CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Question Bank – Set 1

Questions in this Booklet

Ch.	Chapter	MCQs	A-R	VSA	SA	LA	CS	All
1	Communication Skills – II	7	2	3	4	0	1	**17**
2	Self-Management Skills – II	7	2	3	4	0	1	**17**
3	ICT Skills – II	7	2	3	4	0	1	**17**
4	Entrepreneurial Skills – II	7	2	3	4	0	1	**17**
5	Green Skills – II	7	2	3	4	0	1	**17**
6	Digital Documentation (Advanced) using LibreOffice Writer	15	3	4	6	3	2	**33**
7	Electronic Spreadsheet (Advanced) using LibreOffice Calc	15	3	4	6	3	2	**33**
8	Database Management System using LibreOffice Base	15	3	4	6	3	2	**33**
9	Maintain Healthy, Safe and Secure Working Environment	15	3	4	6	3	2	**33**
	Total	**95**	**22**	**31**	**44**	**12**	**13**	**217**

MCQs = Multiple Choice; A-R = Assertion–Reason; VSA = Very Short Answer; SA = Short Answer; LA = Long Answer; CS = Case Study / Source-based.

Part A (Chapters 1–5): Employability Skills | Part B (Chapters 6–9): Subject-Specific Skills. Theory paper: 50 marks, 2 hours (Practical: 50 marks). Questions tagged [SQP/Board year] are from CBSE papers; untagged questions are new CBSE-style questions aligned to the 2026-27 curriculum.

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Answer Key (MCQs and Assertion–Reason) 29

1. Communication Skills – II

Multiple Choice Questions (MCQs)

Q1. Which element of the communication cycle is responsible for interpreting the message received? **[1]**

(a) Receiver (decoding) (b) Sender (encoding) (c) Channel (d) Noise

Q2. Aisha moved from Egypt to Germany for work but finds it difficult to adjust because she is not familiar with German customs and workplace etiquette. This situation illustrates a: **[1]**

[SQP 2024-25; SQP 2025-26]

(a) Interpersonal barrier (b) Physical barrier
(c) Cultural barrier (d) Linguistic barrier

Q3. Using simple words and keeping the message short and to the point, without unnecessary words, follows which C of communication? **[1]**

(a) Concise (b) Complete (c) Courteous (d) Coherent

Q4. A software engineer explains a problem to a customer using many technical terms, and the customer cannot follow. This is a _____. **[1]**

(a) Physical barrier (b) Linguistic barrier
(c) Cultural barrier (d) Perfect communication

Q5. A teacher tells a student, 'Good job!' Another teacher tells a student, 'Your conclusion summarises the main points clearly.' The second comment is an example of _____ feedback. **[1]**

(a) non-specific (b) negative
(c) specific (descriptive) (d) general

Q6. Radha does not want to talk or share her feelings and views with her teammates, so it is difficult to communicate with her. This is an example of a/an _____. **[1]**

[SQP 2023-24]

(a) Interpersonal barrier (b) Cultural barrier
(c) Physical barrier (d) Language barrier

Q7. The ideas in a message are logically connected and relate to the main topic. This is the principle of being _____. **[1]**

(a) Concrete (b) Coherent (c) Correct (d) Courteous

Assertion–Reason

Q8. **Assertion (A):** Feedback completes the communication cycle.
Reason (R): Feedback tells the sender whether the receiver has understood the message. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q9. **Assertion (A):** Charts and graphs are examples of visual communication.
Reason (R): A telephone conversation is an example of verbal communication. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q10. State true or false, and correct if false: 'Great job!' is specific feedback. **[1]**

Q11. Define a phrase. **[1]**

Q12. Name the barrier to communication caused by noise or distance. **[1]**

Short Answer (SA)

Q13. Name any four parts of speech with one example of each. **[2]**

Q14. Name the four kinds of sentences according to their function and give one example of each. **[2]**

Q15. How can cultural differences be a barrier to effective communication? **[2]**

[Board 2024]

Q16. What is descriptive feedback? Give one example. **[2]**

Case Study

Case Study: A supervisor sends this message to an employee: 'Hey, I need that thing ASAP. Do it fast!!'

Q17. Answer the following questions based on the case above: **[4]**

(i) Which C of communication is violated because the message does not say what 'that thing' is? [1]

(ii) Which C is violated by the rude tone of the message? [1]

(iii) Rewrite the message applying the 7 Cs. [2]

2. Self-Management Skills – II

Multiple Choice Questions (MCQs)

Q1. Which of the following best describes self-management? **[1]**

[SQP 2024-25]

(a) The ability to ignore emotions and focus solely on tasks
(b) The ability to control one's emotions, thoughts, and behavior in various situations
(c) The ability to manage time efficiently without considering feelings
(d) The ability to rely on others for emotional support

Q2. _____ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations. **[1]**

[SQP 2023-24; Board 2023]

(a) Self-Motivation (b) Stress Management (c) Self-Awareness (d) Self-Regulation

Q3. During a match Karan feels angry on being declared out, but he takes a deep breath, calms down and continues to play fairly. This shows: **[1]**

(a) Self-awareness only (b) Financial stress (c) Self-regulation (d) External motivation

Q4. Amina studies diligently to improve her grades because she wants to feel proud of her achievements and also earn a scholarship. What type of motivation is this? **[1]**

[SQP 2024-25]

(a) Internal (b) External
(c) Both internal and external (d) Not any specific type of motivation

Q5. Which of the following is an advantage of the ability to work independently? **[1]**

(a) Individuals feel more empowered and responsible
(b) Success or failure is blamed on others
(c) Individuals need constant monitoring
(d) Creativity decreases

Q6. During office work, employees complain of stress due to long hours and conflicts with colleagues. Which approach is most effective in reducing this stress? **[1]**

[SQP 2025-26]

(a) Conflict resolution training and promoting hobbies
(b) Only installing ergonomic chairs
(c) Providing fire extinguishers
(d) Routine electrical inspections

