CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Question Bank – Set 2

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) **28**

1. Communication Skills – II

Multiple Choice Questions (MCQs)

Q1. Which of the following is a measure to overcome barriers to communication? **[1]**

(a) Using difficult words (b) Speaking as fast as possible
(c) Ignoring the listener's questions (d) Active listening and asking for feedback

Q2. Which type of communication involves interchanging messages only through images or pictures? **[1]**

[Board 2024]

(a) Verbal (b) Gesture (c) Visual (d) Facial

Q3. Choose the correct article: He is _____ honest employee. **[1]**

(a) a (b) an (c) the (d) no article

Q4. _____ communication is the use of body language, gestures and facial expressions to convey information to others. **[1]**

[SQP 2021-22 T1]

(a) Verbal (b) Written (c) Visual (d) Non-verbal

Q5. _____ feedback is specific information, in the form of written comments or verbal conversations, that helps the learner understand what he or she needs to do in order to improve. **[1]**

[SQP 2021-22 T1]

(a) Specific (b) Descriptive (c) General (d) Sign

Q6. Which of the following is an example of non-verbal communication? **[1]**

(a) Maintaining eye contact while speaking (b) Writing an email
(c) Making a telephone call (d) Reading a newspaper aloud

Q7. I would like to cancel _____ Mushroom Pizza I ordered. **[1]**

[Board 2018 Comptt]

(a) a (b) an (c) the (d) no article needed

Assertion–Reason

Q8. **Assertion (A):** Active listening helps in overcoming barriers to communication.
Reason (R): Active listening means planning your own reply while the speaker is still talking. **[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):** Using technical jargon with a layperson creates a barrier to communication.
Reason (R): Jargon consists of technical words that a layperson may not understand. **[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. The receiver's response to the sender's message is called _____. **[1]**

Q11. Name the sentence at the start of a paragraph that states its main idea. **[1]**

Q12. 'What a beautiful painting!' is which kind of sentence? **[1]**

Short Answer (SA)

Q13. Distinguish between a phrase and a sentence with one example of each. **[2]**

Q14. Explain any two Cs of effective communication. **[2]**

[SQP 2025-26; Board 2025]

Q15. Suggest any two ways to overcome language barriers in communication. **[2]**

Q16. What is non-verbal communication? Give examples. **[2]**

[Board 2025 Comptt]

Case Study

Case Study: An intern wrote the following sentences in a report for her manager.

No.	Sentence
1	Please save the file.
2	Did you submit the report?
3	What a great presentation!
4	The server restarted automatically.

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

(i) Identify the imperative and the interrogative sentences (by number). [1]

(ii) Which sentence is exclamatory and which is declarative? [1]

(iii) Write the subject and predicate of sentence 4. [1]

(iv) Name the part of speech of the word 'restarted' in sentence 4. [1]

2. Self-Management Skills – II

Multiple Choice Questions (MCQs)

Q1. Kabir practises football daily only because the school has announced a trophy and a certificate for the winners. His motivation is mainly: **[1]**

(a) Internal (b) External
(c) Neither internal nor external (d) Self-regulation

Q2. _____ is a series of postures and breathing exercises practised to achieve control of body and mind. **[1]**

[SQP 2022-23]

(a) Meditation (b) Nature Walk (c) Yoga (d) Physical Exercise

Q3. _____ is the driving force that pushes us to achieve our goals, feel happy and improve our quality of life. **[1]**

[Board 2024]

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

Q4. Internal self-awareness refers to: **[1]**

(a) How other people see us
(b) How clearly we understand our own values, feelings, strengths and weaknesses
(c) Setting goals for others
(d) Working under constant supervision

Q5. The SMART method helps in setting effective goals for career and personal growth. In this method, what does the 'A' stand for? **[1]**

[SQP 2025-26]

(a) Abrupt (b) Accountable (c) Achievable (d) Admirable

Q6. _____ is the ability to identify and manage one's own emotions, as well as the emotions of others. **[1]**

[Board 2024]

(a) Self-Awareness (b) Emotional Intelligence
(c) Stress Management (d) Emotional Barrier

Q7. Priya asks her classmates and teachers for honest feedback on how they see her as a team leader. She is trying to develop: **[1]**

(a) External self-awareness (b) Financial stability
(c) Physical fitness (d) Extrinsic motivation

Assertion–Reason

Q8. **Assertion (A):** Yoga helps in managing stress.
Reason (R): Yoga combines postures, breathing exercises and control of the mind. **[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):** External self-awareness means knowing how other people see us.
Reason (R): External self-awareness is the ability to see one's own values and feelings clearly. **[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 ability to control one's emotions, thoughts and behaviour in different situations is called _____. **[1]**

Q11. Expand SMART in the context of goal setting. **[1]**

Q12. Give one example of an external motivator. **[1]**

Short Answer (SA)

Q13. Name the stress causal agents. **[2]**

[SQP 2022-23]

Q14. Mention any four simple stress management techniques. **[2]**

[Board 2025 Comptt]

Q15. Why is stress management important for students? Give two reasons. **[2]**

Q16. Before his board exams, Ravi feels irritable, cannot sleep well and has headaches. Identify two signs of stress here and suggest two techniques to cope. **[2]**

Case Study

Case Study: Three Class X students were observed during the term.

