CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Question Bank – Set 3

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) **30**

1. Communication Skills – II

Multiple Choice Questions (MCQs)

Q1. The first sentence of a paragraph, which states the main idea, is called the _____. **[1]**

(a) concluding sentence (b) topic sentence (c) supporting sentence (d) linking sentence

Q2. A group of words that expresses a complete thought and has a subject and a predicate is called a _____.**[1]**

(a) phrase (b) clause (c) sentence (d) paragraph

Q3. In the communication cycle, the process of converting an idea into words, symbols or gestures before sending it is called _____. **[1]**

(a) encoding (b) decoding (c) feedback (d) filtering

Q4. During a machine-room demonstration, workers cannot understand the supervisor because of loud machine noise. Which barrier is this? **[1]**

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

Q5. In the sentence 'Rita quickly saved the file', the word 'quickly' is a/an _____. **[1]**

(a) adjective (b) verb (c) adverb (d) noun

Q6. In the sentence 'Ravi and Meena are friends', the word 'and' is a _____. **[1]**

(a) preposition (b) pronoun (c) interjection (d) conjunction

Q7. A traffic signal and a pie chart are examples of _____ communication. **[1]**

(a) verbal (b) oral (c) visual (d) written

Assertion–Reason

Q8. **Assertion (A):** A phrase can express a complete thought on its own.
Reason (R): A phrase is a group of words that does not have both a subject and a predicate. **[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' is called the definite article.
Reason (R): 'A' and 'an' are used before nouns that are not specific. **[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 kind of sentence that gives a command or makes a request. **[1]**

Q11. Communication that uses spoken or written words is called _____ communication. **[1]**

Q12. Write the subject in the sentence: 'Meera opened the spreadsheet.' **[1]**

Short Answer (SA)

Q13. Differentiate between specific and non-specific feedback with one example of each. **[2]**

Q14. Name the three parts of a paragraph and state the role of each. **[2]**

Q15. Identify the subject and predicate in: 'The new employee updated the database yesterday.' **[2]**

Q16. Why is feedback important in the communication cycle? **[2]**

Case Study

Case Study: Riya is presenting her project in a school hall. A microphone is not working properly and loud construction noise is coming from outside. She uses many technical words, and the students look confused and do not ask any questions.

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

(i) Name the type of barrier caused by the construction noise and faulty microphone. [1]

(ii) Which barrier is caused by Riya's use of technical words? [1]

(iii) Suggest any two measures Riya can take to make her presentation effective. [2]

2. Self-Management Skills – II

Multiple Choice Questions (MCQs)

Q1. Which of the following is NOT a benefit of stress management? **[1]**

[Board 2023]

(a) Boosts immunity
(b) Reduces efficiency
(c) Improves mood
(d) Prevents behavioural problems

Q2. Before his examinations, Aman feels anxious. His teacher advises him to sit quietly for ten minutes daily and focus his attention on his breathing. Which stress management technique is being suggested? **[1]**

(a) Yoga (b) Meditation (c) Nature walk (d) Vacation

Q3. Roshin studies in class X and is practising hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of _____.**[1]**

[Board 2025]

(a) Self-awareness
(b) Self-motivation
(c) Influential motivation
(d) Emotional intelligence

Q4. High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. **[1]**

[SQP 2021-22 T1; SQP 2023-24]

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

Q5. Breaking down big goals into smaller parts will make the goals _____. **[1]**

[Board 2026]

(a) Specific (b) Measurable (c) Achievable (d) Realistic

Q6. Which of the following is a part of self-regulation? **[1]**
(a) Reacting impulsively to every problem
(b) Controlling impulses and staying disciplined
(c) Blaming others for mistakes
(d) Avoiding all responsibilities

Q7. Which of the following is a benefit of self-awareness? **[1]**
(a) It helps in identifying one's strengths and weaknesses
(b) It makes one ignore feedback
(c) It increases dependence on others
(d) It removes the need for goals