Q7. Sudden loss of the family's income causes worry to Meena's parents and affects the whole household. This is an example of _____ stress. **[1]**

(a) Mental (b) Physical (c) Financial (d) Social

Assertion–Reason

Q8. **Assertion (A):** Extrinsic motivation comes from within a person.
Reason (R): Rewards, praise and marks are external factors that motivate a person. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q9. **Assertion (A):** Physical exercise is a technique of stress management.
Reason (R): Regular exercise improves physical fitness and stamina. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q10. Name the two types of motivation. **[1]**

Q11. Name the four stress causal agents. **[1]**

Q12. Which stress management technique involves sitting quietly and focusing the attention to calm the mind? **[1]**

Short Answer (SA)

Q13. Differentiate between internal and external motivation with one example each. **[2]**

Q14. What is self-awareness? Also give any two benefits of self-awareness. **[2]**

[Board 2023]

Q15. What is the difference between yoga and meditation? **[2]**

[Board 2023 Comptt]

Q16. How do vacations and nature walks help in reducing stress? **[2]**

Case Study

Case Study: Ananya wants to improve her Science marks. She wrote three goals in her diary.

Goal	Statement
Goal 1	I want to do well in Science.
Goal 2	I will become the topper of the world.
Goal 3	I will solve one sample paper every Sunday for the next 8 weeks to raise my Science marks from 70 to 80.

Q17. Answer the following questions based on the case above: **[4]**

(i) Which of the goals in the table is a SMART goal? [1]
(ii) What does 'Achievable' mean in the SMART method? [1]
(iii) Rewrite Goal 1 as a SMART goal. [2]

3. ICT Skills – II

Multiple Choice Questions (MCQs)

Q1. A _____ is a location where a group of files can be stored in the computer. **[1]**

[Board 2025]

(a) SMPS (b) CMOS (c) Folder (d) UPS

Q2. _____ are computer programs that can damage data and software or steal the information stored on a computer. **[1]**

[Board 2023]

(a) Viruses (b) Spam (c) Junk mail (d) BIOS

Q3. A _____ operating system is a computing environment that reacts to input within a specific, guaranteed period of time. **[1]**

[SQP 2021-22 T1]

(a) Single User (b) Multi-User (c) Distributed (d) Real Time

Q4. Which type of operating system enables multiple users to work on the same computer at different times or simultaneously? **[1]**

[SQP 2022-23]

(a) Multi-user (b) Single-user (c) Embedded (d) Mobile

Q5. Which of the following is the safest way to clean the screen of an LCD monitor? **[1]**

(a) Wipe gently with a soft, dry or slightly damp lint-free cloth
(b) Spray water directly on the screen
(c) Rub with a rough paper towel
(d) Use a wet duster with detergent

Q6. Unwanted bulk e-mail received from unknown senders is called **[1]**

[Board 2024]

(a) a cookie (b) a firewall (c) spam (d) a template

Q7. Disk Defragmentation helps the computer by **[1]**

[SQP 2022-23]

(a) deleting all personal files
(b) removing viruses
(c) rearranging scattered file parts so the disk is used efficiently
(d) increasing screen brightness

Assertion–Reason

Q8. **Assertion (A):** Antivirus software must be updated regularly.
Reason (R): New viruses are created every day and an old virus-definition database cannot detect them. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q9. **Assertion (A):** A GUI-based operating system is easier for beginners than a CUI-based one.
Reason (R): Windows and Linux are examples of operating systems. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q10. What is the main function of an operating system? **[1]**

Q11. Write the command/shortcut you will type in the Run box to open the temporary files folder in Windows. **[1]**

Q12. Name the type of operating system used in a smartphone. **[1]**

Short Answer (SA)

Q13. What is an operating system? Give two examples. **[2]**

[Board 2023 Comptt]

Q14. How can a computer be protected against viruses? Discuss in brief. **[2]**

[SQP 2023-24; Board 2025 Comptt]

Q15. List any four precautions to be taken while cleaning computer components. **[2]**

Q16. List any four file operations and state the purpose of any one. **[2]**

Case Study

Case Study: Arjun's father has bought a new tablet with Android and a laptop with Windows. Arjun's school computers use UNIX-based servers that allow many students to log in together, while the laboratory's weather-monitoring unit must respond within seconds.

Q17. Answer the following questions based on the case above: **[4]**

(i) Name the operating system type of the tablet. [1]
(ii) Which type of OS lets many students log in to the school servers together? [1]
(iii) Which OS type is needed for the weather-monitoring unit and why? [2]

4. Entrepreneurial Skills – II

Multiple Choice Questions (MCQs)

Q1. Which of the following is a promotional function of an entrepreneur? **[1]**

(a) Preparing the salary of staff
(b) Keeping accounts of the enterprise
(c) Distributing the profit
(d) Detecting a business opportunity

Q2. Meena says, 'Only a person who runs a very large company can be called an entrepreneur.' This statement is a _____ about entrepreneurship. **[1]**

(a) reality (b) myth (c) function (d) rule

Q3. Which of the following is a myth about entrepreneurs? **[1]**

[Board 2025]

(a) An entrepreneur should be confident and should be able to take decisions
(b) Every business idea must be unique or special
(c) An entrepreneur should keep trying new ideas
(d) An entrepreneur should be creative and should have different solutions to the problem

Q4. Rajesh launches a new app, but it fails and he faces financial losses. He gathers his team, takes accountability for the oversight and assures them he will conduct thorough market research before the next launch. He _____. **[1]**

[SQP 2024-25]

(a) takes responsibility for his mistakes
(b) thinks before making a decision
(c) does not give up
(d) is innovative

Q5. Which of the following is NOT a function of an entrepreneur? **[1]**

(a) Making decisions
(b) Writing the question paper for the board examination
(c) Managing the business
(d) Taking risks