Student	Behaviour	Reason
Kabir	Practises football daily	To win the school trophy
Divya	Reads science magazines daily	She finds new discoveries exciting
Imran	Cleans his room every morning	Does it without being told

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

(i) Identify the type of motivation shown by Kabir. [1]

(ii) Identify the type of motivation shown by Divya. [1]

(iii) Differentiate between internal and external motivation in two points. [2]

3. ICT Skills – II

Multiple Choice Questions (MCQs)

Q1. Which type of operating system runs on a set of computers that are interconnected by a network and appears to the user as a single system? **[1]**

[Board 2023 Comptt]

(a) Multi-user (b) Distributed (c) Single user (d) Real time

Q2. Which keys do you press to copy a selected file or folder? **[1]**

[Board 2023 Comptt]

(a) Ctrl + X (b) Ctrl + Z (c) Ctrl + C (d) Ctrl + Y

Q3. To remove the files in the temporary folder, we type _____ in the Run dialog box (Windows key + R). **[1]**

[SQP 2022-23]

(a) #temp# (b) @temp% (c) &temp& (d) %temp%

Q4. The small pictures on the desktop that represent programs, files or folders are called **[1]**

(a) menus (b) wallpapers (c) cursors (d) icons

Q5. Which part of the Windows desktop shows the time, date and volume/network icons? **[1]**

(a) Start menu (b) Notification area (system tray)
(c) Recycle Bin (d) Title bar

Q6. A single-user, single-tasking operating system allows **[1]**

(a) many users to run many programs (b) one user to run many programs
(c) one user to run only one program at a time (d) many users to run one program

Q7. Rohit plays music, downloads a file and types a letter at the same time on his laptop. Which feature of the operating system makes this possible? **[1]**

(a) Booting (b) Formatting (c) Multitasking (d) Defragmentation

Assertion–Reason

Q8. **Assertion (A):** A real-time operating system is used in missile control and industrial robots.
Reason (R): A real-time operating system gives output within a specified time limit. **[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):** Installing an antivirus once guarantees that the computer can never be infected.
Reason (R): Hackers and virus writers create new threats regularly. **[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 first (top-most) folder of a directory tree. **[1]**

Q11. Name the key combination used to paste a copied file in a folder. **[1]**

Q12. State whether True or False: In a multitasking OS, many programs can be run at the same time. If false, correct it. **[1]**

Short Answer (SA)

Q13. What do you mean by Disk Defragmentation? **[2]**

[SQP 2022-23]

Q14. Explain virus and antivirus software briefly. Name any two antivirus programs. **[2]**

[Board 2019]

Q15. What is scanning in antivirus software? Mention two actions taken on an infected file. **[2]**

Q16. What are temporary files? Why should they be deleted regularly? **[2]**

Case Study

Case Study: The computers of a computer lab are running slowly. Many pop-ups appear and some files cannot be opened. The lab incharge finds that students use pen drives from home without checking them, and the antivirus was last updated a year ago.

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

(i) Name the probable cause of the problem. [1]

(ii) Suggest any two steps to remove the problem. [1]

(iii) What two precautions should be followed in future? [2]

4. Entrepreneurial Skills – II

Multiple Choice Questions (MCQs)

Q1. Deciding what to produce, the price of the product and the place of sale is the _____ function of an entrepreneur. **[1]**

(a) managerial (decision making) (b) promotional
(c) social (d) technical

Q2. A person who runs his or her own business and earns profit instead of a fixed salary is called _____. **[1]**

(a) wage employed (b) self-employed (c) unemployed (d) a trainee

Q3. Which of the following is an example of a wage employed person? **[1]**

[Board 2025 Comptt]

(a) An accountant working at a bank (b) A taxi driver who owns his own car
(c) A freelance photographer (d) A shop owner

Q4. From the following statements, which one is not the positive impact of entrepreneurship on society? **[1]**

[SQP 2022-23]

(a) Stimulates innovation and efficiency (b) Creates jobs and employment opportunities
(c) Solves the problems of the society (d) Discourages welfare of the society

Q5. An entrepreneur who tries new ideas to solve a problem in different ways is displaying _____. **[1]**

(a) dependence (b) laziness (c) creativity (d) indecision

Q6. Bringing together land, labour, capital and materials to run the business is the _____ role of an entrepreneur. **[1]**

(a) coordinating (b) imitating (c) risk assumption (d) capital formation

Q7. Which of the following statements about entrepreneurs is a reality? **[1]**

(a) Entrepreneurs are born, not made
(b) Entrepreneurs must know everything about the business before starting
(c) Entrepreneurs can develop their skills through learning and practice
(d) Entrepreneurs need a huge amount of money to begin

Assertion–Reason

Q8. **Assertion (A):** Entrepreneurship creates employment in society.
Reason (R): Entrepreneurs set up enterprises that need workers for production, marketing and services. **[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):** Self-employment gives a person independence in taking business decisions.
Reason (R): A self-employed person earns a fixed monthly salary regardless of the 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.

