (SSA) is a nationwide initiative aimed at providing quality elementary education for children up to the age of 14. This program ensures that all children, regardless of background, receive a solid foundation in education, fostering skills necessary for employment and social mobility.

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2. Give examples for the initiatives taken by the government of India for the following SDGs:

a. Quality Education—Goal 4

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b. Clean Water and Sanitation—Goal 6

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c. Decent Work and Economic Growth—Goal 8

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3. "Humans have caused more damage to the planet and the environment in the last two decades than ever before." Justify the statement.

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DIGITAL DOCUMENTATION (ADVANCED)

Unit-1

CLASS 10

Part B

- 1 Answer the questions in brief :
 - a. You have written a project report and want your teacher to review it. Which feature will help track the edits they make?

 - b. How do you enable this feature before sharing the document?

 - c. Why is it important to prepare a document for review rather than editing the original directly?

- 2 You have two versions of an essay—one written by you and one with edits by your teacher.
 - a. Give the steps to compare them in LibreOffice Writer.

 - b. What is the use of “Manage Changes dialog box”?

 - c. What does the “Compare Document” feature show you?

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ELECTRONIC SPREADSHEET (ADVANCED)

Unit-2

CLASS 10

1 Every cell in a spreadsheet is referred to by a cell Address. This cell address is made up of a column name and a row number like A10, G25 etc.

a. What do you mean by Relative Cell referencing?

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b. How can you reference a cell from another sheet using the keyboard?

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c. How do you create a reference to another LibreOffice Calc document using the keyboard?

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2 Answer the following questions in brief:

a. What is a hyperlink in LibreOffice Calc?

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b. What is the difference between Relative and Absolute hyperlinks?

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d. What do you mean by " Linking to External Data"?

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3 A shared spreadsheet is a same sheet that can be accessed by more than one user and can allow them to make changes simultaneously on it.

a. Give one advantage of sharing the same worksheet with multiple users.

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b. How can you enable the "Record changes" option in a spreadsheet?

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DATABASE MANAGEMENT SYSTEM

Unit-3

CLASS 10

1 Sometimes, we need data from different tables at the same time. In such cases, these tables need to be linked based on a common field.

a. Define the term "Relationship".

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b. What is the most important prerequisite for setting a relationship?

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2 A query is of great help when information is required to be extracted from different tables. It uses the process of filtering the information based on the criteria from the table.

a. What are wildcard characters?

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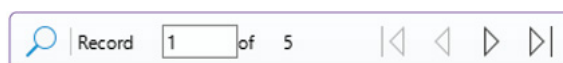
b. Which operator is used with wild card characters?

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c. What is SQL?

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a. Give the usage of these tools present on the Navigation Bar.

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b. What are tooltips? Where can you add tooltip for a textbox created on a form?

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MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT

Unit-4

CLASS 10

Part B

- a. Label the different components of the image given below:



- b. Which type of fire extinguisher is used to put off fires caused by electrical short circuits?
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- c. Why is it important to conduct evacuation drills at regular intervals?
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- d. What kind of accidents may occur due to electrical short circuits?
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- e. What do you mean by CPR?
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- f. Differentiate between Accidents and Emergencies.
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- g. What is the ABC of First Aid for someone who is unresponsive or unconscious?
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