Q6. Which of the following is/are a myth about entrepreneurship? **[1]**

[SQP 2023-24]

(a) Need a lot of money
(b) Must have a great idea
(c) Should know everything about business
(d) All of these

Q7. Dividing the income of the business among raw material, rent, salaries and profit is a _____ function of the entrepreneur. **[1]**

(a) promotional (b) marketing only (c) managerial (d) technical

Assertion–Reason

Q8. **Assertion (A):** An entrepreneur must be ready to take calculated risks.
Reason (R): Every new business faces uncertainty about demand, competition and profit. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q9. **Assertion (A):** A successful entrepreneur should be patient.
Reason (R): Success in business always comes immediately after starting a venture. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q10. Which type of employment means running your own business? **[1]**

Q11. Give any one quality of a successful entrepreneur. **[1]**

[SQP 2021-22 T2]

Q12. Name the four managerial functions of an entrepreneur. **[1]**

Short Answer (SA)

Q13. How do entrepreneurs create employment in society? Give two points. **[2]**

Q14. Give any two qualities of a successful entrepreneur. **[2]**

[Board 2023; Board 2025 Comptt; Board 2026]

Q15. Give any two promotional functions of an entrepreneur. **[2]**

[Board 2023]

Q16. Mention the steps in the career process of becoming an entrepreneur (any four). **[2]**

Case Study

Case Study: Aman completed Class X and works as a salesman in a mobile store for a monthly salary of Rs. 15,000. His friend Kabir repairs mobiles at his own small shop. Kabir's income varies each month and depends on the number of customers, but he enjoys deciding his own working hours. Kabir has also hired one helper.

Q17. Answer the following questions based on the case above: **[4]**

(i) Identify the type of employment of Aman and of Kabir. [1]

(ii) Give one advantage of Aman's type of employment. [1]

(iii) How is Kabir helping society? Give two points. [2]

5. Green Skills – II

Multiple Choice Questions (MCQs)

Q1. Sustainable development is development that meets the needs of the present: **[1]**
(a) even if it reduces resources for future generations
(b) only for developed countries
(c) without compromising the ability of future generations to meet their own needs
(d) by using up natural resources as fast as possible

Q2. Which of the following is a non-renewable source of energy? **[1]**
(a) Wind (b) Coal (c) Biogas (d) Tidal

Q3. The Sustainable Development Goals (SDGs) aim to tackle key challenges faced by businesses, governments, and society, such as: **[1]**

[SQP 2025-26]

(a) Gender Equality (b) Energy & Climate Change
(c) Biodiversity (d) All of the above

Q4. A school installs solar panels to run its computer lab. Which SDG does this support most directly? **[1]**
(a) No Poverty (b) Quality Education only
(c) Affordable and Clean Energy (d) Peace and Justice

Q5. Which gas released by burning fossil fuels is the main contributor to global warming? **[1]**
(a) Oxygen (b) Nitrogen (c) Carbon dioxide (d) Helium

Q6. Charanka in Gujarat is well known in India for large-scale production of: **[1]**
(a) Wind power (b) Hydro power (c) Solar power (d) Nuclear power

Q7. Which one of the following is the most important factor for sustainable development and helps us become aware of our role as a responsible citizen? **[1]**

[Board 2025]

(a) Sports (b) Education (c) Business (d) Illiteracy

Assertion–Reason

Q8. **Assertion (A):** Sustainable development balances the needs of the present with the needs of the future.
Reason (R): Natural resources are limited and must be preserved for coming generations. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q9. **Assertion (A):** Overuse of chemical fertilizers harms food security in the long run.
Reason (R): Chemical fertilizers make the soil more fertile permanently. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q10. Fill in the blank: The United Nations adopted _____ Sustainable Development Goals in 2015. **[1]**

Q11. By which year are the Sustainable Development Goals to be achieved? **[1]**

Q12. Give an example of large scale production of solar power in India. **[1]**

[SQP 2021-22 T2]

Short Answer (SA)

Q13. What are the major problems related to sustainable development concerning food and water? **[2]**

[SQP 2025-26]

Q14. Define the term 'Sustainable Development'. **[2]**

[Board 2026]

Q15. What is organic farming? How does it support sustainable development? **[2]**

Q16. Suggest two ways in which a family can reduce its use of electricity. **[2]**

Case Study

Case Study: The school eco-club of Class X prepared a chart of its projects. Project 1: installing solar panels on the school roof. Project 2: planting 200 trees in the school campus. Project 3: a free awareness drive on cleanliness in the nearby slum. Project 4: collecting and recycling used paper and plastic from classrooms.

Q17. Answer the following questions based on the case above: **[4]**

(i) Which SDG is supported by Project 1? [1]

(ii) Which SDG is supported by Project 2? [1]

(iii) Name the principle of the 4Rs used in Project 4 and explain it in one sentence. [2]

6. Digital Documentation (Advanced) using LibreOffice Writer

Multiple Choice Questions (MCQs)

Q1. Which menu path saves the currently open document as a template? **[1]**

(a) File > Save As > Template Wizard (b) File > Templates > Save as Template
(c) Format > Styles > Save Template (d) Tools > Options > Templates

Q2. Which menu path can be used to create a new style from the formatting of selected text in Writer? **[1]**

(a) Insert > Styles > New Style (b) Tools > Styles > Create
(c) Format > Styles > New Style from Selection (d) File > Templates > New Style

Q3. Which menu path is used to insert a Table of Contents in Writer? **[1]**

(a) Insert > Table of Contents and Index > Table of Contents, Index or Bibliography
(b) File > Templates > Table of Contents
(c) Format > Styles > Table of Contents
(d) Tools > Update > Contents

Q4. Several shapes of a flowchart drawn in Writer must move together as a single unit. What should be done? **[1]**

(a) Select all shapes and use Format > Group > Group
(b) Anchor each shape To Page
(c) Apply Wrap Off to each shape
(d) Use Update Selected Style