Assertion–Reason

Q8. **Assertion (A):** Self-regulation is connected to the ability to work independently.
Reason (R): Self-regulation helps a person to consider long-term consequences rather than transient feelings and to stay disciplined. **[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):** Setting goals helps in planning one's work.
Reason (R): SMART stands for Specific, Measurable, Achievable, Realistic and Time-bound. **[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 self-awareness? **[1]**

Q11. Fill in the blank: The type of self-awareness that deals with understanding how other people view us is called _____ self-awareness. **[1]**

Q12. Fill in the blank: Working with little or no supervision and depending on one's own abilities is known as _____. **[1]**

Short Answer (SA)

Q13. What is stress management? **[2]**

[Board 2025]

Q14. Explain the two types of self-awareness. **[2]**

Q15. What are the advantages of the ability to work independently? (any two) **[2]**

[SQP 2022-23]

Q16. Write the full form of SMART in goal setting and explain any one component. **[2]**

Case Study

Case Study: Rohit is a Class X student who also attends cricket coaching. Over the last month he has been staying up late to complete homework and practise. He is worried about his board exam marks, often feels irritable, gets headaches and has stopped meeting his friends. His mother advises him to start a daily routine with yoga and a short walk in the park, and to take a weekend trip with the family.

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

(i) Identify the type of stress causal agent shown by Rohit's worry about his board exam marks. [1]

(ii) Name any two symptoms of stress seen in Rohit. [1]

(iii) Name the stress management techniques suggested by his mother and explain how any two of them will help him. [2]

3. ICT Skills – II

Multiple Choice Questions (MCQs)

Q1. Identify the measure to protect a computer from threats and viruses. **[1]**

[SQP 2021-22 T1]

(a) Share the password with friends (b) Use antivirus
(c) Allow anyone to use your device (d) Leave the computer without logging out

Q2. When Ayaan switches on his computer, a particular software starts running automatically and manages all the hardware and other software. Which software is this? **[1]**

[SQP 2025-26; Board 2025 Comptt]

(a) Web Browser (b) Designing Software (c) Operating System (d) Office Software

Q3. Kartik's computer was running very slow, hanging and often restarting. Which suggestion is most appropriate? **[1]**

[SQP 2023-24]

(a) Install any free antivirus from the net
(b) Do not use a pen drive and restart again and again
(c) Install reliable antivirus software and keep it updated
(d) Disconnect the monitor

Q4. Which of the following is a file system used by modern Windows computers? **[1]**

(a) HTML (b) JPEG (c) NTFS (d) HTTP

Q5. Which of the following is a command-line (CUI) operating system? **[1]**

(a) Windows 10 (b) Android (c) Ubuntu desktop (d) MS-DOS

Q6. The operating system of a smartphone, such as Android or iOS, is an example of a _____ operating system. **[1]**

(a) Real time (b) Mobile (c) Batch (d) Distributed

Q7. Which of the following is the main advantage of a GUI over a CUI? **[1]**

(a) Users can work with icons and menus without remembering commands
(b) It needs less memory
(c) It runs faster on old hardware
(d) It works only with a keyboard

Assertion–Reason

Q8. **Assertion (A):** An operating system is called system software.
Reason (R): It manages the hardware and provides a platform for application software to run. **[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):** Temporary files should be deleted periodically.
Reason (R): Temporary files are required permanently for the computer to start and must never be deleted. **[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 tool in Windows rearranges the fragmented data on a hard disk for faster access? **[1]**

Q11. Give one example of a popular antivirus software. **[1]**

Q12. Name the type of malware that disguises itself as a useful program but harms the computer once installed. **[1]**

Short Answer (SA)

Q13. Differentiate between files and folders. **[2]**

[Board 2023]

Q14. What is a directory? Name any two types of directory structure. **[2]**

Q15. Name any four items usually found on the Windows desktop. **[2]**

Q16. Differentiate between a CUI and a GUI operating system. **[2]**

Case Study

Case Study: Meera uses a shared school computer. The Windows desktop shows icons such as 'This PC' and 'Recycle Bin', a bar at the bottom with the Start button, and several folders. She wants to make a new folder 'Project' on the desktop, put a file 'report.docx' in it, and later delete an old file 'draft.docx'.

