

Name: _____

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COMMUNICATION SKILLS-I

1. Sana is a bright student who always has great ideas during group projects, but she hesitates to speak up. She fears others might not listen or laugh. One day, she missed the chance to share a brilliant science idea, and her group struggled.

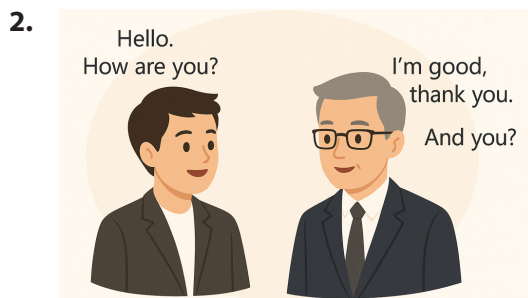
You are Sana's friend. Help her overcome this problem by telling her the importance of communication.

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Explain the type of greeting being used in this image.

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- C. If English has only 26 letters, why do we need more than 40 sounds to speak it clearly? Can you elaborate on what phonetics is and how it helps us pronounce words better?

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COMMUNICATION SKILLS-I

1. Assertion-Reason Based Questions

- a. Assertion (A): Articles are an essential part of speech in English grammar.

Reason (R): They help indicate whether a noun is specific or general.

Answer Options:

- 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.

- b. Assertion (A): Nouns and verbs are essential components in structuring a clear and meaningful self-introduction.

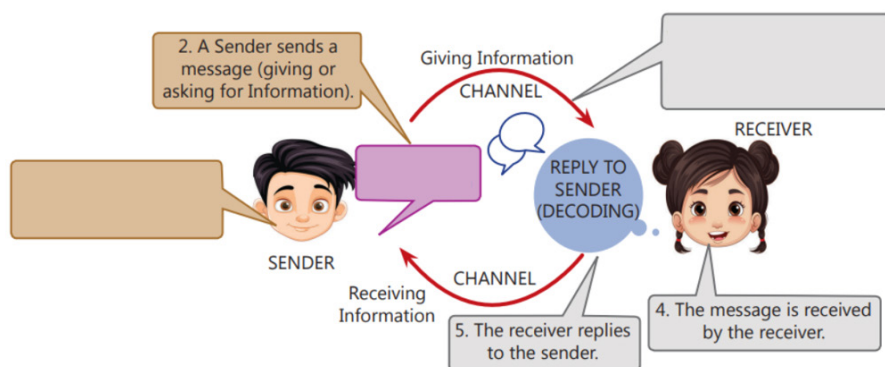
Reason (R): Nouns identify who you are and what you like, while verbs describe your actions and interests.

Answer Options:

- 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.

2. How can asking the right questions help us ensure we have complete information to achieve our goals?

3.



Fill in the empty boxes with the correct elements of communication.

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SELF-MANAGEMENT SKILLS-I

1. Justify the following statements.

- a. If you can identify your traits that hold you back, then it becomes easy to find a solution to overcome your weaknesses.

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- b. Physical factors will influence the personality of a person.

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- c. Only when we plan our day, can we achieve our goals.

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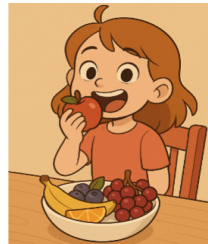
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2. Identify the following images as strength or weakness. Give reasons for your answers.

a.



b.



c.



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3. Elaborate on the three steps to personal hygiene.

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Unit-2

CLASS 9

SELF-MANAGEMENT SKILLS-I

1. Raj is a 17-year-old student who recently got selected for a national-level youth summit. While he excels in academics and communication, he feels unsure about his dressing sense and grooming habits. With a series of formal and semi-formal events coming up, Raj wants to make a positive impression and boost his confidence through proper attire and appearance.

Your Task:

Help Raj by suggesting clear and practical guidelines for dressing and grooming.