Very Short Answer (VSA)

Q10. State whether the following statement is a myth or reality: Entrepreneurs are born a certain way. **[1]**

[Board 2023]

Q11. A person who works for an employer and gets a fixed salary is said to be in which type of employment? **[1]**

Q12. Fill in the blank: An entrepreneur who creates jobs for others helps to reduce _____ in society. **[1]**

Short Answer (SA)

Q13. Write any four roles of entrepreneurs. **[2]**

[SQP 2022-23]

Q14. List any two advantages of choosing entrepreneurship as a career. **[2]**

Q15. Explain the capital formation role of an entrepreneur. **[2]**

Q16. Distinguish between promotional and managerial functions of an entrepreneur. **[2]**

Case Study

Case Study: Nisha has noticed that her colony has no good bakery. She prepares a plan, arranges a loan and some machines, and opens a bakery. Every day she decides the items to be baked and their prices, hires staff, distributes income for ingredients, rent and salaries, and tackles the risk of unsold stock.

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

(i) Which function of an entrepreneur is shown when Nisha notices the need for a bakery and prepares a plan? [1]

(ii) Name any two managerial functions that Nisha performs. [2]

(iii) Which quality is shown by her willingness to bear the risk of unsold stock? [1]

5. Green Skills – II

Multiple Choice Questions (MCQs)

Q1. Name the organization that has the Sustainable Development Goals? **[1]**

[SQP 2023-24]

(a) UNICEF (b) League of Nations
(c) United Nations (d) World Health Organization

Q2. Overuse of chemical fertilizers in farming mainly leads to: **[1]**

(a) Increase in soil nutrients permanently (b) Depletion and contamination of soil
(c) Increase in rainfall (d) Reduction of air pollution

Q3. Cutting down forests on a large scale for farming, housing and industry is called: **[1]**

(a) Afforestation (b) Deforestation (c) Reforestation (d) Conservation

Q4. Melting old aluminium cans to make new products is an example of: **[1]**

(a) Reduce (b) Reuse (c) Recycle (d) Refuse

Q5. A village has no safe drinking water and many children fall sick. Which problem related to sustainable development is mainly shown here? **[1]**

(a) Shortage of clean water (b) Excess of energy
(c) Shortage of jobs in cities (d) Excess of forests

Q6. Rainwater harvesting helps sustainable development mainly by: **[1]**

(a) increasing air pollution (b) conserving and recharging water resources
(c) cutting forests (d) producing more plastic

Q7. SDG 5 aims at achieving: **[1]**

(a) Gender Equality (b) Zero Hunger (c) Climate Action (d) Quality Education

Assertion–Reason

Q8. **Assertion (A):** Rainwater harvesting helps reduce water shortage.
Reason (R): Collected rainwater recharges groundwater and can be stored for later use. **[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):** The 17 SDGs were adopted by the United Nations in 2015.
Reason (R): The SDGs address issues such as poverty, gender equality, water, energy and climate change. **[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 commission whose 1987 report 'Our Common Future' popularised the term sustainable development. **[1]**

Q11. Name the gas released by burning fossil fuels that is mainly responsible for global warming. **[1]**

Q12. True or False: Fossil fuels such as coal and petroleum are renewable sources of energy. If false, correct the statement. **[1]**

Short Answer (SA)

Q13. Why has the United Nations made the 17 Sustainable Development Goals? **[2]**

[SQP 2024-25]

Q14. Explain any two problems related to sustainable development. **[2]**

[Board 2025]

Q15. 'Reduced Inequalities' is one of the Sustainable Development Goals set by the UN. Give any two ways to reduce inequalities. **[2]**

[SQP 2021-22 T2]

Q16. Why is the use of fossil fuels considered a problem for sustainable development? Give two reasons. **[2]**

Case Study

Case Study: Meera read that in 1987 a UN commission headed by Gro Harlem Brundtland published the report 'Our Common Future' which stated that economic growth, social well-being and environmental protection must go together. In 2015 the UN member countries adopted a set of 17 goals to be achieved by 2030. Meera wants to prepare a presentation on this for her class.

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

(i) Name the commission whose report is mentioned. [1]

(ii) What is the full name of the goals adopted in 2015? [1]

(iii) State the definition of sustainable development given in the report. [2]

6. Digital Documentation (Advanced) using LibreOffice Writer

Multiple Choice Questions (MCQs)

Q1. Mehul has inserted a picture in his document that has an unwanted portion at the edges. Which option should he use to remove that portion? **[1]**

[Board 2023 Comptt; SQP 2021-22]

(a) Resize (b) Rotate (c) Sharpen (d) Crop

Q2. _____ feature of Writer is based on heading styles and gives a list of topics along with page numbers. **[1]**

[Board 2025; Board 2025 Comptt]

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

Q3. In LibreOffice Writer, which menu contains the Track Changes option? **[1]**

[Board 2025 Comptt]

(a) File (b) View (c) Insert (d) Edit

Q4. Which feature of Writer allows the placement of an image in relation to the surrounding text? **[1]**

[Board 2025 Comptt; SQP 2024-25]

(a) Image Mode (b) Text Wrapping (c) Image Filter (d) Cropping

Q5. A _____ is a collection of all the formatting information that you save once and then apply to text, pages or other elements of a document. **[1]**