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

(i) Name the bar at the bottom of the desktop that holds the Start button. [1]

(ii) Write the steps to create the new folder 'Project' on the desktop. [1]

(iii) How can she move 'report.docx' into 'Project' using the keyboard? Where does 'draft.docx' go after normal deletion? [2]

4. Entrepreneurial Skills – II

Multiple Choice Questions (MCQs)

Q1. Which one of the following is not true for entrepreneurs? **[1]**

[Board 2023]

(a) They create needs and demands
(b) They provide raw materials
(c) They do not create jobs
(d) They help society by supporting infrastructure development

Q2. From the following statements, which one is not correct about the qualities of an entrepreneur? **[1]**

[SQP 2022-23]

(a) Successful entrepreneurs adapt the habit of hard work from a very early stage
(b) Entrepreneur should not think optimistically about the future of the business
(c) A confident entrepreneur must not deviate from his/her decisions too early in case success is delayed
(d) Entrepreneurs like to function at their own will and rules

Q3. Which of the following is a feature of wage employment? **[1]**

(a) The person bears all business risks (b) Income depends only on profit
(c) Regular salary is paid by the employer (d) The person owns the enterprise

Q4. An entrepreneur who brings a new product, service or method to the market plays the _____ role. **[1]**

(a) agent's (b) imitating (c) coordinating (d) innovator's

Q5. Which statement is a reality about starting a business? **[1]**

(a) A business can be started with the amount of money one has or can arrange, and grown later
(b) Every business needs a huge capital to start
(c) Only rich people can start businesses
(d) A business cannot be started with a small amount of money

Q6. Which of the following is an advantage of choosing entrepreneurship as a career? **[1]**

(a) Guaranteed fixed salary (b) Freedom to take one's own decisions
(c) No risk at all (d) Fixed working hours set by the employer

Q7. A farmer starts a small dairy and supplies milk to neighbouring villages, employing local youth. How does this help society? **[1]**

(a) It reduces the demand for milk to zero
(b) It destroys local jobs
(c) It stops economic activity
(d) It creates employment and meets community needs

Assertion–Reason

Q8. **Assertion (A):** It is a myth that entrepreneurs are born and not made.
Reason (R): Entrepreneurial skills such as confidence, creativity and decision making can be learnt and developed. **[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):** Entrepreneurs contribute to the overall development of the country.
Reason (R): Entrepreneurs produce goods and services, create jobs and pay taxes, which add to national income. **[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: A misconception about an entrepreneur is: Entrepreneurs are _____, not _____. **[1]**

[Board 2026]

Q11. Which role of an entrepreneur is concerned with the creation of new products, services and methods? **[1]**

Q12. State whether True or False: There is a direct relationship between entrepreneurship and the development of society and economy. (rewritten from an illegible original) **[1]**

[Board 2023 Comptt]

Short Answer (SA)

Q13. Mention any four main functions of an entrepreneur. **[2]**

[Board 2025; SQP 2024-25]

Q14. Explain any two myths about entrepreneurship. **[2]**

[SQP 2022-23; Board 2024; Board 2023 Comptt]

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

[SQP 2021-22 T2; Board 2023 Comptt]

Q16. Why do we say that an entrepreneur should be open-minded? **[2]**

[SQP 2023-24]

Case Study

Case Study: Sunita lives in a village where many women stay at home without income. She starts a small unit that makes pickles and papad with local ingredients and trains ten women to work with her. Within two years her products are sold in nearby towns, and the village has started a small market, a better road and a transport service.

