Name:

Roll No:

Class: Section: Date:

CLASS 10

COMMUNICATION SKILLS–II

Unit-1

Part A

1. You are asked to give a group presentation. What communication skills would you use and why?

   ....

   ....

2. During a group project, one team member misunderstands your instruction. How would you use communication skills to resolve the issue?

   ....

3. A friend misunderstood your WhatsApp message and got upset. How would you resolve the issue using communication strategies?

   ....

   ....

4. Name the 7Cs of Communication in the figure given below:

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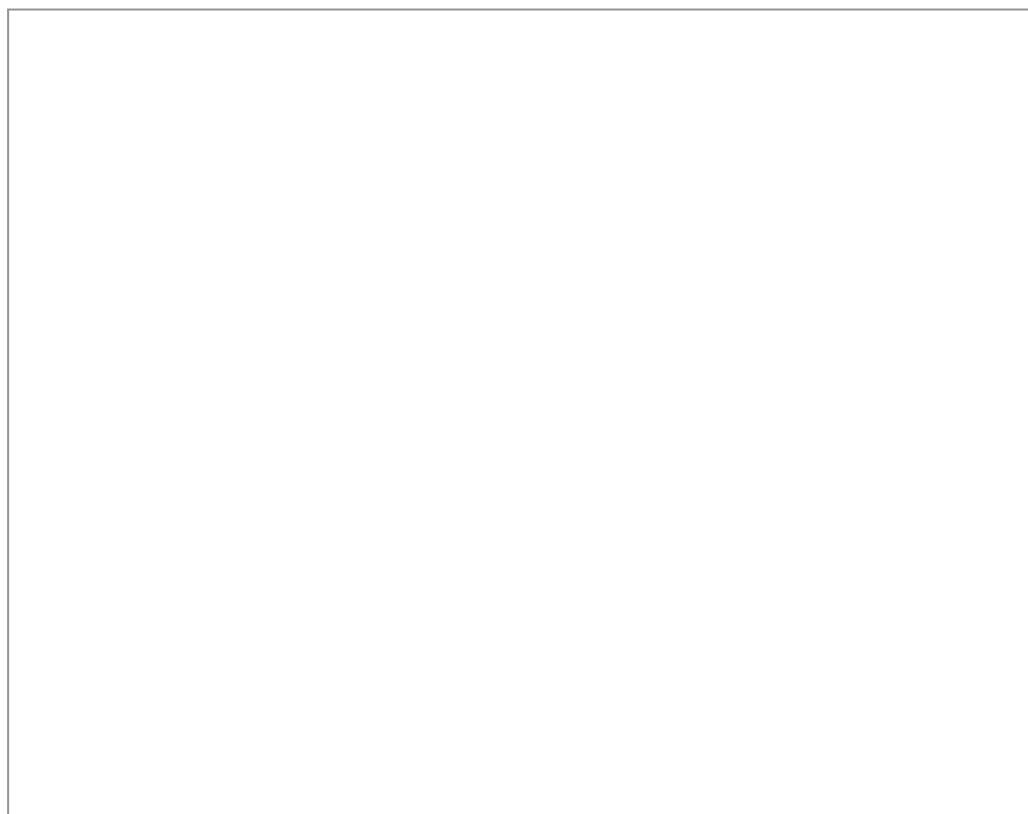IT402 Ver. 4.0 ▶

COMMUNICATION SKILLS-II

Unit-1

CLASS 10

1. You are attending a job interview. What verbal and non-verbal communication skills would you use to make a good impression?

   ....

   ....

   ....

2. Draw a flowchart to explain what is "Sentence" made up of?

Part A

3. You're writing a formal email to your teacher asking for help with an assignment. How will you ensure the tone is respectful and the message is clear?

   ....

   ....

   ....

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SELF-MANAGEMENT SKILLS–II

Unit-2

Part A

1. You have multiple assignments to submit, but a limited time. How will you manage your time effectively?

   ....