[Board 2025 Comptt; Board 2025; SQP 2021-22]

(a) Comment (b) Style (c) Table of Contents (d) Track Change

Q6. Which dialog is used by the original author to accept or reject recorded changes in Writer? **[1]**

(a) Format > Styles > Manage Styles (b) File > Templates > Manage Templates
(c) Tools > Macros > Manage (d) Edit > Track Changes > Manage

Q7. Which of the following is NOT true about templates in LibreOffice? **[1]**

[SQP 2024-25]

(a) Styles and formatting can be reused
(b) LibreOffice provides online templates
(c) We cannot create our own templates
(d) Templates can contain headers, footers and page numbers

Q8. _____ is the default template used for files created in Writer. **[1]**

[Board 2025]

(a) Resume template (b) Blank document (c) Project report (d) Chapter

Q9. Roshni has taken pictures on a trip and wants to increase the contrast of the images in Writer. Which image filter should she use (as per the textbook)? **[1]**

[Board 2025; Board 2023; SQP 2023-24]

(a) Smooth (b) Aging (c) Sharpen (d) Mosaic

Q10. Gaurav drags and drops an image into his Writer report and the file size increases because the image gets embedded. How can he link the image instead of embedding it? **[1]**

[Board 2024]

(a) Hold down Ctrl and Shift keys while dragging and dropping the image
(b) Hold down only the Alt key while dropping
(c) Drop the image twice
(d) Press F11 while dragging

Q11. Which shortcut is used to insert a comment on the selected text in Writer? **[1]**

(a) Ctrl+Shift+C (b) Ctrl+Alt+C (c) Ctrl+Shift+N (d) Alt+F11

Q12. Resizing a _____ image in a document may badly affect its resolution. **[1]**

[Board 2024]

(a) Raster (bitmap) (b) Vector (c) Drawing shape (d) Line

Q13. With which text-wrapping option does the image lie over the text so that text and image occupy the same space? **[1]**

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

Q14. In a document reviewed by three persons, each reviewer's changes appear in a different colour. How does Writer know who made a change? **[1]**

(a) From the file name
(b) From the author name set in Tools > Options > LibreOffice > User Data
(c) From the page style
(d) From the template used

Q15. Which style category is used to control borders, background colours and text alignment inside the cells of a table in Writer? **[1]**

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

Assertion–Reason

Q16. **Assertion (A):** A template saved in Writer can be used to create many documents with the same layout.
Reason (R): A template can be used only once, after which it is deleted from the computer. **[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 linked image makes the document file smaller than an embedded image.
Reason (R): A linked image is stored inside the document file as a copy of the original picture. **[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 Compare Document feature marks the differences between two versions of a document as tracked changes.
Reason (R): Compare Document works only if Track Changes was switched on while editing the second 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.

Very Short Answer (VSA)

Q19. Fill in the blank: Press the _____ key after selecting an image to delete it from the Writer document. **[1]**

Q20. Name the Writer feature that applies a chosen style to several scattered places by clicking or dragging over text. **[1]**

Q21. Fill in the blank: Writer provides _____ levels of headings. **[1]**

Q22. Which type of style would you modify to change the bullet symbol of all bulleted lists in a document? **[1]**

Short Answer (SA)

Q23. Write the steps to insert a Table of Contents in a Writer document. **[2]**

Q24. What must be done before recording changes in Writer, and how are they recorded? **[2]**

[SQP 2025-26 (adapted)]

Q25. What is the significance of the Table of Contents feature in LibreOffice Writer? Discuss briefly. **[2]**

[Board 2026]

Q26. How can a Table of Contents be updated or deleted after it has been inserted? **[2]**

Q27. What is the use of the Wrap Off and Page Wrap text-wrapping options? **[2]**

Q28. How are recorded changes accepted or rejected in Writer? **[2]**

Long Answer (LA)

Q29. Ankita is designing a birthday card in LibreOffice Writer. She inserted a few pictures that she wants to adjust and arrange in different ways. Help her by explaining the following. **[4]**

[Board 2025 Comptt]

(a) With reference to positioning an image in the text, differentiate between Anchoring and Arrangement. [2]

(b) What is the effect of the Invert Image filter? [1]

(c) What do you mean by grouping drawing objects? [1]

Q30. Answer the following in the context of images and drawing objects in Writer. **[4]**

[Board 2025]

(a) What is the benefit of grouping drawing objects? [2]

(b) Differentiate between text wrapping and image alignment. [2]

Q31. Karan is placing a company logo and a product photo on the first page of a leaflet. **[4]**

(a) Name any two anchor options. [1]

(b) Which Arrangement option puts the logo above the photo? [1]

(c) Which wrap option lets text flow around the photo on both sides? [1]

(d) How can he move the logo and its caption together? [1]

Case Study

Case Study: Priya wrote a report and sent it to her teacher and a friend for review. Both made several edits. Priya wants to see who changed what, keep some changes and discard others.

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

(i) Which feature records the edits made by each reviewer? [1]

(ii) What should each reviewer do first so that changes are shown by name? [1]

(iii) How can Priya accept some changes and reject the others? [2]

Case Study: Table shows how a student placed four objects in a Writer poster and what problem each created.

