

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMMUNICATION SKILLS-I



(i) Fill in the correct answers in the clouds. Two have already been done for you.

(ii) Explain each term in the clouds in brief.

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.....

2. "Facial expressions are a very powerful way of conveying different forms of feelings and emotions." Justify this statement

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3. Match the following:

Column A

1. Apostrophe
2. Question mark
3. Capitalisation
4. Exclamation Mark
5. Proper Nouns
6. Full Stop
7. Phrases
8. Comma
9. Punctuation Marks

Column B

- a. Strong emotions
- b. Sentence clarity
- c. Word group
- d. Possession, omission
- e. Inquiry
- f. Uppercase letters
- g. End sentence
- h. Pause, list
- i. Names, places

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SELF-MANAGEMENT SKILLS-I

1. Riya is usually confident and does well in her school projects. But after scoring low in one science test, she keeps telling herself, "I'm not smart enough." She avoids participating in competitions, feels nervous even when prepared, and starts comparing herself with others. What factors might be lowering Riya's self-confidence? Suggest any two ways she can rebuild it.

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2. State whether these statements are true or false.

- a. Self-confidence means trusting in your own abilities, qualities, and judgment.
- b. Self-awareness is the ability to manage your emotions and behavior.
- c. Problem solving involves identifying a problem and finding possible solutions to it.
- d. Cultural impact is shaped by traditions, religions, and surroundings.

3. Fill in the missing steps and arrange them in the correct order of handwashing. The first and last steps are given.

Step 1: Wet your hands with clean, running water (warm or cold).

Step 2:

Step 3:

Step 4: Right palm over left dorsum with interlaced fingers and vice versa.

Step 5:

Step 6:

Step 7:

Step 8:

Step 9: Rinse hands with water and dry with a single use towel.

Step 10: Use the towel to turn off the tap.

ICT SKILLS-I

1. Read the email written by a student named Riya Sharma. Identify and correct the formatting mistakes to structure the email properly.

To: Priya

From: riyasharma@gmail.com

Subject: Project

Hi,

the project file attached.

Riya

Cc: teacher

Bcc:

.....

.....

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2. Explain the important components of a task bar.

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3. Short Answer Questions:

a. What is Booting?

.....

b. Define HDMI Port.

.....

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ENTREPRENEURIAL SKILLS-I

1. Short Answer Questions:

a. What do you understand by Open to Trial and Error?

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b. Is it important to gather feedback in the long run after starting a business?

.....

.....

c. Can a service be stored in a shop or warehouse? Justify your answer.

.....

.....

2. Aanya started a small handmade crafts business but is struggling to grow it. She avoids taking risks, isn't open to new ideas, and lacks confidence. As her friend, how would you help Aanya become a successful entrepreneur?

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3. Correct the following statements:

a. Risk-taking is not required in entrepreneurship; only good financial planning ensures success.

.....

b. A businessman is always an entrepreneur as both follow the same approach and take equal risks.

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c. Entrepreneurs always follow traditional business methods.

.....

d. Building a team is not important in entrepreneurship.

.....

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GREEN SKILLS-I

- Priya was reading a newspaper headline which said, "With scientists all across the globe repeatedly warning about how our environment is being seriously damaged by our actions, it has become necessary for us to learn the importance of implementing Green Skills." She laughs it off, joking about it. Her friend, however, responds seriously, explaining why green skills are important.

Why do you think Priya's friend took the importance of green skills seriously? What role do green skills play in addressing environmental issues?

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2. Fill in the blanks:

- The loss of due to deforestation accelerates the increase in atmospheric CO₂ levels.
- The government of India launched the Green Skills Development Programme (GSDP) in India in the year
-, often used in coolants, contribute to ozone depletion by releasing harmful substances into the atmosphere.

3. Identify the following images as the causes and effects of Global warming. Justify your answer.

a.



b.



c.



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.....

.....