   ....

   ....

2. Complete the differences in the following table. The first one has already been done for you.

Interests	Abilities
Things that you like to do in your free time that make you happy.	An acquired, or natural capacity.

3. If you had to complete an important task alone, with no help, what strengths would you use, and how would working independently help you grow?

   ....

   ....

   ....

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Unit-2

CLASS 10

SELF-MANAGEMENT SKILLS-II

1. A friend lacks confidence in public speaking. How can you help them build their self-confidence using techniques from this unit?

   ....

   ....

2. Identify the mistakes made by the following students in setting their goals. Justify your answer.

   a. "I will win a national chess championship this year," but Ravi has never participated in a school or state-level competition before.

   ....

   b. "My goal is to be successful and known by everyone one day."

   ....

   c. "I will practice math whenever I get time so I can be better at it."

   ....

3. Assertion-Reason questions.

   Choose the correct option for a. and b.

   A. Both A and R are true, and R is the correct explanation of A.

   B. Both A and R are true, but R is not the correct explanation of A.

   C. A is true, but R is false.

   D. A is false, but R is true.

   a. Assertion (A): Emotionally intelligent people are better at handling stressful situations and building strong relationships.

   Reason (R): Emotional Intelligence only means being aware of your own emotions and expressing them freely without controlling them.

   ....

   b. Assertion (A): Self-awareness helps a person manage emotions and build better relationships in both personal and professional life.

   Reason (R): Self-awareness is only about knowing your strengths and ignoring your weaknesses.

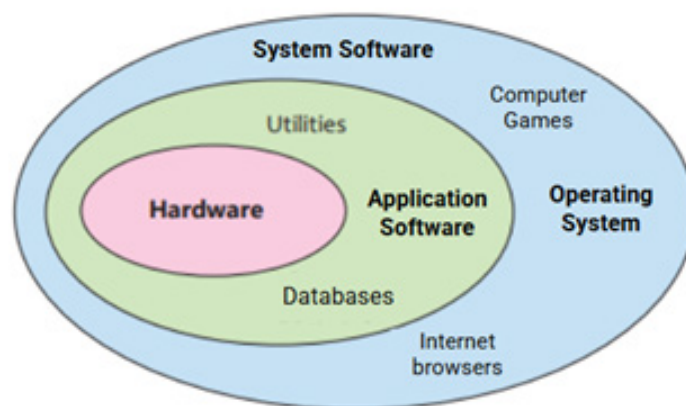   ....

Part A

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CLASS 10

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS–II

Unit-3

1. Correct the following:

2. Write the steps for the following:

   a. Login and Logout

   ....

   ....

   b. Creating a folder

   ....

   ....

3. Your friend is experiencing performance issues because he doesn't maintain his computer properly. You decide to help by creating a computer maintenance plan to keep it running smoothly.

   Prepare a maintenance checklist outlining the tasks that should be done on a daily, weekly, monthly, quarterly, and yearly basis to ensure optimal computer performance.

   ....

   ....

   ....