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2. Fill in the blanks:

- a. Thinking about things is a dangerous habit.
 - b. An individual's personal is very important as it not only builds confidence but also keeps you healthy.
 - c. Knowing yourself is the beginning of all You are empowering yourself when you introspect.
3. Aman is a class 10 student managing studies, sports practice, and a science project. He plans his day, avoids junk food, stays calm under pressure, learns from mistakes, and always submits work on time.

Identify and explain any four self-management skills Aman is using.

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ICT SKILLS-I

1. Match the following:

a.



(i) Chargeable Battery

b.



(ii) Touch Screen

c.



(iii) Bluetooth

d.



(iv) Camera

e.



(v) WiFi

2. Write the steps for the following:

a. Changing Wallpaper

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b. Setting Screen Saver

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3. Write three differences between Postal mail and Email.

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ICT SKILLS-I

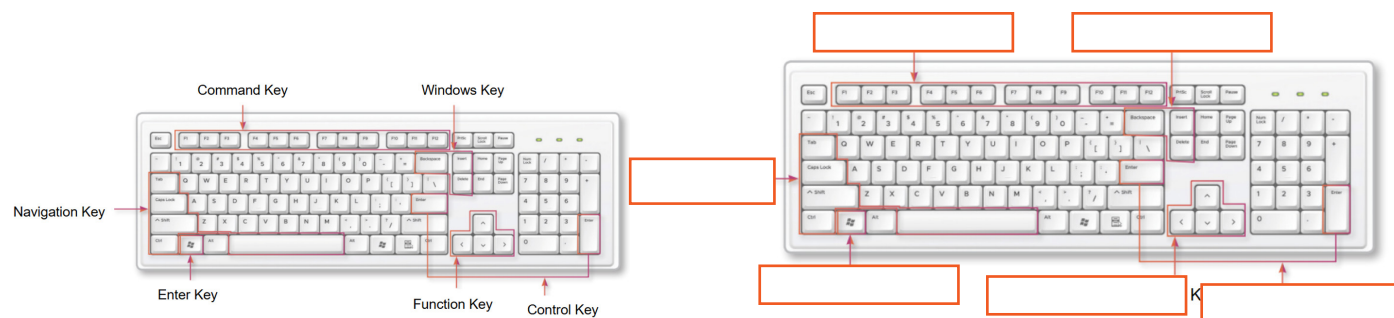
1. You are a Maya volunteering for an NGO that teaches underprivileged children and helps make them digitally literate. Today, you are teaching them how to use email. You start by explaining to them the common folders in a mailbox. How would you explain each of these folders to the students?

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2. Correct the key labels in the following image. Give one function of each.



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3. Recognize the devices in the images and define them:



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ENTREPRENEURIAL SKILLS-I

1. Who among the following can be identified as an entrepreneur? Justify your answer.

- Ananya noticed a lack of healthy snack options in her school canteen. She started making homemade granola bars and sold them to her classmates during lunch breaks. She later expanded her business by partnering with a local store.
- Rohit is passionate about coding. He creates mobile games for fun and uploads them for free on app stores. Although he has many users, he does not charge for the games or earn any income from them.
- Sneha joined her father's grocery store and helps him manage daily operations. She doesn't take any independent decisions or bring new ideas into the business.

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2. Short Answer Questions:

- What does the term risk mean in entrepreneurship?
- What is entrepreneurship development?

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3. "Nowadays, along with profit, customer's satisfaction is equally important for a successful business." Justify this statement.

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ENTREPRENEURIAL SKILLS-I

1. "Entrepreneurship plays a crucial role in both social and economic development, contributing to job creation, innovation, and the overall well-being of communities." Justify this statement.

a. Entrepreneurship is identifying opportunities and creating value through innovation.

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2. Identify the following as product business or service business. Give reasons for your answer.

a. Mehul, a Class 10 student, realized his school didn't have eco-friendly stationery options. He began designing and selling recycled notebooks, seed pens, and paper folders. He set up a small stall during school events and also took bulk orders from other schools.

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b. Riya, a college student good at graphic design, started offering logo and poster designing services to small businesses in her area. She doesn't sell any physical product but uses her skills to provide design solutions through online platforms.