Object	Anchor/Wrap used	Problem
Photo	As Character	Text line gets pushed down
Logo	To Page	Hidden behind photo
Arrow shapes (4)	To Paragraph	Moves separately
Caption	Wrap Off	No text beside image

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

(i) Why does the photo push the text line down? [1]

(ii) How can the logo be shown above the photo? [1]

(iii) How can the four arrow shapes be moved as one? [1]

(iv) Which wrap option places text beside the image? [1]

7. Electronic Spreadsheet (Advanced) using LibreOffice Calc

Multiple Choice Questions (MCQs)

Q1. Which menu path opens the Multiple Operations dialog in LibreOffice Calc? **[1]**

(a) Data > Multiple Operations (b) Tools > Multiple Operations
(c) Sheet > Multiple Operations (d) Edit > Multiple Operations

Q2. Which function is selected by default when the Consolidate dialog box opens in LibreOffice Calc? **[1]**

[PYQ 2026]

(a) Sum (b) Average (c) Max (d) Var

Q3. Which of the following correctly refers to cell B5 of a sheet named Sheet2 from another sheet in the same workbook? **[1]**

(a) =Sheet2!B5 (b) =Sheet2:B5 (c) =$Sheet2.B5 (d) =[Sheet2]B5

Q4. Which menu path in Calc is used to accept or reject changes made in a shared or tracked spreadsheet? **[1]**

[SQP 2025-26; PYQ 2026]

(a) Edit > Track Changes > Manage (b) Tools > Review Changes > Manage
(c) File > Options > Track Changes (d) View > Track Changes > Review

Q5. Which menu path is used to bring a table from a web page (HTML) into a Calc sheet as a link that can be refreshed? **[1]**

(a) Data > Import Table (b) Sheet > Link to External Data
(c) File > Open URL (d) Insert > Web Table

Q6. In a shared spreadsheet, a coloured border with _____ appears around a cell where changes are made. **[1]**

[PYQ 2023]

(a) a dot in the lower left-hand corner (b) a cross in the upper left-hand corner
(c) a cross in the upper right-hand corner (d) a dot in the upper left-hand corner

Q7. Which of the following functions CANNOT be performed through Subtotals in Calc? **[1]**

[SQP 2021-22 T1]

(a) Sum (b) Average (c) Product (d) Percentage

Q8. Which reference correctly links to cell A1 of Sheet1 in an external file sales.ods stored in /home/user/docs? **[1]**

(a) =file:///home/user/docs/sales.ods!Sheet1.A1
(b) =[sales.ods]Sheet1!A1
(c) =sales.ods#Sheet1:A1
(d) =’file:///home/user/docs/sales.ods’#$Sheet1.A1

Q9. Goal Seek can change the value of how many input cells at a time? **[1]**

(a) One (b) Two (c) Up to three (d) Any number

Q10. Which command in Calc inserts a sheet from another file and lets it be linked to the source file? **[1]**

(a) Sheet > Insert Sheet from File (b) File > Open
(c) Insert > Object (d) Data > Consolidate

Q11. After creating scenarios, a user can quickly switch between them by using the _____. **[1]**

(a) drop-down list shown beside the border of the changing cells (or the Navigator)
(b) Name Box only
(c) Status bar zoom control
(d) Format Painter

Q12. Priya notices that some cells of a shared spreadsheet were modified and wants to identify who edited them. Which feature should she use? **[1]**

[PYQ 2024; PYQ 2026]

(a) Data Validation (b) Observe Changes
(c) Track Changes (Record/Manage Changes) (d) AutoFilter

Q13. Ravi is analysing monthly sales data in Calc. He wants to test how changing the discount rate affects total revenue. Which feature should he use to simulate different outcomes? **[1]**

[PYQ 2026]

(a) Sort (b) Indexing (c) What-if Scenarios (d) Filter

Q14. Merge Document in Calc is used to _____. **[1]**
(a) merge two cells into a single cell
(b) consolidate data from different sheets
(c) combine the changes recorded in another copy of the same document into the current one
(d) link a sheet to a web page

Q15. Reviewers and authors can add their _____ to explain their changes in the cell of a spreadsheet. **[1]**

[SQP 2022-23]

(a) hyperlinks (b) worksheets (c) macros (d) comments

Assertion–Reason

Q16. **Assertion (A):** A relative hyperlink continues to work when the folder containing the linked files is moved as a whole.
Reason (R): A relative hyperlink stores the location of the target with respect to the location of the current file. **[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):** The Consolidate tool in Calc can combine data only if all the source ranges are on the same sheet.
Reason (R): Source ranges for consolidation can be taken from different sheets or even different documents. **[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):** When a scenario is created in Calc, a coloured border is shown around the changing cells.
Reason (R): The border has a drop-down list from which the user can select any scenario of that sheet. **[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 keyword begins a LibreOffice Basic macro that returns a value to the cell calling it? **[1]**

Q20. Write the keyboard shortcut to open the Hyperlink dialog in Calc. **[1]**

Q21. Which option in Tools > Options > Load/Save > General must be selected to store hyperlinks as relative links? **[1]**

Q22. What word appears in the title bar of a spreadsheet that is open in shared mode? **[1]**