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

(i) Which quality of an entrepreneur is shown by Sunita when she starts a venture in a village? [1]

(ii) Name the role of the entrepreneur shown by training and employing ten women. [1]

(iii) Explain two ways in which Sunita's enterprise has helped her society. [2]

5. Green Skills – II

Multiple Choice Questions (MCQs)

Q1. Choose the option which is not a Sustainable Development Goal according to the United Nations. **[1]**

[Board 2026]

(a) Population (b) No Poverty (c) Quality Education (d) Reduced Inequalities

Q2. A community initiates a tree-planting campaign to restore local forests, aiming to enhance biodiversity, prevent soil erosion, and provide habitats for wildlife. This initiative also includes educating residents about sustainable land use practices to protect their natural environment. Which SDG can you relate this initiative to? **[1]**

[SQP 2024-25]

(a) Clean Water and Sanitation (b) Life on Land
(c) Affordable and Clean Energy (d) Climate Action

Q3. Which of the following is an example of the 'Reuse' principle? **[1]**

(a) Throwing away old glass jars (b) Using empty glass jars to store spices
(c) Melting glass to make new bottles (d) Buying new jars every month

Q4. The Sustainable Development Goals are to be achieved by the year: **[1]**

(a) 2025 (b) 2030 (c) 2040 (d) 2050

Q5. Which of the following is NOT one of the three pillars of sustainable development? **[1]**

(a) Economic growth (b) Social inclusion
(c) Environmental protection (d) Military expansion

Q6. Why is there a need for Sustainable Development? **[1]**

[Board 2025 Comptt]

(a) To ensure future generations are able to meet their needs
(b) To focus solely on environmental conservation
(c) To increase the consumption of resources
(d) To guarantee short-term economic growth

Q7. Vermicomposting and organic farming are examples of: **[1]**

(a) Sustainable practices (b) Causes of soil pollution
(c) Non-renewable methods (d) Mining techniques

Assertion–Reason

Q8. **Assertion (A):** Education is considered an important factor for sustainable development.
Reason (R): Educated people become aware of their responsibilities as citizens towards the environment. **[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):** Deforestation is a major problem for sustainable development.
Reason (R): Trees help control soil erosion, maintain rainfall and give habitat to wildlife. **[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. Give any one practice / sustainable process that is being used to help preserve the environment. **[1]**

[SQP 2021-22 T2]

Q11. Give any one method that we can adopt to promote Sustainable Development. **[1]**

[Board 2022]

Q12. What term is used for the large-scale cutting of forests? **[1]**

Short Answer (SA)

Q13. 'Green economy promotes sustainable development'. Justify the statement. **[2]**

[SQP 2023-24]

Q14. Briefly discuss the importance of Sustainable Development. **[2]**

[Board 2025 Comptt]

Q15. Name any four Sustainable Development Goals. **[2]**

Q16. How does deforestation affect the environment? State any two effects. **[2]**

Case Study

Case Study: Village Rampur is surrounded by fields. In recent years the farmers have used large amounts of chemical fertilizers, and some land has been sold for building factories. Waste from the factories and household garbage is dumped into the village pond, which was earlier used for drinking and washing. Farmers now complain about falling crop yield and the villagers about a shortage of clean water.

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

(i) Name the two sustainable development problems mentioned in the passage. [1]

(ii) Identify one cause of falling crop yield in Rampur. [1]

(iii) Suggest two actions the villagers can take to solve these problems. [2]

6. Digital Documentation (Advanced) using LibreOffice Writer

Multiple Choice Questions (MCQs)

Q1. Up to how many levels of headings does LibreOffice Writer support and evaluate by default when it builds a Table of Contents? **[1]**

[SQP 2024-25; Board 2026; Board 2023; SQP 2022-23]

(a) 5 (b) 8 (c) 12 (d) 10

Q2. Rahul inserts a Table of Contents in his document but it appears empty. What is the MOST likely reason? **[1]**

[SQP 2025-26]

(a) He did not apply heading styles (Heading 1, Heading 2, ...) to the headings
(b) He did not protect the ToC
(c) The cursor was at the end of the page
(d) He did not rename the title

Q3. While working with images in LibreOffice Writer, _____ acts as the reference point for an image or drawing object. **[1]**

[Board 2026; SQP 2022-23]

(a) Anchoring (b) Alignment (c) Grouping (d) Resizing

Q4. Which keyboard shortcut switches recording of changes on or off in Writer? **[1]**