Q5. Which style affects only the selected words or letters inside a paragraph, such as font, size, bold or italic, without changing the whole paragraph? **[1]**

[SQP 2021-22; Board 2023]

(a) Character Style (b) Paragraph Style (c) Page Style (d) List Style

Q6. Meera has prepared a project report with headings and sub-headings. She wants a section at the beginning listing all topics in order and allowing her to jump to any section by clicking. Which feature should she use? **[1]**

[SQP 2025-26]

(a) Index of Keywords (b) Hyperlink only (c) Table of Contents (d) Bookmark

Q7. A report has 40 headings formatted with the style Heading 1. The principal asks to change all of them to blue colour. What is the most efficient approach? **[1]**

(a) Select every heading and change colour one by one
(b) Retype all the headings in blue
(c) Insert a new page style
(d) Modify the Heading 1 style once

Q8. Which style category in LibreOffice Writer is used to define layout elements such as page size, margins, headers and footers? **[1]**

[Board 2026; SQP 2021-22]

(a) Paragraph Style (b) Frame Style (c) Table Style (d) Page Style

Q9. Krishna sent his edited document to the editor. Pradeep wants to compare his original document with Krishna's reviewed version. What should he select? **[1]**

[SQP 2024-25]

(a) Edit > Track Changes > Protect (b) File > Reload
(c) Edit > Track Changes > Compare Document (d) Tools > Word Count

Q10. While resizing an image in the Properties dialog, which option should be selected to scale the image proportionally? **[1]**

[SQP 2022-23]

(a) Original Size (b) Keep ratio (c) Anchor to page (d) Relative

Q11. Which tool of the Sidebar shows the paragraph style, character style and direct formatting applied at the cursor position? **[1]**

(a) Navigator (b) Gallery (c) Style Inspector (d) Properties deck only

Q12. Which function key opens the Styles deck of the Sidebar in LibreOffice Writer? **[1]**

(a) F5 (b) F11 (c) F7 (d) F12

Q13. Aman formats a heading with a special font, colour and spacing. How can he create a new paragraph style from it using the mouse? **[1]**

(a) Select the text and press Esc
(b) Select the formatted text and drag it into the Styles deck, then give the style a name
(c) Right-click the text and choose Fill Format Mode
(d) Double-click the text and press F11 twice

Q14. Which menu command is used in LibreOffice Writer to insert a picture file stored on the computer? **[1]**

(a) Format > Image (b) Tools > Gallery (c) Insert > Image (d) File > Open Image

Q15. Which text-wrapping option makes the text jump from above the image to below it, leaving no text at the left or right sides of the image? **[1]**

(a) Page Wrap (b) Wrap Through (c) Optimal Page Wrap (d) Wrap Off

Assertion–Reason

Q16. Assertion (A): After recording changes, the original author can accept or reject each change.
Reason (R): The Manage dialog (Edit > Track Changes > Manage) lists all recorded changes. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q17. Assertion (A): A Table of Contents created in Writer can be updated when headings change.
Reason (R): The Table of Contents is built from the heading styles applied in the document. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q18. Assertion (A): Choosing Update Selected Style creates an additional style without changing the existing one.
Reason (R): Update Selected Style redefines the existing style on the basis of the selected formatting. **[1]**

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q19. Write the right-click option used to delete a Table of Contents from a document. **[1]**

Q20. Name the keyboard shortcut that opens the Manage Templates dialog in Writer. **[1]**

Q21. Which key combination is held while dragging an image into Writer to insert it as a link? **[1]**

Q22. Give the keyboard shortcut to turn Record Changes on or off in Writer. **[1]**

Short Answer (SA)

Q23. Write the main steps to group drawing objects in Writer. **[2]**

[Board 2024]

Q24. What is Track Changes? Why is it useful when many people review a document? **[2]**

Q25. Explain any two style categories of LibreOffice Writer with one feature of each. **[2]**

[SQP 2025-26]

Q26. Differentiate between the Keep scale and Keep image size options while cropping an image. **[2]**

[Board 2023]

Q27. What is anchoring in Writer? Name any two anchor types. **[2]**

Q28. State any two purposes of using templates in a word document. **[2]**

[SQP 2022-23; SQP 2018-19]

Long Answer (LA)

Q29. Deepa is typing her class project in LibreOffice Writer and wants uniform formatting throughout. **[4]**

(a) Name the six style categories of Writer. [2]

(b) Write the key used to open the Styles deck. [1]

(c) How can she apply a Heading 1 style to a chapter title? [1]

Q30. Aman's office sends many letters with the same letterhead, fonts and footer. **[4]**

(a) Which feature should he use for this? [1]

(b) Write the steps to save a formatted letter as a template. [2]

(c) How can he open a new letter based on that template? [1]

Q31. Rohit has formatted one heading with Arial 18 pt, blue colour and centre alignment. **[4]**

(a) How can he create a new style from this heading? [2]

(b) Which feature will help him apply this style to ten other headings scattered through the document? [1]

(c) How can he stop that feature? [1]

Case Study

Case Study: A publishing company is designing an e-magazine in LibreOffice Writer. The editor wants to insert images of articles and advertisements so that the layout looks attractive. Challenges: (i) in one article two images overlap and only part of the required picture is visible; (ii) for the cover page the main image must stay fixed in the centre, however much text is added or removed; (iii) in another section text should flow smoothly around the images; (iv) for an advertisement the product image should appear above all other elements.

Q32. Answer the following questions based on the case above: **[4]**

[SQP 2025-26]

(i) Which feature should be used to solve the problem of overlapping images? [1]

(ii) Which setting will keep the main image fixed in the centre of the cover page? [1]

(iii) Which positioning option makes the text flow smoothly around the images? [1]

(iv) Which arrangement tool should be used for the advertisement image? [1]

Case Study: A coaching centre issues 100 certificates every year. Each certificate has the same logo, border, fonts and footer, and only the student name changes. The clerk currently copies an old certificate and edits it, which sometimes spoils the layout.