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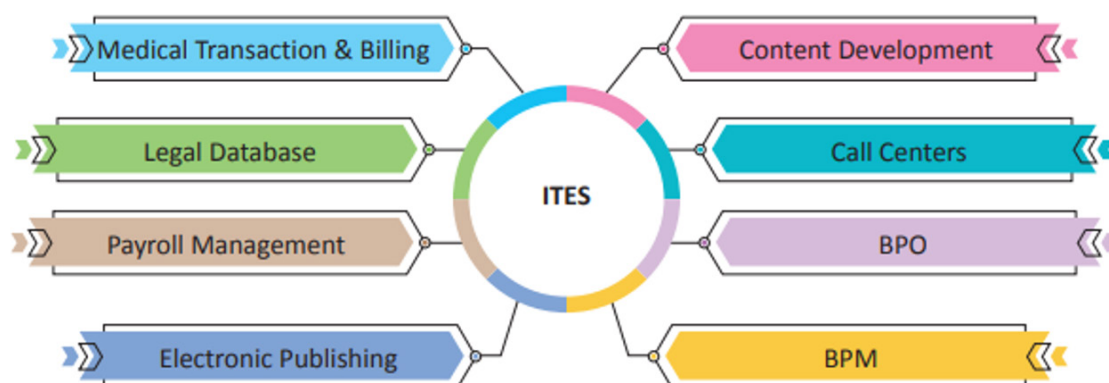
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INTRODUCTION TO IT-ITES INDUSTRY

Unit-1

CLASS 9

1. Answer the following questions based on this concept:



Part B

a. What is the full form of ITeS?

.....

b. Why is India known for outsourcing ITeS in the global market?

.....

2. On the basis of the Geographical Area of operation, BPOs are divided into three different types.

a. Define the term BPO

.....

b. What is the advantage of outsourcing services to the companies in the neighbouring countries?

.....

3. Answer the following questions in brief :

a. List some of the common applications of IT in Science and Engineering.

.....

b. IT has impacted agriculture drastically. Explain

.....

.....

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DATA ENTRY AND KEYBOARDING SKILLS

Unit-2

CLASS 9

1. Answer the questions based on the picture given below:



a. Name the row of keys where the fingers of both the hands rest in the above picture.

.....

b. Which finger will be used when you need to press a shift key?

.....

2 Answer the following questions briefly :

a. You wrote a sentence incorrectly in a document. There are two different ways to delete a sentence. Explain both the ways.

.....

b. When do we use Esc key?

.....

c. Give two examples where using a mouse is more efficient than using only the keyboard.

.....

3 Rapid Typing Tutor helps in learning touch typing.

a. What is the average typing speed of a professional typist?

.....

b. What is the meaning of "Typing Rhythm"?

.....

Part B

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DIGITAL DOCUMENTATION

Unit-3

CLASS 9

1. You are working on a document about environmental issues. Answer the following:
 - a. How do you give page numbers to the document?

- b. What does the Print Preview feature help you do?

2.

→ → The environment provides us with essential resources to sustain life on Earth. All living things, including water, air, soil and vegetation from the environment. However, there has been an increase in the contamination and pollution of these precious resources. Tree cut down, soil erosion occurs, water bodies, and the air filled with pollutants. It is essential to spread awareness and preserve such resources for the present and future generations.¶

→ → World Environment Day is one such initiative towards protecting the environment and celebrated across the globe on 5th June every year. The World Environment Day is run by the United Nations Environment Programme (UNEP) to spread awareness about the conservation of our environment.¶

The above document shows some non printing characters mixed with the text.

- a. What is the use of non printing characters.
 - b. Name the three non printing characters.
 - c. Give the steps to display these non printing characters in the document.
3. Selecting a text requires some actions like cut, copy, paste, move, change colour etc.
 - a. Give the steps to select non consecutive text in a document using Keyboard.
 - b. What does a wavy red line under a word mean?