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

Q5. In an e-magazine, a logo image overlaps a photograph, and the designer wants the logo to appear above the photograph. Which Arrangement option should be used on the logo? **[1]**

[SQP 2025-26]

(a) Send to Back (b) Bring to Front (c) Wrap Off (d) Anchor As Character

Q6. What is the benefit of inserting an image as a link in a Writer document? **[1]**

[SQP 2024-25]

(a) It improves the image quality
(b) It allows automatic editing of the image
(c) It reduces document size because only a reference to the image is stored
(d) It removes the need for captions

Q7. Ravi wants to use tools for filtering, resizing, cropping and rotating an image inserted in his project in LibreOffice Writer. Which toolbar should he use? **[1]**

[Board 2025 Comptt]

(a) Drawing toolbar (b) Formatting toolbar (c) Standard toolbar (d) Image toolbar

Q8. Prisha is a book editor. She wants to change the indentation of all paragraphs and the font of all titles in her book quickly. Which Writer feature makes this easy? **[1]**

[SQP 2021-22]

(a) Mail Merge (b) Hyperlink (c) Bookmark (d) Styles

Q9. An editor wants the main cover image to stay fixed at the same position on the page, no matter how much text is added or deleted before it. Which anchor setting is most suitable? **[1]**

[SQP 2025-26]

(a) As Character (b) To Page (c) To Character (d) To Paragraph

Q10. To remove an unwanted image from a Writer document, a user should: **[1]**

(a) Double-click the image and press Esc
(b) Select the image and press F11
(c) Right-click the page and choose Update Style
(d) Click the image to select it and press the Delete key

Q11. Which command removes manually applied (direct) formatting from selected text so that it follows its style again? **[1]**

(a) Edit > Undo All
(b) Tools > AutoCorrect
(c) File > Reload
(d) Format > Clear Direct Formatting (Ctrl+M)

Q12. A Writer document must have the first page in portrait orientation and the second page in landscape orientation. Which type of style makes this possible? **[1]**

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

Q13. What is the effect of applying the Invert filter to an image in Writer? **[1]**

[Board 2025 Comptt]

(a) The colour values of the image are inverted, giving a negative effect
(b) The image is flipped upside down
(c) The image is made smaller
(d) The image is changed to a link

Q14. Which style category defines the bullet symbols, number formats and indent levels of bulleted and numbered lists? **[1]**

(a) Table Style (b) Frame Style (c) Character Style (d) List Style

Q15. Priya has a well-formatted report in file A.odt. She wants to use its styles in a new document B.odt. Which option of the Styles deck should she use in B.odt? **[1]**

(a) Load Styles from Template
(b) New Style from Selection
(c) Update Selected Style
(d) Fill Format Mode

Assertion–Reason

Q16. **Assertion (A):** Fill Format Mode helps to apply one style to many scattered paragraphs quickly.
Reason (R): In Fill Format Mode the selected style is applied every time the user clicks or drags over text, until the mode is switched off. **[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):** Images that are anchored To Page stay at the same place on the page even if text is added before them.
Reason (R): Anchoring is the reference point to which an image is attached. **[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):** A Writer document can contain pages with different margins and orientations.
Reason (R): Page styles control margins, orientation, header and footer of the pages that use 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.

Very Short Answer (VSA)

Q19. Which menu of Writer contains the Track Changes commands Record, Show and Manage? **[1]**

Q20. Name the toolbar that appears automatically when an image is selected in Writer and offers filters, crop and colour tools. **[1]**

Q21. State whether True or False: It is not possible to create a default template in a word processor. Correct the statement if false. **[1]**

[SQP 2022-23]

Q22. True or False: In Wrap Through the text moves out of the way of the image. Correct the statement if false. **[1]**

Short Answer (SA)

Q23. List any two ways of inserting an image into a Writer document. **[2]**

Q24. In Writer, what are styles? List any two style options (categories) of Writer. **[2]**

[SQP 2024-25]

Q25. Write the steps to create a template from an existing document in Writer. **[2]**