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3. Fill the empty boxes in the following table:

Factors	Wage employment	Entrepreneurship
Nature of Work	Individuals work for an employer or a company and receive a fixed wage or salary in exchange for their labour.	
Risk and Responsibility		Entrepreneurship involves a higher level of risk-taking. It has uncertainties, financial risks, and market fluctuations.
Income Structure	Employees receive a regular and predictable income in the form of wages or salaries.	
Job Security		Entrepreneurs face the risk of business failure, which may result in financial losses and sometimes closing of the business.

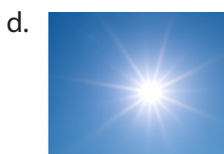
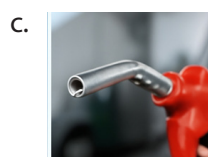
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GREEN SKILLS-I

1. Identify the following images as exhaustible and inexhaustible resources.



2. Explain the following green projects in India:

- a. Feeding India:
- b. Bio-toilet by 'Green Solution Foundation':
- c. Save Trees:

3. Country XYZ is facing several critical challenges that are hindering its sustainable development:

1. Air and water pollution in major urban areas, leading to severe health problems.
2. High unemployment rates, particularly among the youth, with significant economic inequality between urban and rural areas.
3. Limited access to quality healthcare, especially in remote regions, contributing to high mortality rates.
4. Lack of access to quality education in rural areas, with overcrowded classrooms and undertrained teachers.
5. Gender discrimination, which restricts women's access to education, healthcare, and equal employment opportunities.
6. Climate change effects, including floods and droughts, impacting agriculture and natural resources.
7. Food insecurity and malnutrition among vulnerable populations, particularly children.

Which SDGs do you think need to be addressed to overcome these challenges? Justify your answer.

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GREEN SKILLS-I

- After finishing his Coke, Aarav carelessly threw the glass bottle into the dustbin. Just as he was about to walk away, Meera noticed and stopped him. As his friend Meera teaches him the importance of the 5Rs by completing the following dialogue:

Meera: Aarav! Wait! Why did you throw that glass bottle into the dustbin?

Aarav: It's empty. Where else should I throw it?

.....

.....

.....

- Fill in the empty boxes:

Factors	Wage employment	Entrepreneurship
Nature of Work	Individuals work for an employer or a company and receive a fixed wage or salary in exchange for their labour.	
Risk and Responsibility		Entrepreneurship involves a higher level of risk-taking. It has uncertainties, financial risks, and market fluctuations.
Income Structure	Employees receive a regular and predictable income in the form of wages or salaries.	
Job Security		Entrepreneurs face the risk of business failure, which may result in financial losses and sometimes closing of the business.

- List the green jobs available in the following sectors:

- Agriculture
- Forestry
- Manufacturing
- Retail
- Education
- Automotive and Transport

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INTRODUCTION TO IT-ITES INDUSTRY

Unit-1

CLASS 9

1. "Information Technology has drastically changed our day to day lives" Answer the following questions based on this concept .
 - a. You are visiting a bank with your parents. Describe two ways banks use IT to serve customers more efficiently.

 - b. You visit a hospital with a relative. Describe two ways healthcare uses IT to help patients.

 - c. Write two examples of how IT is used in communication in daily life.

2. Business Process Outsourcing has grown drastically from the last few years. Answer the questions based on this concept.
 - a. The BPO Service Industry is doing exceptionally well in India . Justify this statement.

 - b. List some of the commonly outsourced services of the BPO.

3. Answer the following questions in brief :
 - a. What are Global In-house Centers (GICs), and why might a parent company prefer to use this model?

 - b. Compare Multinational Companies (MNCs) and Indian Service Providers (ISPs) in terms of their origin, clients, and operations.

Part B

Name: _____

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Class: _____ Section: _____ Date: _____

INTRODUCTION TO IT-ITES INDUSTRY

Unit-1

CLASS 9



1. Answer the following questions based on this concept.
 - a. What is the purpose of launching the Digital India Programme?