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ELECTRONIC SPREADSHEET

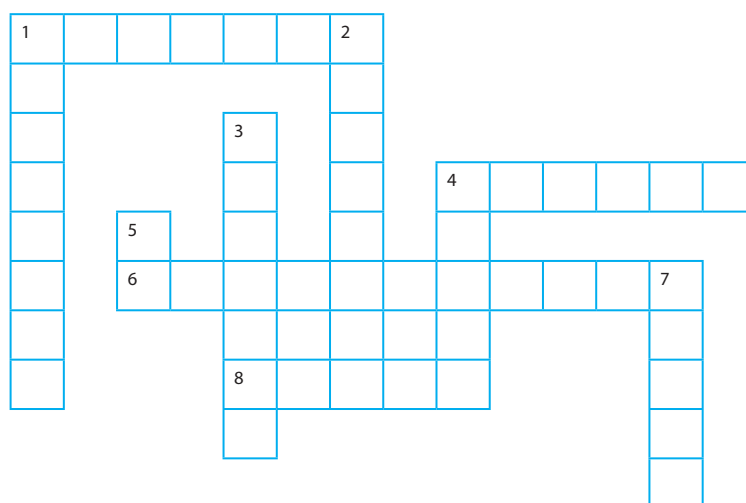
Unit-4

CLASS 9

1 Complete the crossword puzzle given below:

Across

- a. 2. A mathematical expression in spreadsheet
8. An organized grid made up of rows and columns
9. Fixed reference using dollar signs, like \$A\$1
10. Data layout direction using letters (A, B, C...)



Down

1. A condition-based formula
 3. A collection of cells (used in formulas, e.g., A1:A5)
 4. The name of specific cell, like B2
 5. The bar where you see and enter a formula
 6. Built-in command like SUM(), AVERAGE(), etc.
 7. A tool used to graphically represent data
- b. What is the difference between a formula and a function?
-
- c. How can you edit a value in a cell?
-

2 Charts help you analyse the data in a pictorial form.

- a. Give two different ways to insert charts in a spreadsheet.

.....

- b. What is a difference between a bar chart and a line chart?

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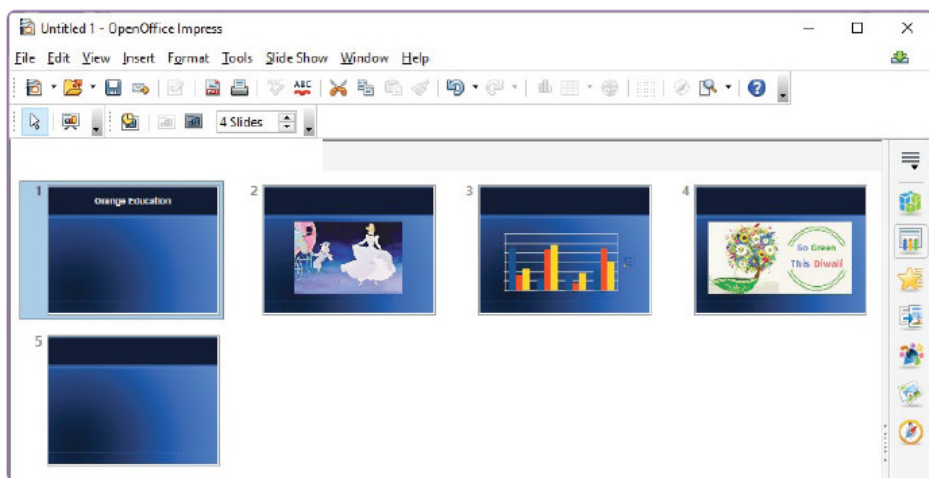
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DIGITAL PRESENTATION

Unit-5

CLASS 9

- 1 Identify and explain the purpose of the type of view in Digital presentation from the given figure:



2. Label the following areas in a screenshot of a presentation software:

- Ribbon
- Slide Pane
- Status Bar
- Notes Pane