Part A

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CLASS 10

Part A
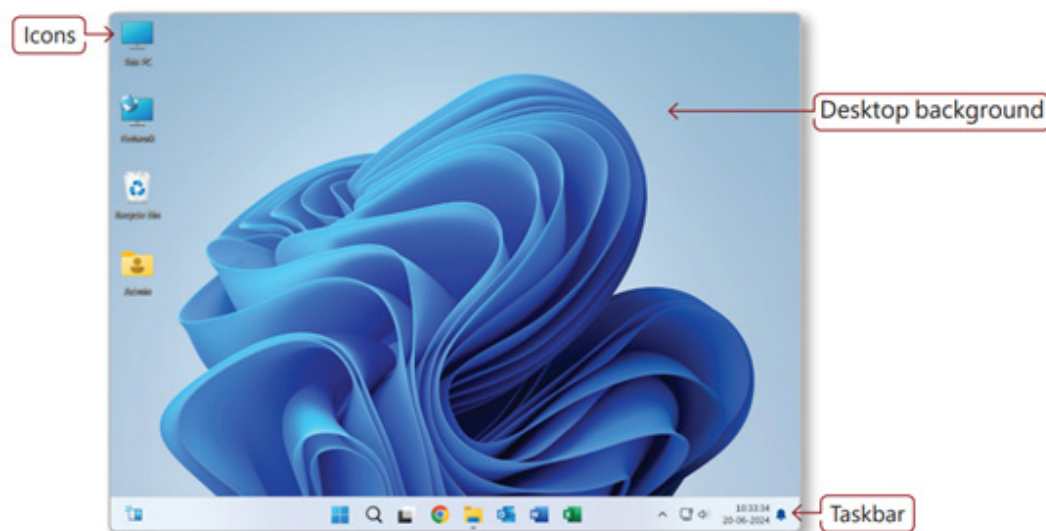
INFORMATION & COMMUNICATION TECHNOLOGY SKILLS–II

Unit-3

1. "Tejas is very careless about his computer and doesn't understand how important it is to protect it from viruses." As his friend Vani, explain to him why computer security is important and what precautions he should take to keep his computer safe.

   ....

   ....

2.

   Elaborate on the labelled components of Windows 11 from the above image.

   ....

   ....

3 Short Answer Questions (30-40 words each)

   a. Define Distributed Operating System.

   ....

   ....

   b. Write any 2 ways to keep your mouse clean.

   ....

   ....

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ENTREPRENEURIAL SKILLS–II

Unit-4

Part A

1. Imagine you are an entrepreneur planning to launch a new product, but you're unsure if the market is ready for it. How would you make a thoughtful decision to avoid risk and ensure the success of your business?

....
....
....

2. Riya works in a factory and receives a fixed monthly salary. Kabir runs a graphic design business independently, and Ananya started a tech company that now employs 10 people. Identify who among them is a wage employee, who is self-employed, and who is an entrepreneur. Give reasons for your answer.

....
....
....

3. Do you think someone with no business background, limited money, and a common idea can still become a successful entrepreneur? Justify your answer.

....
....
....
....

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Unit-4

CLASS 10

Part A

ENTREPRENEURIAL SKILLS-II

1. Imagine you are an entrepreneur in your town. You want to start a business that uses local resources, helps people, and supports the country's development. What kind of business would you start, and how would you make sure it meets customer needs, benefits society, and uses local materials wisely?

    ....

    ....

    ....

2. Assertion Reason Questions

    Choose the correct option for the given question:

    A. Both A and R are true, and R is the correct explanation of A.

    B. Both A and R are true, but R is not the correct explanation of A.

    C. A is true, but R is false.

    D. A is false, but R is true.

    Assertion (A): A successful entrepreneur is hardworking because they know that dedication is key to business success.

    Reason (R): Entrepreneurs only work during regular office hours to maintain a work-life balance.

3. "Meera started a sustainable fashion brand, but her first collection didn't sell well due to strong competition and limited marketing." What entrepreneurial risk is Meera experiencing, and what could she do differently next time?

    ....

    ....

    ....

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Unit-5

CLASS 10

Part A

GREEN SKILLS-II

1. Describe the given image:

....

....

2. Short Answer Questions (30-40 words each)

    a. Define Sustainable Development.

        ....

        ....

    b. What is Goal 1 of Sustainable Development?

        ....

        ....

3. Piya, a student passionate about the environment, enrolled in a course under the Green Skills Development Programme launched in 2017. With the knowledge gained, she began helping local businesses adopt sustainable practices. As Piya, explain to your class how green skills can contribute to both individual growth and national environmental goals.

    ....

    ....

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Unit-5

CLASS 10

GREEN SKILLS-II

1   Gauri lives in a city that struggles with waste management, traffic congestion, and water pollution. Inspired by the idea of sustainable development, she decides to design a "Green City Blueprint" that focuses on clean energy, smart transport, and community equality.