Short Answer (SA)

Q23. What do you mean by hyperlinks in spreadsheets? Give the two types of hyperlinks that can be used in a spreadsheet. **[2]**

[SQP 2022-23]

Q24. How can the changes recorded in a spreadsheet be accepted or rejected? **[2]**

Q25. What is the Solver in Calc? How does it differ from Goal Seek in the number of variables? **[2]**

Q26. What is a scenario in Calc? Why is it useful? **[2]**

Q27. Briefly explain the purpose of the Subtotals tool in LibreOffice Calc. **[2]**

[PYQ 2026]

Q28. How can an existing macro be run, and where can its code be viewed? **[2]**

Long Answer (LA)

Q29. Seema has entered the marks of four subjects in B2:B5, the fifth-subject marks in B6 (not yet known) and the average in B7 using =AVERAGE(B2:B6). Explain how she can use Goal Seek to find the marks needed in B6 for an average of 75. **[4]**

(a) Which tool and menu path? [1]

(b) Values in the dialog box [2]

(c) Result [1]

Q30. Mr. Prasanna has an original billing file Bill.ods and a reviewed version Rev_Bill.ods. Write the steps he should follow to compare these worksheets and identify the differences between them. **[4]**

[PYQ 2026]

Q31. Write short notes on the following: (i) Scenarios (ii) Goal Seek (iii) Solver (iv) Subtotal **[4]**

[SQP 2022-23]

(i) Scenarios

(ii) Goal Seek

(iii) Solver

(iv) Subtotal

Case Study

Case Study: Arjun is preparing a project report in LibreOffice Calc that contains multiple spreadsheets. He wants smooth navigation between different sheets and also plans to include data from a government website. Initially he uses an absolute hyperlink but later realises it breaks when he shares the report with his teacher because the file path is different on another computer. His friend suggests a relative hyperlink. While inserting a hyperlink, Arjun notices the option Target in Document, which allows him to connect directly to a particular sheet. He also discovers the Link to External Data option to fetch live tables from a web page.

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

[SQP 2025-26]

(i) (a) Why did the absolute hyperlink fail when Arjun shared the file, and how does a relative hyperlink solve this problem? [1]

(ii) (b) How does the Target in Document option increase the usefulness of hyperlinks in large spreadsheets? [1]

(iii) (c) Which feature should Arjun use so that viewers can update data directly from a government website? Why is it beneficial? [1]

(iv) (d) How can Arjun edit or remove a hyperlink later? [1]

Case Study: The school canteen manager plans the monthly budget in Calc. The changing cells are the prices of three items, and the profit is calculated by a formula. He wants to compare three price plans without retyping the numbers.

Plan	Samosa (Rs.)	Sandwich (Rs.)	Juice (Rs.)
Plan A	10	25	20
Plan B	12	30	25
Plan C	15	35	30

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

(i) (a) Which feature of Calc should he use? [1]

(ii) (b) Write the menu path to create a scenario and state what must be selected first. [1]

(iii) (c) How can he switch between the three plans afterwards, and which plan will appear in the printout? [2]

8. Database Management System using LibreOffice Base

Multiple Choice Questions (MCQs)

Q1. Which data type in Base stores Yes/No values as 1 or 0? **[1]**

[Board 2024]

(a) Boolean (b) Char (c) Binary (d) OtherObject

Q2. A table can have only ___ primary key. **[1]**

[SQP 2023-24]

(a) two (b) three (c) many (d) one

Q3. Which of the following best explains the use of a query in LibreOffice Base? **[1]**

[Board 2026]

(a) To retrieve data from the database and display it in the required form
(b) To store data in an organised format
(c) To create tables
(d) To design the layout of forms and reports

Q4. A database designer wants multiple tables to be connected so that related data can be retrieved efficiently. Which data model should be used? **[1]**

[SQP 2025-26; SQP 2024-25]

(a) Relational data model (b) Network data model
(c) Hierarchical data model (d) File system model

Q5. The process of arranging data in ascending or descending order is known as: **[1]**

[Board 2025]

(a) filtering (b) tracking (c) sorting (d) purification

Q6. In RDBMS terminology, a row of a table is also called a: **[1]**

(a) attribute (b) domain (c) tuple (d) relation

Q7. Which criterion will display all names that begin with the letter 'A' in the query design view of Base? **[1]**

(a) = 'A' (b) > 'A' (c) BETWEEN 'A' (d) LIKE 'A*'

Q8. A table has candidate keys RollNo and AdmissionNo. If RollNo is chosen as the primary key, AdmissionNo is the: **[1]**

(a) foreign key (b) composite key (c) super domain (d) alternate key

Q9. In LibreOffice Base, data can be entered in a table only in _____ view. **[1]**

[Board 2025 Comptt]

(a) Datasheet (b) Design (c) Enter (d) Query

Q10. In the _____ data model, data is stored as linked records organised in a tree-like structure. **[1]**

[Board 2026]

(a) Network (b) Relational (c) Flat (d) Hierarchical

Q11. If a field is defined as VARCHAR(50) and the user enters 20 characters, how much storage is used? **[1]**

[SQP 2025-26]