Q26. What are templates in LibreOffice Writer? What can be created and saved in a template? **[2]**

[Board 2025 Comptt]

Q27. What is the use of the Compare Document feature? Write its menu path. **[2]**

Q28. Differentiate between Alignment and Arrangement of an image in Writer. **[2]**

Long Answer (LA)

Q29. Two classmates are reviewing a project file prepared by Sanjay. **[4]**

(a) What should each reviewer set before recording? [1]

(b) How is recording started? [1]

(c) How can Sanjay accept all the changes? [1]

(d) How can a reviewer's comment be deleted? [1]

Q30. A team of writers is collaborating on a report in Writer. One writer creates the initial draft, which is then reviewed and edited by the rest of the team using the Track Changes feature. **[4]**

[SQP 2024-25]

(a) Why is Track Changes essential for collaborative editing? [1]

(b) Which menu option is used to access this feature? [1]

(c) Can reviewers add comments? [1]

(d) Who can accept or reject the changes finally? [1]

Q31. Neha has written a 40-page report with chapters, sections and sub-sections in Writer. **[4]**

(a) What must she do to the headings before generating a ToC? [1]

(b) Write the menu path to insert the ToC. [1]

(c) After editing the report, how can she refresh and, if required, remove the ToC? [2]

Case Study

Case Study: Ishaan has written a 50-page science project with chapter titles, sections and sub-sections typed in bold 16-pt text. When he inserted a Table of Contents, it came out empty. His friend suggested correcting the headings and then updating the index.

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

(i) Why did the ToC come out empty? [1]

(ii) Which styles should Ishaan apply to chapter titles and sections? [1]

(iii) Write the steps to refresh the ToC. [2]

Case Study: Rohan has the original file Report_v1.odt and the edited file Report_v2.odt that his colleague returned without recording changes. He wants to see exactly what has been changed.

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

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

(ii) Write the menu path. [1]

(iii) In which form are the differences displayed, and who decides on final changes? [2]

7. Electronic Spreadsheet (Advanced) using LibreOffice Calc

Multiple Choice Questions (MCQs)

Q1. Which keyword is used to start a macro that returns a value so that it can be used like a normal function in a cell? **[1]**

(a) Sub (b) Dim (c) Function (d) Return

Q2. Two managers have edited their own copies Budget_Raj.ods and Budget_Meera.ods. Which steps should be followed to check the differences and prepare the final file? **[1]**

[SQP 2025-26]

(a) Open Budget_Raj.ods and overwrite it with Budget_Meera.ods
(b) Open Budget_Raj.ods, use Compare Documents to review differences, then Merge Document to finalise
(c) Open Budget_Meera.ods and delete the conflicting data manually
(d) Use only Merge Document since it also compares the files

Q3. Which feature of LibreOffice Calc helps in finding the input value needed for a specific output? **[1]**

[PYQ 2025 Comptt]

(a) Goal Seek (b) Subtotal (c) Macros (d) Hyperlink

Q4. Macros are especially useful to _____ the same way over and over again. **[1]**

[PYQ 2023]

(a) repeat a task (b) reject a task (c) report a task (d) comment on a task

Q5. A _____ hyperlink stores the location of the target with respect to the current file's location in Calc. **[1]**

[SQP 2024-25]

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

Q6. _____ is a more elaborate form of Goal Seek in Calc. **[1]**

[SQP 2021-22 T1; PYQ 2024; SQP 2023-24]

(a) Scenario (b) Subtotal (c) Solver (d) Consolidate

Q7. Ritika's EMI depends on loan amount, interest rate and duration. She fixes the amount and rate but wants the EMI to be exactly Rs. 12,000. Which feature should she use? **[1]**

[SQP 2025-26]

(a) Scenario Manager, because it combines data from sheets
(b) Goal Seek, because it adjusts the loan duration to reach the target EMI
(c) Consolidate, because it summarises data
(d) Data Validation, because it restricts entries

Q8. _____ is a text editor that allows you to create and edit macros. **[1]**

[SQP 2024-25]