If you were asked to help Gauri, what three sustainable ideas would you include in the blueprint to improve the city's future for all generations?

....

....

2.   Assertion Reason Question.

Choose the correct option for the given question.

A.   Both A and R are true, and R is the correct explanation of A.

B.   Both A and R are true, but R is not the correct explanation of A.

C.   A is true, but R is false.

D.   A is false, but R is true.

a.   Assertion (A): Excessive use of fossil fuels and deforestation contribute significantly to climate change and environmental degradation.

Reason (R): Sustainable development encourages the use of renewable resources, recycling, and eco-friendly technologies to minimise environmental impact.

3.   Identify the problems related to Sustainable Development by looking at the following pictures:

....

Part A

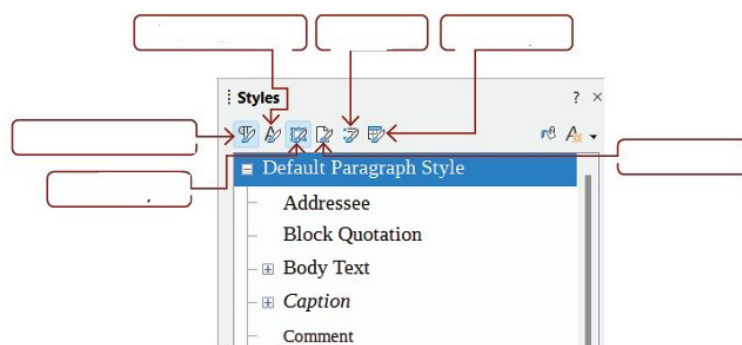Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

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Unit-1

DIGITAL DOCUMENTATION (ADVANCED)

1. Answer the questions based on the given picture :

a. Fill in the empty boxes in the above picture that represent the types of styles in LibreOffice Document.

b. List two different ways to apply an existing style.

....

c. Write the steps to create new style by Drag and Drop method.

....

2. LibreOffice Writer allows you to work on images, shapes, charts, and diagrams by providing various tools.

a. What is the advantage of inserting an image by linking?

....

b. Write the steps to display the image toolbar in the document.

....

3. Whenever you place any graphic in a document then the four settings plays an important role.

a. Name these four settings.

....

b. Name the setting that refers to the reference point for the graphics.

....

Part B

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

DIGITAL DOCUMENTATION (ADVANCED)

Unit-1

1.

   a. Identify any four tools along with their functions from the above given Image Toolbar.

     ....

   b. The Image Mode tool helps you change the mode of the image. It contains 4 options. Name any two along with its usage.

     ....

     ....

2   If you wish to design the index page of a project or a book then LibreOffice writer provides TOC features.

   a. What does TOC stand for?

     ....

   b. Name the menu which helps you insert TOC in your document.

     ....

   c. There are five tabs in the TOC dialog box. Name all five.

     ....

3   A template is a predefined layout or a blueprint of a document with saved formatting features like font styles, logos, borders, colour pattern, text design, etc.

   a. Give an advantage of using templates in LibreOffice Writer.

     ....

   b. A template can be created by using any of the two available methods. Name these two.

     ....

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ELECTRONIC SPREADSHEET (ADVANCED)

Unit-2

CLASS 10

1. You have sales data from three branches of a store in separate sheets.

    a. Which feature of spreadsheet will help you combine this into a single sheet to form a consolidated summary.

    b. Give the steps to save a name to the data range you wish to use.

    c. Give the steps to create subtotal in Calc.

2. You want to get an average score of 80 in 5 tests. You know your marks in 4 tests. You can use Goal Seek to help you find the score you need in the 5th test.

    a. Give the steps to use Goal Seek.

    b. The Goal Seek dialog box contains three options. Name them.

    c. How is Goal Seek different from manually guessing the answer?

3. Solver is another What-if Analysis Tool of LibreOffice Calc.

    a. How is it different from Goal Seek?

    b. What do you mean by "What-If Scenario"?