 - b. Why was MeitY Startup Hub launched?

 - c. List two other Government initiatives to promote the IT industry in India.

2. Business Process Management is a systematic approach to improving a company's business processes.
 - a. How can BPM help a business to flourish?

 - b. What is the difference between Integration-centric BPM and Human-centric BPM?

3. Application of IT involves using technology tools and systems to solve real-world problems, automate tasks, enhance productivity, and improve the quality of services in everyday life.

Part B

Answer the following questions in brief :

- a. Library has witnessed a remarkable change with IT. Explain.

- b. IT has organised our workspace with maximum efficiency. Explain

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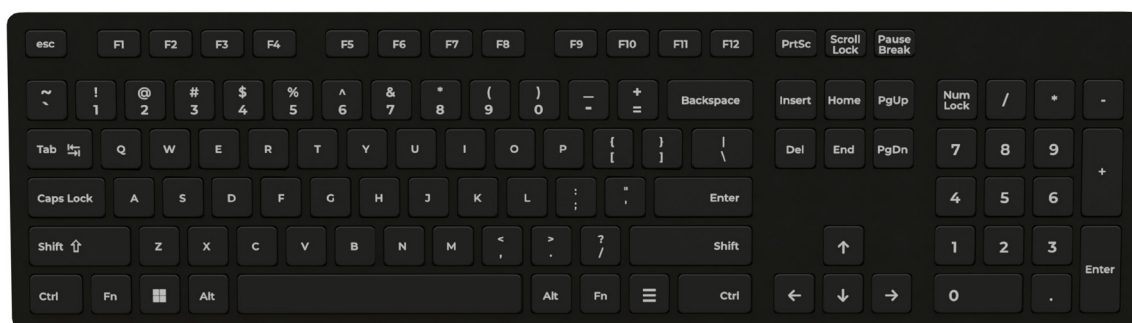
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DATA ENTRY AND KEYBOARDING SKILLS

Unit-2

CLASS 9

1. Answer the questions based on the given picture.



Part B

a. Why is the numeric keypad helpful for certain professions like data entry operators?

b. Name three different types of Keyboard layouts.

c. What are Guide Keys?

2 Touch Typing has become an essential skill for the data entry operator.

a. What is a Touch typing Technique?

b. Why is Touch Typing an essential skill?

c. Where is Thumb placed in this touch typing technique?

3 Mouse is considered a pointing device.

a. How does a laptop use a pointing device?

b. How does correct finger positioning increase typing speed and accuracy?

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DATA ENTRY AND KEYBOARDING SKILLS

Unit-2

CLASS 9

1. Answer the questions based on the given picture:



a. The above shown rapid typing achievement window displays horizontal lines in different colours. Explain the meaning of each colour.

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.....

b. The performance in the above window is based on which criteria?

.....

2. Keyboard has some important keys to perform different functions.

a. What is the use of the Toggle key?

.....

b. Can you name any two toggle keys on the keyboard?

.....

3. Correct sitting posture while working on a computer is very important to avoid long term health issues.

a. What do you mean by Typing Ergonomics?

.....

.....

b. How should your elbows and the knees be placed to avoid any prolonged injury?

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DIGITAL DOCUMENTATION

Unit-3

CLASS 9

1. You created a school project in a word processor. Answer the questions based on this.
 - a. Give the key combination to undo a recent mistake.

 - b. How would you select non-consecutive words from different parts of a document?

 - c. You want to insert a school logo into your document. How can you do this using the insert menu?

2. Mail Merge is a very important feature of Word processing software.
 - a. Give one example of a real-life situation where mail merge would save time and effort.

 - b. Define data source and explain its role in the mail merge process.

3. You are preparing a school report card using a word processor and need to present student marks in a table format.
 - a. After entering the data, you realize one subject was missed. How would you insert a new column?

 - b. What is a difference between splitting and merging tables?