(a) Notepad
(b) IDE (Basic Integrated Development Environment)
(c) Writer
(d) MS Word

Q9. In the Link to External Data dialog, which choice imports all the tables of a web page? **[1]**

(a) Named ranges (b) Registered source (c) HTML_tables (d) Macro list

Q10. Which menu path is used to create a scenario in LibreOffice Calc? **[1]**

(a) Data > Scenarios (b) Tools > Scenarios (c) Insert > Scenario (d) Sheet > Scenario

Q11. Which option in the Document page of the Hyperlink dialog lets a link jump directly to a particular sheet or cell in the same file? **[1]**

(a) Target Frame (b) Form (c) Target in Document (d) URL only

Q12. In the Goal Seek dialog, which box holds the cell whose value Calc will change to reach the target? **[1]**

(a) Formula cell (b) Target value (c) Variable cell (d) Result cell

Q13. To make LibreOffice save hyperlinks as relative links, which option should be ticked in Tools > Options > Load/Save > General? **[1]**

(a) Save URLs relative to file system (b) Always create backup copy
(c) Save AutoRecovery information (d) Keep document links updated

Q14. Two regional sales tables list the same products but in a different order. Which Consolidate option lets Calc match the data by the product names instead of by position? **[1]**

(a) Row labels (b) Link to source data (c) Copy results to (d) Add source range

Q15. Which menu path is used to run an existing macro in LibreOffice Calc? **[1]**

(a) Data > Run Macro (b) Tools > Macros > Run Macro
(c) Sheet > Run Macro (d) Edit > Run Macro

Assertion–Reason

Q16. **Assertion (A):** In LibreOffice Calc, a macro can be created as a function to perform repetitive calculations for which no predefined function exists.
Reason (R): A function macro is written between Function and End Function statements, can accept arguments, perform operations and return results. **[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 2025-26]

Q17. **Assertion (A):** Goal Seek in Calc can change the values of several input cells at the same time to reach a target.
Reason (R): Goal Seek changes the value of the variable cell until the formula cell reaches the target value. **[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 Documents command of Calc shows the differences between two versions of a spreadsheet.
Reason (R): Compare Documents works only when both files are exactly identical in content. **[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 formula to refer to cell C3 of a sheet named Sales from another sheet of the same workbook. **[1]**

Q20. Which function is applied by default in the Consolidate dialog? **[1]**

Q21. State True or False. If false, correct it: When a sheet with scenarios is printed, all the scenarios are printed. **[1]**

Q22. Name the window in which a recorded macro can be viewed and edited. **[1]**

Short Answer (SA)

Q23. Differentiate between a Sub macro and a Function macro in LibreOffice Basic. **[2]**

Q24. Write the formula to add cell B2 of Sheet1 and cell B2 of Sheet2 in cell B2 of Sheet3, and explain the sheet reference. **[2]**

Q25. Guneet scored 75, 68, 82 and 70 in four subjects and needs an overall 75% across five subjects. Which Calc tool and menu option can he use to find the marks needed in the fifth subject? **[2]**

[SQP 2024-25]

Q26. Give any two prerequisites before consolidating data in Calc. **[2]**

[PYQ 2026]

Q27. Write the steps to link an HTML table of a web page to a Calc sheet. **[2]**

Q28. Write the steps to add and delete a comment in a cell of Calc. **[2]**

Long Answer (LA)

Q29. A user wants a function ADDTAX(price) that returns the price plus 18% tax and can be used in a cell. (a) Which keywords are used to write it? (b) Complete the code. (c) How is it used in a cell? (d) What type of values does Calc pass to the macro? **[4]**

```
Function AddTax(price)
AddTax = price * 1.18
End Function
```

(a) Keywords [1]

(b) Code [1]

(c) Usage in a cell [1]

(d) Values passed [1]

Q30. In context of LibreOffice Calc, answer the following: (a) Define the term Macro. (b) State any two rules for naming a macro. (c) Give the steps to record a macro. **[4]**

[PYQ 2025 Comptt]

(a) Define the term Macro. [1]

(b) State any two rules for naming a macro. [1]

(c) Give the steps to record a macro. [2]

Q31. Explain how data from three regional sheets can be consolidated into a summary sheet in Calc. **[4]**

(a) Menu path [1]

(b) Steps for ranges and function [2]

(c) Option for automatic update [1]

Case Study

Case Study: Ms. Verma keeps the marks of Class X students in a Calc sheet. She wants the class-wise total marks of the students listed below, with a grand total.