Part B

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CLASS 10

ELECTRONIC SPREADSHEET (ADVANCED)

Unit-2

Part B

1. Sometimes you need to repeat a few commands very frequently to get the work done. This can be done using macros.

   a. Define the term Macros.

   ....

   b. Give the rules for naming a Macro, Module or a Library.

   ....

   c. How can you access the Code Window of a Macro?

   ....

   d. List any two actions which cannot be recorded by a macro.

   ....

   ....

2. Answer the following questions briefly :

   a. Define the term Sorting.

   ....

   b. Give the steps to sort the given range in spreadsheet.

   ....

   ....

   c. What is the default order of Sorting - Ascending or Descending?

   ....

   d. Give the steps to rename a worksheet as "Sorted Data".

   ....

   e. Name the function key that helps you edit a cell in spreadsheet.

   ....

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CLASS 10

Unit-3

DATABASE MANAGEMENT SYSTEM

1. Databases and database systems are essential parts of our life. We have been interacting with databases since a time.

   a. Name any three commonly used database softwares.

   ....

   b. Give two reasons why do we need a database.

   ....

   c. Give three important features of Hierarchical data Model.

   ....

   ....

2.

EMP_ID	NAME	POSTS	Salary
E1	Rahul	Clerk	30000
E2	Kapil	Manager	90000
E3	Manoj	Clerk	90000
E4	Mukesh	Peon	20000

The above picture represents a table created in LibreOffice Base.

   a. Give the extension of the database created in LibreOffice Base.

   ....

   b. What is the DEGREE and the CARDINALITY of the table?

   ....

   c. What do you mean by the term "Entity"?

   ....

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DATABASE MANAGEMENT SYSTEM

Unit-3

Part B

1. A database is a collection of different objects that work on multiple sets of data related to each other.

   a. Name the four objects that can be created in a database.

   ....

   b. List two different ways of creating tables in a database.

   ....

   ....

   c. What is the purpose of the "Description" column in a design View of a table?

   ....

2. Data types help you define the type of the data that can be stored in a field/column.

   a. List any three Numeric Data Types available in LibreOffice Base.

   ....

   b. What is the use of Memo Data Type?

   ....

   c. Why do we need a binary datatype?

   ....

3. Field properties provide extra functionality to the fields created in a table. You can set the field properties using the given different methods.

   a. What is the use of AUTOVALUE field property?

   ....

   b. Name any two field properties available for Character Data types.

   ....

   c. Name any two field properties available for Numeric Data types.

   ....

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MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT

Unit-4

Part B

1. Maintaining health, safety, and security at the workplace is a fundamental aspect of organisational management.

   a. What do you mean by Physical, Social and Mental health?

   b. Give the three ways to keep your employees healthy and happy.

   c. What is the difference between a hazard and a risk?

2 Answer the following questions briefly:

   a. Give full form of RSI.

   b. List any two causes and symptoms of OOS.

   c. How can you avoid getting strains in your leg for prolonged sitting hours?

3 Working on a computer for long periods can cause eye strain and visual fatigue.

   a. What is Computer Vision Syndrome?

   b. How can you reduce the risk of getting eye strains?

   c. Why does a headache occur when working on a computer?

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CLASS 10

MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT   Unit-4

1   Answer the questions in brief :

a.   List any three potential sources of hazards in an organisation.

b.   In organisations, there are many things that can cause stress. List any three.

c.   Why is Managing Stress very important?

d.   The working environment has various hazards that affect your health and well-being. List any three.

Part B

e.   List any three safety guidelines that helps ensure a safer workplace environment.

2   Correct posture at a workplace is very important to avoid prolonged health issues.

a.   What is Office Ergonomy?

b.   List some of the ways to identify theproblems faced due to office ergonomic.

c.   Define the term Musculoskeletal problems.

d.   How can you prevent musculoskeletal problems while using a computer?

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