Q33. Answer the following questions based on the case above: **[4]**

(i) Suggest the Writer feature to avoid this problem. [1]

(ii) How can the clerk save the formatted certificate in that form? [1]

(iii) Name the shortcut for Manage Templates and the option for making it the default. [2]

7. Electronic Spreadsheet (Advanced) using LibreOffice Calc

Multiple Choice Questions (MCQs)

Q1. The code of a macro begins with _____ followed by the name of the macro and ends with _____. **[1]**

[SQP 2024-25]

(a) Sub, End Sub (b) Function, End (c) Sub, End Function (d) Sup, End Sup

Q2. What is the primary function of the Subtotals tool in Calc? **[1]**

[SQP 2024-25; PYQ 2025; PYQ 2025 Comptt; PYQ 2023]

(a) It automatically groups data and applies functions such as sum and average to each group
(b) It creates a chart for the data
(c) It highlights cells with conditional formatting
(d) It removes duplicate data from the sheet

Q3. Which keyboard shortcut opens the Hyperlink dialog in LibreOffice Calc? **[1]**

(a) Ctrl + K (b) Ctrl + H (c) Ctrl + L (d) Ctrl + Shift + K

Q4. Scenarios in Calc are a tool to test _____ questions. **[1]**

[SQP 2021-22 T1; PYQ 2023]

(a) what-if (b) goal-seek (c) drop-down (d) auto-fill

Q5. Rohit is analysing sales data spread across four sheets. He wants to combine it into one sheet so that any change in the source sheets updates the consolidated sheet automatically. Which feature and option should he use? **[1]**

[SQP 2025-26]

(a) Pivot Table with the 'AutoFilter' option
(b) Data Validation with 'Cell Range' enabled
(c) Consolidate with the 'Link to source data' option enabled
(d) Scenario Manager with 'Copy Results To' option

Q6. A _____ hyperlink contains the full address (complete path) of the destination file or web page. **[1]**

[SQP 2021-22 T1; PYQ 2025; PYQ 2026]

(a) relative (b) mixed (c) static (d) absolute

Q7. _____ is a saved sequence of commands or keystrokes that is stored for later use. **[1]**

[PYQ 2023 Comptt]

(a) Record Changes (b) Compare Changes (c) Macro (d) Merge

Q8. Radha wants to compare several budget plans for a school event (games, food, decorations) in the same spreadsheet. What should she use? **[1]**

[SQP 2024-25]

(a) Write each budget on paper
(b) The What-if Scenarios feature to create and analyse different budget options
(c) The Filter function to see one category at a time
(d) Ask friends to guess the costs

Q9. In the Manage Changes dialog, a user clicks 'Accept All'. What happens? **[1]**

(a) All changes are undone
(b) All recorded changes become permanent and the tracking marks disappear
(c) Only the changes by the current author are kept
(d) The file is closed

Q10. Which option of Calc helps to view the differences between an original and an edited version of a spreadsheet? **[1]**

[PYQ 2024 (adapted)]

(a) Edit > Track Changes > Compare Documents (b) Edit > Revise Document
(c) Edit > Consolidate (d) Edit > Collaborate

Q11. Which category in the Hyperlink dialog is used to create a link that opens the user's e-mail program? **[1]**
(a) Internet (b) Mail & News (c) Document (d) New Document

Q12. After a database is registered, how can its table be placed in a Calc sheet? **[1]**
(a) Type the table name in the Name Box
(b) Drag the table or fields from the Data Sources view into the sheet
(c) Use Format > Cells
(d) Use Tools > Detective

Q13. Which of the following is NOT available as a consolidation function in Calc? **[1]**
(a) Product (b) Count (c) StDev (d) Median

Q14. In Calc, the arguments passed to a macro from Calc are always _____. **[1]**
[SQP 2022-23]
(a) values (b) cell references (c) sheet references (d) formulas

Q15. Where is a database registered so that it appears in the Data Sources view of LibreOffice? **[1]**
(a) Tools > Options > LibreOffice > General
(b) File > Wizards > Macro
(c) Tools > Options > LibreOffice Base > Databases
(d) Data > Define Range

Assertion–Reason

Q16. **Assertion (A):** The Solver is considered a more elaborate form of Goal Seek.
Reason (R): Solver can work with several variable cells and with limiting conditions, and can maximise or minimise a result. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q17. **Assertion (A):** A macro written between Function and End Function can be used in a cell like a normal Calc function.
Reason (R): A macro written between Sub and End Sub always returns a value to the cell from which it is called. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q18. **Assertion (A):** Data from a registered database can be placed in a Calc sheet by dragging it from the Data Sources view.
Reason (R): The Data Sources view (View > Data Sources) lists the databases registered in LibreOffice. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q19. Write the menu path used to open the Goal Seek dialog in LibreOffice Calc. **[1]**

Q20. Write the menu path to share a spreadsheet with other users in Calc. **[1]**

Q21. Name the menu option used in Calc to find the differences between an original and an edited version of a spreadsheet. **[1]**

Q22. Which operator in the Solver's Limiting conditions makes a changing cell take only whole numbers? **[1]**

Short Answer (SA)

Q23. Differentiate between Compare Documents and Merge Document in Calc. **[2]**

Q24. What is a macro? Give any two rules to follow while naming a macro or module in Calc. **[2]**

[PYQ 2025]

Q25. What is the Record Changes feature of Calc? What details does it keep? **[2]**

Q26. How is Goal Seek different from Solver in a spreadsheet? **[2]**

[SQP 2023-24]

Q27. What is the use of Data > Multiple Operations in Calc? Mention the fields to be filled for a one-variable calculation. **[2]**

Q28. Write the steps to create a scenario in Calc. **[2]**

Long Answer (LA)