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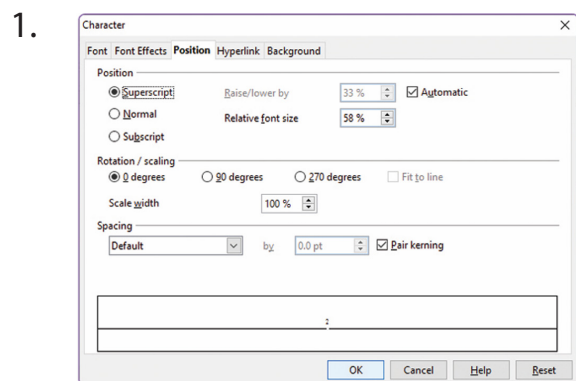
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DIGITAL DOCUMENTATION

Unit-3

CLASS 9



a. What is the difference between superscript and subscript?

.....

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b. Name any two things you can do using Font tab.

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2 A word processor helps you create,edit and print a document.

a. Name any two word processor software.

.....

.....

b. What does the "Show/Hide ¶" button do in a word processor?

.....

3 A document created can be seen in three different layouts using the View menu.

a. Name the three view Layouts of the document.

.....

b. You want to replace all occurrences of the word "cell" with "organism". Which tool would you use?

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ELECTRONIC SPREADSHEET

Unit-4

CLASS 9

1. You are helping your teacher prepare a spreadsheet to record student attendance for the month.

a. Explain how you would select a range covering rows 2 to 6 and columns B to F.

.....

b. Give the steps to rename a Sheet.

.....

2 Using the given worksheet give Formulas/Functions to do the following:

	A	B	C	D	E	F
1						
2		Code	Mobile Name	Cost (₹)	Quantity	
3		MB101	Samsung Galaxy A14	13,999	10	
4		MB102	Realme Narzo N55	12,499	8	
5		MB103	Redmi Note 12	14,999	12	
6		MB104	Vivo Y17s	11,499	6	
7		MB105	OPPO A78	17,999	5	
8		MB106	Motorola G73	16,999	9	
9						

a. To find the maximum cost of the mobile in cell D9.

.....

b. To find the count of all mobiles in cell B9.

.....

3 The most important ability of a spreadsheet is to drag and drop the contents of one cell to another by using a mouse.

a. What is the Autofill feature?

.....

b. How is Absolute Referencing different from Mixed Referencing?

.....

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ELECTRONIC SPREADSHEET

Unit-4

CLASS 9

1 Sometimes we need to modify an already created worksheet by adding or deleting a row or a column.

a. Give the steps to add a new row in an existing worksheet.

.....

.....

b. What is an active cell?

.....

2

	A	B	C	D	E
1					
2		NAMES	ENGLISH	MATHS	TOTAL
3		Ananya	96	90	=C3+D3
4		Arshia	92	91	
5		Advika	94	98	
6		Shinjini	97	93	
7		Aekagra	96	97	
8		Vedika	95	96	
9		Amber	94	91	
10		Deepti	93	99	
11		Rishab	95	92	
12		Rohan	91	91	

Which feature will help you copy the formula from cell E3 to the rest of the cell range E4:E12?

.....

3.

	C	D	E	F	G	H
	My Monthly Expense					
Month	Jan	Feb	Mar	Apr	Total	
Money Spend	1200	1000	600	700	=SUM(\$C4:\$F4)	
Money Spend	600	200	50	100	=SUM(\$C5:\$F5)	

a. What is the meaning of '\$' sign in formula given in column H?

.....

b. What is the default alignment of the numbers in a cell?