(a) 50 bytes (b) 20 bytes (c) 64,000 bytes (d) 255 bytes

Q12. A teacher enters the marks 78, 85 and 91 of three students in a register. The class average of 84.67 calculated from these marks is an example of: **[1]**

(a) raw data (b) a field (c) information (d) a domain

Q13. A _____ key is a field that uniquely identifies a row in a table. **[1]**

[Board 2025 Comptt]

(a) foreign (b) primary (c) relational (d) column

Q14. A table needs a field to store the date of birth of students. The most suitable data type is: **[1]**

(a) Date [DATE] (b) Text [Fix] [CHAR] (c) Integer [INTEGER] (d) Yes/No [BOOLEAN]

Q15. In the main Base window, the left pane that lists Tables, Queries, Forms and Reports is called the: **[1]**

(a) Tasks pane (b) Database pane (c) Description pane (d) Records pane

Assertion–Reason

Q16. Assertion (A): Referential integrity prevents the creation of orphan records in a related table.
Reason (R): Referential integrity ensures that every foreign key value matches an existing primary key value in the master 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.

[SQP 2024-25]

Q17. Assertion (A): A primary key field cannot contain NULL values.
Reason (R): A primary key is used to uniquely identify each record of a 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): Forms are the preferred way of entering data in a database by non-technical users.
Reason (R): A form shows data in a friendly layout using controls such as text boxes, list boxes and check boxes. **[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 the relationship in which one record of a table is associated with many records of another table and vice versa. **[1]**

[SQP 2021-22 T2]

Q20. Mention any two integer data types available in LibreOffice Base. **[1]**

[SQP 2021-22 T2]

Q21. Which menu option is used to open the window for creating relationships in Base? **[1]**

Q22. True or False: A primary key field can contain NULL values. If false, correct it. **[1]**

Short Answer (SA)

Q23. What is a candidate key? How is an alternate key related to it? **[2]**

Q24. Explain the term 'form' with respect to databases and mention two advantages of using it. **[2]**

[Board 2018 Comptt]

Q25. Define the terms 'degree' and 'cardinality' of a relation. **[2]**

Q26. List any four advantages of a DBMS. **[2]**

Q27. What is referential integrity? State any two purposes. **[2]**

[SQP 2021-22 T2]

Q28. Name the four main objects of a database in LibreOffice Base and state one use of each. **[2]**

Long Answer (LA)

Q29. Write the steps to create a form using the Form Wizard in LibreOffice Base. **[4]**

Q30. Your cousin runs a bookstore and wants to maintain an inventory of books (title, author, ISBN, publication date, price, stock). Explain to him: **[4]**

[SQP 2024-25; SQP 2022-23]

(a) What is DBMS? [1]

(b) Advantages of using DBMS [1]

(c) Two database programs for creating tables [1]

(d) Which field can be set as the primary key? [1]

Q31. With reference to DBMS, answer the following. **[4]**

[Board 2026]

(a) What is the purpose of reports? [1]

(b) Can a report be generated from multiple tables? [1]

(c) What is a dynamic report? [1]

(d) Which menu steps insert the current date and time in a report? [1]

Case Study

Case Study: A Base table Employee has the fields: EmpID, EmpName, Salary, DOJ (date of joining), Photo and IsPermanent (Yes/No).

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

(i) Suggest data types for EmpName and DOJ. [1]

(ii) Suggest a data type for Photo and IsPermanent. [1]

(iii) Which field should be the primary key and what is the use of AutoValue? [1]

(iv) Which field property prevents EmpName from being left blank? [1]

Case Study: An electronic gadget shop stores products in the table Gadgets (ItemID - primary key, ItemType, Size, Quantity, Price, Supplier) and billing in the table Bill (BillNo - primary key, ItemID, Price, CustName, CustPhoneNo).

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

[Board 2026]

(i) Name any two columns of Gadgets in which duplicate values are allowed. [1]

(ii) The table already has ItemID I001. Can a new record with I001 be entered? Justify. [1]

(iii) Can photos of products be stored in a new column? Suggest the data type. [1]

(iv) Explain referential integrity for the tables Gadgets and Bill. [1]

9. Maintain Healthy, Safe and Secure Working Environment

Multiple Choice Questions (MCQs)

Q1. A colleague is stuck to a live wire and getting an electric shock. What should you do first? **[1]**

(a) Pull him by his bare hands
(b) Switch off the main power supply
(c) Pour water on him
(d) Shout and wait

Q2. Materials are classified by risk of catching fire. Which of the following falls in the category of Class B materials? **[1]**

[Board 2026]

(a) Wood (b) Magnesium (c) Grease (d) Electrical equipment

Q3. Rohini works as a floor manager. She has been assigned the task of conducting regular _____ to ensure the safety of life in case of any disaster or emergency by evacuating the place of danger. **[1]**

[SQP 2025-26; Board 2024]

(a) Cultural assembly (b) Open house events (c) Evacuation drill (d) Trips and excursions

Q4. Which type of fire is best put out by water? **[1]**

(a) Class A fire involving paper, wood and cloth
(b) Class C fire involving electrical equipment
(c) Class D fire involving magnesium
(d) Class B fire involving petrol and oil

Q5. According to the 20-20-20 rule, after every 20 minutes of screen work you should: **[1]**