Q29. Distinguish between the following with respect to spreadsheets: (a) Relative and Absolute hyperlink (b) Internet hyperlink and Document hyperlink **[4]**

[PYQ 2023]

(a) Relative and Absolute hyperlink [2]

(b) Internet hyperlink and Document hyperlink [2]

Q30. Explain four types of hyperlinks that can be applied in spreadsheets. **[4]**

[PYQ 2024]

Q31. A Class X student wants to analyse the performance of sports teams by calculating averages, rankings and charts. (a) How are macros in Calc helpful to him? (b) How can macro recording be enabled in Calc? (c) Is solution*word a valid macro name? Justify. (d) Mention any one operation which cannot be recorded by a macro. **[4]**

[SQP 2024-25]

(a) Helpfulness of macros [1]

(b) Enabling macros [1]

(c) Valid name? [1]

(d) Operation not recorded [1]

Case Study

Case Study: A class teacher and two monitors edit the shared attendance file. The teacher opens Edit > Track Changes > Manage and sees the following list of recorded changes.

Author	Date	Cell	Action
Monitor1	10-11-2026	B4	Changed 25 to 28
Monitor2	10-11-2026	C7	Changed P to A
Monitor2	11-11-2026	D2	Row inserted

Q32. Answer the following questions based on the case above: **[4]**

(i) (a) Which menu option turns on the recording of such changes, and what is the shortcut? [1]

(ii) (b) The teacher wants to see only the changes made by Monitor2. Which tab and filter should she use? [1]

(iii) (c) She wants to keep the change in B4 and undo the changes in C7. Explain what she should do. [2]

Case Study: Neha has written the following macro in the Standard library of My Macros and wants to use it in her Calc sheet to find the area of a rectangle with length in A2 and breadth in B2.

Q33. Answer the following questions based on the case above: **[4]**

(i) (a) Is the macro a Sub or a Function? Give a reason. [1]

(ii) (b) How will she use it in cell C2? [1]

(iii) (c) Where can she view and edit the code, and what type of editor is it? [1]

(iv) (d) Is rect*area a valid name for a macro? Why? [1]

8. Database Management System using LibreOffice Base

Multiple Choice Questions (MCQs)

Q1. Which of the following is NOT an object of a database? **[1]**

[Board 2025 Comptt]

(a) Query (b) Table (c) Report (d) Chart

Q2. Suraj wants to store the e-mail IDs of his clients in a Base table. Which data type should he use? **[1]**

[SQP 2023-24]

(a) Number [NUMERIC] (b) Text [VARCHAR] (c) Binary (d) Yes/No [BOOLEAN]

Q3. Keeping multiple copies of the same data in different files leads to: **[1]**

[SQP 2022-23]

(a) data consistency (b) data redundancy
(c) data security (d) referential integrity

Q4. Which feature of Base allows users to present retrieved data in a user-friendly and formatted manner for printing? **[1]**

[SQP 2024-25]

(a) Report (b) Query (c) Form (d) Table

Q5. Which statement about forms in a database is incorrect? **[1]**

[SQP 2025-26]

(a) A form provides a friendly interface for entering and modifying data
(b) Each field control in a form has a label and a text box
(c) Forms are used to permanently store data like tables
(d) Forms can include graphics and titles

Q6. A query contains the field expression ”Price” * ”Quantity” with the alias Total. This is an example of: **[1]**

(a) a calculated field (b) a relationship (c) a primary key (d) a form control

Q7. A field in one table that refers to the primary key of another table is called a: **[1]**

(a) candidate key (b) foreign key (c) composite key (d) alternate key

Q8. Data can be retrieved and displayed from one or more tables in a DBMS using a: **[1]**

[Board 2025]

(a) domain (b) field
(c) query (d) referential integrity

Q9. While forming a relationship between two tables in LibreOffice Base, the _____ of the common field must be _____. **[1]**

[Board 2026]

(a) data type, the same (b) data type, different (c) name, different (d) length, zero

Q10. _____ is the database software that is used to create, manipulate and manage data. **[1]**

[Board 2025]

(a) DBMS (b) Operating system (c) Compiler (d) Browser

Q11. A table ’Student’ has 5 columns and 40 rows. Its degree and cardinality are respectively: **[1]**

(a) 40 and 5 (b) 45 and 5 (c) 5 and 5 (d) 5 and 40

Q12. In RDBMS terminology, a column of a table is also known as an: **[1]**

(a) attribute (b) tuple (c) cardinality (d) degree

Q13. The Query Design window in LibreOffice Base is divided into how many parts? **[1]**

[SQP 2025-26]

(a) One (b) Two (c) Four (d) Three

Q14. A teacher teaches many students, but each student has one class teacher. The relationship between Teacher and Student is: **[1]**

(a) one-to-one (b) one-to-many (c) many-to-many (d) not possible

Q15. Which feature of a DBMS allows only authorised users, using a login and permissions, to view or change the data? **[1]**

(a) Data redundancy (b) Data inconsistency (c) Data security (d) Data duplication

Assertion–Reason

Q16. Assertion (A): The hierarchical data model stores data in a tree-like structure.
Reason (R): In the hierarchical model, a child record can have only one parent record. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q17. Assertion (A): A many-to-many relationship can be directly stored between two tables using one foreign key.
Reason (R): A many-to-many relationship is implemented through a third (junction) table. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q18. Assertion (A): Every candidate key is a primary key.
Reason (R): A table can have only one primary key chosen from its candidate keys. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q19. Which function key is used to run a query in Base? **[1]**

Q20. What is a row of a table called in database terminology? (Give one name.) **[1]**

Q21. In which view of a table do we define field names and data types? **[1]**

Q22. Name the toolbar that contains the controls for designing a form. **[1]**

Short Answer (SA)

Q23. What is a query in LibreOffice Base? State one benefit of using a query. **[2]**

Q24. Differentiate between data and information with an example. **[2]**

Q25. Write the steps to insert the current date and time in a report in the Report Builder. **[2]**