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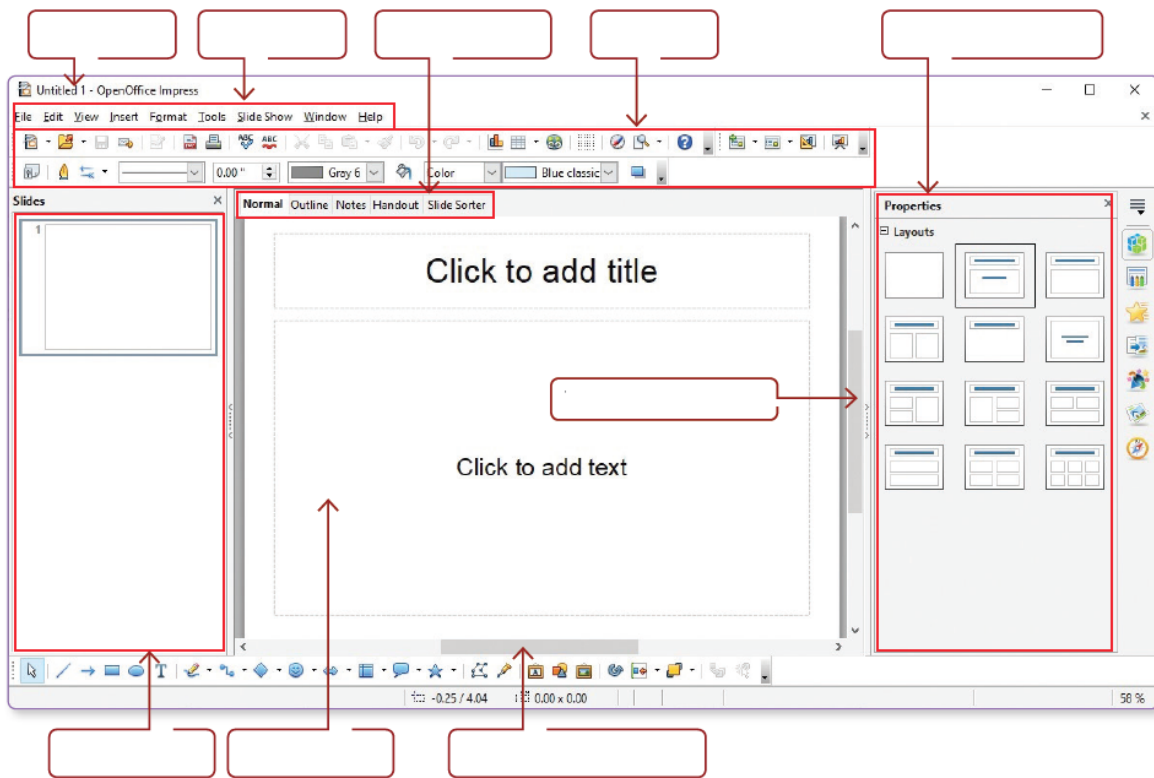
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DIGITAL PRESENTATION

- 1 A good quality presentation is required to convey the message clearly to the audience.
 - a. What is the extension of a presentation created in LibreOffice Presentation?
.....
 - b. What is the use of the Task pane?
.....
- 2 Identify the following components of the given presentation window:



Give the shortcut key to run the Slide Show.

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- 3 Explain the role of Slide Master in a presentation.
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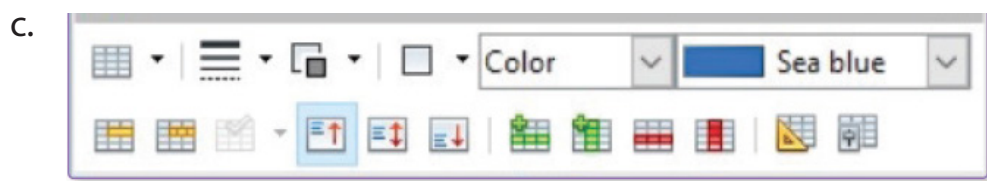
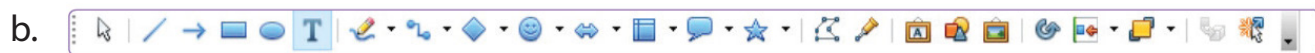
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DIGITAL PRESENTATION

1 Identify the following images of the toolbars given below:



2 A presentation once created can easily be edited in a number of ways. Give the steps to do the following:

a. How will you add the slide number at the bottom of each slide?

b. Write down the steps to create a table in a presentation.

c. How will you insert a picture in the first slide of your presentation?