(a) look at an object about 20 feet away for 20 seconds
(b) close your eyes for 20 minutes
(c) walk 20 steps
(d) drink 20 ml of water

Q6. During an audit, it is observed that employees are sitting for long hours with poor posture, and the computer screens cause glare. Which hazards are most relevant here? **[1]**

[SQP 2025-26]

(a) Physical and Fire Hazards
(b) Ergonomic and Health Hazards
(c) Chemical and Safety Hazards
(d) Biological and Health Hazards

Q7. A fire alarm rings in a multi-storey office building. How should employees leave the building? **[1]**

(a) Use the lifts as they are faster
(b) Wait at their desks
(c) Use the stairs and avoid lifts
(d) Go back for personal belongings

Q8. Slip and fall is a type of _____. **[1]**

[Board 2025 Comptt]

(a) Physical hazard (b) Electrical hazard (c) Chemical hazard (d) Biological hazard

Q9. While using a computer, a user's feet should: **[1]**

(a) dangle in the air
(b) be crossed tightly under the chair
(c) rest on the computer case
(d) rest flat on the floor or on a footrest

Q10. Which of the following would not normally be kept in a first aid box? **[1]**

(a) Sterilised bandage (b) Antiseptic lotion (c) Heavy hammer (d) Disposable gloves

Q11. While typing, the wrists should be kept: **[1]**

(a) straight and in a neutral position
(b) bent sharply upward
(c) bent sharply downward
(d) pressed hard on the desk edge

Q12. Which of the following is a workplace security measure? **[1]**

(a) Leaving doors open
(b) Sharing passwords
(c) Keeping exits blocked
(d) Issuing ID cards and maintaining a visitor register

Q13. A _____ is an unplanned event that may happen all of a sudden and may lead to unwanted or unprecedented results/outcomes. **[1]**

[Board 2023]

(a) emergency (b) hazard (c) accident (d) illness

Q14. Which action shows 'acting within the limits of your authority' during an emergency? **[1]**
(a) Trying a complex rescue without training
(b) Raising an alarm and calling trained rescue staff instead of attempting a risky rescue
(c) Taking all decisions without informing anyone
(d) Ignoring the instructions of the supervisor

Q15. Which of the following is a common source of electrical hazards in a computer lab? **[1]**
(a) Using a mouse pad
(b) Keeping the monitor clean
(c) Too many devices plugged into one socket through extension boards
(d) Using a footrest

Assertion–Reason

Q16. Assertion (A): Every hazard at the workplace will certainly result in an accident.
Reason (R): A hazard is a source of possible harm. **[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): Lifts should not be used during evacuation in case of fire.
Reason (R): The power supply may fail and trap people inside the lift. **[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): Organisations conduct evacuation drills regularly.
Reason (R): Drills make employees familiar with exit routes and the assembly point. **[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 class of fire material includes combustible metals such as magnesium and sodium? **[1]**

Q20. Name the three elements that make up the fire triangle. **[1]**

Q21. Expand the abbreviation RSI. **[1]**

Q22. Toxic fumes or cleaning chemicals at a workplace belong to which type of hazard? **[1]**

Short Answer (SA)

Q23. What are the steps used to control hazards at a workplace? Name any two controls. **[2]**

Q24. Differentiate between Accidents and Emergencies. **[2]**

[Board 2025 Comptt]

Q25. Define a hazard. Give two examples of physical hazards at a workplace. **[2]**

Q26. What is the 20-20-20 rule? How does it help computer users? **[2]**

Q27. Briefly explain any two general emergency handling procedures at the workplace. **[2]**

[Board 2026]

Q28. Why should water not be used on an electrical fire? Name a suitable extinguisher. **[2]**

Long Answer (LA)

Q29. An employee in a computer lab receives an electric shock and is stuck to a faulty appliance. Answer the following: **[4]**

(a) State two precautions the rescuer should take. [2]

(b) What should be done after separating the victim from the supply? [2]

Q30. Hazards at the workplace can be of many types. Answer the following: **[4]**

(a) Define a hazard. [1]

(b) Name any three types of hazards with one example of each. [3]

Q31. Musculoskeletal problems affect different parts of the body like neck, back, chest, arms, shoulders, and feet. These problems happen due to wrong posture or uncomfortable chairs while working on a computer. List four ways to avoid this problem. **[4]**

[SQP 2025-26]

Case Study

Case Study: In a school computer lab, a student touches a faulty monitor and gets stuck to it. The lab assistant notices sparks near the socket.

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

(i) What should be the lab assistant's first action? [1]

(ii) Why should he not touch the student directly? [1]

(iii) Mention two further steps in the electrical rescue and first aid. [2]

Case Study: Karan, a student, works on a laptop placed on his lap while sitting on a sofa for 6-7 hours a day. Recently he experiences neck pain, wrist pain and headaches and sleeps late because he uses the laptop at night.

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

(i) Identify two health problems that Karan is facing. [1]

(ii) Suggest two changes in how Karan uses the laptop. [2]

(iii) Suggest one habit to improve his sleep. [1]

Answer Key (MCQs and Assertion–Reason)

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

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

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

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

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

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

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

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

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