[Board 2026]

Q26. Explain data redundancy and data inconsistency. How are they related? **[2]**

Q27. Why is it important to create relationships between the tables of a database? Give any two benefits. **[2]**

[SQP 2024-25; Board 2024]

Q28. What are wildcards in query criteria? Explain the use of * and ? with one example each. **[2]**

Long Answer (LA)

Q29. Write the steps to create a report using the Report Wizard in Base. Name the two windows that open with it. **[4]**

Q30. A health clinic is developing a patient management system for patient intake, appointments and medical records and needs forms for registration, appointments and updating histories. **[4]**

[SQP 2024-25]

(a) What is the use of a form in DBMS? [1]

(b) What are the different ways to create forms? [1]

(c) Where can we find the tools to add or edit controls on a form? [1]

(d) What is the use of the Records toolbar in a form? [1]

Q31. Explain any four data types available in LibreOffice Base with an example of use of each. **[4]**

[Board 2023; Board 2023 Comptt]

Case Study

Case Study: A library keeps the following table BOOKS. BID is Book Identification and DOP is Date of Purchase.

BID	Name	DOP	Type	Price
2001	Gift	2019-05-19	Inspire	450.00
4003	Millionaire	2017-12-21	Inspire	340.00
3024	The Chair	2020-02-25	Horror	320.00
2082	Morning Tea	2017-11-20	Mystery	310.00
1502	Nightingale	2021-06-15	Biography	270.00
1300	The Truth	2020-08-18	Mystery	510.00

Q32. Answer the following questions based on the case above: **[4]**

[Board 2025 Comptt]

(i) Identify and name the candidate keys. [1]

(ii) Which attribute is best suited as the primary key? [1]

(iii) What is the degree and cardinality of the table? [1]

(iv) Name the data type suitable for DOP and Price in Base. [1]

Case Study: A school database has two tables. Students(AdmNo, Name, Class, HouseID) and Houses(HouseID, HouseName, HouseMaster). The tables are to be related using HouseID.

Q33. Answer the following questions based on the case above: **[4]**

(i) Which field is the primary key of Houses and which is the foreign key in Students? [1]

(ii) What type of relationship exists between Houses and Students? [1]

(iii) Write the menu path to open the Relationships window. [1]

(iv) Which Delete option should be used to prevent deleting a house while students belong to it? [1]

9. Maintain Healthy, Safe and Secure Working Environment

Multiple Choice Questions (MCQs)

Q1. Ananya notices a loose network cable running across the corridor of her office. Which type of hazard does it mainly create? **[1]**

(a) Chemical hazard
(b) Physical hazard (trip and fall)
(c) Biological hazard
(d) Fire hazard only

Q2. What should a person do first on finding an accident victim? **[1]**

(a) Move the victim immediately without checking
(b) Leave the place to avoid trouble
(c) Give the victim food and water
(d) Make sure the area is safe and then check the victim's condition

Q3. _____ is the science that deals with designing and arranging the things at workplace so that people can use them easily and safely. **[1]**

[Board 2025]

(a) Health science (b) Ergonomics (c) Fixture science (d) Work Economics

Q4. In a situation where a small fire breaks out in the office, what should you use to address the emergency? **[1]**

[SQP 2024-25]

(a) A Blanket (b) A Fire Extinguisher (c) A Towel (d) Baking Soda

Q5. Which three elements together are needed for a fire to start (fire triangle)? **[1]**

(a) Water, air and smoke
(b) Fuel, ash and water
(c) Heat, carbon and gas
(d) Fuel, heat and oxygen

Q6. In controlling a workplace hazard, which is the most effective step? **[1]**

(a) Give a warning to employees
(b) Ask employees to be careful
(c) Provide protective equipment only
(d) Eliminate the hazard completely

Q7. Which of the following types of fire extinguishers should not be used to extinguish an electrical fire? **[1]**

[Board 2026]

(a) Carbon dioxide (b) Mechanical foam (c) Dry chemical powder (d) ABC dry powder

Q8. Which one of the following is a class B ignition material? **[1]**

[Board 2025]

(a) Paper (b) Gas (c) Electrical equipment (d) Potassium

Q9. For a minor burn on the hand, the first aid is to: **[1]**

(a) apply ice directly
(b) burst the blisters
(c) apply toothpaste
(d) cool the burnt area under cool running water

Q10. Which one of the following is a wrong safety guideline? **[1]**

[Board 2025]

(a) Store all cleaning chemicals in tightly closed containers in separate cupboards.
(b) Never distract the attention of people who are working near a fire or with some machinery, tools or equipment.
(c) Wear loose clothing or jewellery while working with machines.
(d) Make sure all areas have proper lighting.

Q11. Which of the following is not a valid safety guideline of a workplace? **[1]**

[Board 2025 Comptt]

(a) Make sure all areas have proper lighting
(b) Do not play with electrical controls or switches
(c) Shut down all machines before leaving the workplace
(d) Wear loose clothing or jewellery when working with machines

Q12. Which of the following is an emergency rather than a simple accident? **[1]**
(a) An earthquake in the office building (b) A pen falling from a desk
(c) A person tripping on a carpet (d) Spilling tea on a table

Q13. Rakesh has to shift a heavy carton from the floor to a shelf. Which is the safest way to lift it? **[1]**
(a) Bend from the waist and jerk the load up
(b) Bend the knees, keep the back straight and lift using the legs
(c) Lift it with one hand while twisting the body
(d) Lift it quickly with a rounded back

Q14. Meena uses her mobile phone and laptop in bed till late night and now finds it difficult to sleep. The most likely cause is: **[1]**
(a) too much physical exercise
(b) drinking too much water
(c) the bright light from screens disturbing the sleep cycle
(d) reading a printed book

Q15. A trolley moving fast in a corridor hits an employee. This is an accident due to: **[1]**
(a) slip and fall (b) moving objects (c) falling goods (d) lift failure

Assertion–Reason

Q16. **Assertion (A):** Water should not be used to extinguish a Class C (electrical) fire.
Reason (R): Water is a good conductor of electricity and can cause electric shock to the person using it. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q17. **Assertion (A):** First aid is the immediate help given to an injured person until medical help arrives.
Reason (R): First aid is a complete substitute for treatment by a doctor. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Q18. **Assertion (A):** The computer screen should be kept about an arm's length from the eyes.
Reason (R): Plants and fresh air in an office improve its air quality. **[1]**
(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

Very Short Answer (VSA)

Q19. Name one type of fire extinguisher that is safe to use on an electrical fire. **[1]**

Q20. State True or False. If false, correct it: During a fire, people should use the lift to leave the building quickly. **[1]**

Q21. What is the name of the pre-decided place where people gather after leaving a building during an emergency? **[1]**

Q22. An accident in which a person loses balance on a wet floor is called a _____ and fall. **[1]**

Short Answer (SA)

Q23. Differentiate between safety and security of an employee. **[2]**

[SQP 2024-25]

Q24. What is first aid? Write any two items found in a first aid box. **[2]**

Q25. Explain the fire triangle. How can a fire be put out using it? **[2]**

Q26. What is Occupational Overuse Syndrome (Repetition Strain Injury)? **[2]**

[SQP 2024-25]

Q27. Write any two steps to be followed while rescuing a person who is getting an electric shock. **[2]**

[SQP 2025-26]

Q28. Give any two ways to avoid slips and falls at the workplace. **[2]**

[Board 2025 Comptt; Board 2023]

Long Answer (LA)

Q29. Sneha will be working at a computer for long hours daily. Suggest four health and safety guidelines on seating, screen, keyboard and lighting for her workstation. **[4]**

Q30. Answer the following questions in the context of Workplace Safety: **[4]**

[Board 2026]

(a) Mention any two health hazards caused by a high contrast between the computer screen and its surroundings. [1]

(b) Suggest one way to avoid contrast problems caused by bright light sources behind the display screen. [1]

(c) How can poor sitting posture while using a computer affect a person's health? [1]

(d) Mention any one way to reduce stress at the workplace. [1]

Q31. Amit, an office employee, has been experiencing the problem of dry eyes due to long hours spent working on his computer in the office. Guide him by answering the following questions: **[4]**

[Board 2025 Comptt]

(a) Define the term ergonomics. [1]

(b) Suggest two ergonomically correct measures to avoid the above health issue. [2]

(c) What is Occupational Overuse Syndrome? [1]

Case Study

Case Study: A bank conducted an evacuation drill in its 4-storey building. The following details were recorded.

Floor	Employees	Time to reach assembly point (min)
Ground	25	2
1	40	4
2	35	5
3	30	9

Q32. Answer the following questions based on the case above: **[4]**

(i) What is the purpose of conducting such a drill? [1]

(ii) Which floor took the longest time and what could be a reason? [1]

(iii) State two actions the employees must follow during the drill. [2]

Case Study: Ritu works as a data entry operator and spends nearly 9 hours daily on a computer. Her health record shows the following problems.

Complaint	Frequency
Burning, dry eyes	Daily
Pain in wrist and fingers	Frequent
Pain in lower back	Occasional
Difficulty sleeping	Frequent

Q33. Answer the following questions based on the case above: **[4]**

(i) Name the condition that explains dry eyes and blurred vision. [1]

(ii) Which problem is linked to repeated typing and wrong wrist position? [1]

(iii) Suggest two ergonomic changes for Ritu's workstation. [2]

Answer Key (MCQs and Assertion–Reason)

Ch. 1: Q1-(a), Q2-(c), Q3-(a), Q4-(b), Q5-(c), Q6-(a), Q7-(b), Q8-(a), Q9-(b)

Ch. 2: Q1-(b), Q2-(b), Q3-(c), Q4-(c), Q5-(a), Q6-(a), Q7-(c), Q8-(d), Q9-(b)

Ch. 3: Q1-(c), Q2-(a), Q3-(d), Q4-(a), Q5-(a), Q6-(c), Q7-(c), Q8-(a), Q9-(b)

Ch. 4: Q1-(d), Q2-(b), Q3-(b), Q4-(a), Q5-(b), Q6-(d), Q7-(c), Q8-(a), Q9-(c)

Ch. 5: Q1-(c), Q2-(b), Q3-(d), Q4-(c), Q5-(c), Q6-(c), Q7-(b), Q8-(a), Q9-(c)

Ch. 6: Q1-(b), Q2-(c), Q3-(a), Q4-(a), Q5-(a), Q6-(c), Q7-(d), Q8-(d), Q9-(c), Q10-(b), Q11-(c), Q12-(b), Q13-(b), Q14-(c), Q15-(d), Q16-(b), Q17-(b), Q18-(d)

Ch. 7: Q1-(a), Q2-(a), Q3-(a), Q4-(a), Q5-(c), Q6-(d), Q7-(c), Q8-(b), Q9-(b), Q10-(a), Q11-(b), Q12-(b), Q13-(d), Q14-(a), Q15-(c), Q16-(a), Q17-(c), Q18-(b)

Ch. 8: Q1-(d), Q2-(b), Q3-(b), Q4-(a), Q5-(c), Q6-(a), Q7-(b), Q8-(c), Q9-(a), Q10-(a), Q11-(d), Q12-(a), Q13-(d), Q14-(b), Q15-(c), Q16-(a), Q17-(d), Q18-(d)

Ch. 9: Q1-(b), Q2-(d), Q3-(b), Q4-(b), Q5-(d), Q6-(d), Q7-(b), Q8-(b), Q9-(d), Q10-(c), Q11-(d), Q12-(a), Q13-(b), Q14-(c), Q15-(b), Q16-(a), Q17-(c), Q18-(b)