Name	Section	Marks
Arun	B	78
Bela	A	85
Chetan	B	66
Divya	A	91

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

(i) (a) Which tool and menu path should she use? [1]

(ii) (b) The list is not arranged in the order of Section. Which option will arrange it before the subtotals are inserted? [1]

(iii) (c) What will be selected in Group by, Calculate subtotals for and Use function boxes to get the section-wise total? [2]

Case Study: Ritika's car loan EMI is calculated in cell B5 using the loan amount (B1), interest rate (B2) and number of years (B3). The EMI now comes out to be Rs. 15,000 per month but she can pay only Rs. 12,000. She fixes the amount and rate and wants the duration to change.

Cell	Content
B1	Loan amount
B2	Interest rate
B3	Years
B5	EMI (formula)

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

(i) (a) Name the Calc tool that can find the required duration. [1]

(ii) (b) Write the menu path and the entries for Formula cell, Target value and Variable cell. [2]

(iii) (c) Which tool should she use if she wants to change the amount and the duration both, with limits? [1]

8. Database Management System using LibreOffice Base

Multiple Choice Questions (MCQs)

Q1. In the lower pane of the Query Design window, which row decides whether a field appears in the query result? **[1]**

(a) Visible (b) Alias (c) Table (d) Sort

Q2. In a database table, if more than one field is used together to uniquely identify a record, it is called a: **[1]**

[SQP 2025-26]

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

Q3. By default, all fields created in Base design view have the _____ data type. **[1]**

[Board 2024]

(a) Tiny Integer (b) Yes/No [BOOLEAN] (c) Text [VARCHAR] (d) Text [Fix] [CHAR]

Q4. A school stores each student's address in the library file, the transport file and the fee file separately. When a student shifts house, only the fee file is updated. Which problem has occurred? **[1]**

(a) Data inconsistency (b) Data security
(c) Data sharing (d) Referential integrity

Q5. Which of the following methods is NOT used to create a table in Base? **[1]**

(a) Use Wizard to Create Table (b) Create Table in Design View
(c) Use Table Maker in Writer (d) Create View

Q6. While designing a form, adding a _____ to the date field helps prevent invalid dates from being entered. **[1]**

[Board 2025]

(a) Text box (b) Date field control (c) Timer (d) Check box

Q7. To make a field the primary key in the table Design View, Rohan should: **[1]**

(a) type 'key' in the Description column
(b) set Entry required to No
(c) choose Tools > Relationships
(d) right-click the row header of the field and choose Primary Key

Q8. A query that uses criteria you provide to hide some data and show only what you want to see is called _____. **[1]**

[Board 2023 Comptt]

(a) indexing (b) sorting (c) filtering (d) relating

Q9. Which of the following statements is true about LibreOffice Base? **[1]**

[Board 2025 Comptt]

(a) It is a free and open source database program
(b) It is a spreadsheet program
(c) It can store only character data
(d) It is a graphic designing program

Q10. What does referential integrity ensure in a database? **[1]**

[SQP 2024-25]

(a) Every foreign key value matches a primary key value in the referenced table, or is NULL
(b) All primary keys are unique across the whole database
(c) Every record has a value in every column
(d) Data can be deleted freely from any table

Q11. While designing a form, titles and headings can be added using the _____ control from the Form Controls toolbar. **[1]**

[Board 2025]

(a) Text box (b) Title (c) Heading (d) Label

Q12. A _____ is an object of the database that has a user-friendly interface where data can be entered and displayed in an attractive format. **[1]**

[Board 2025 Comptt; Board 2026]

(a) form (b) report (c) query (d) database

Q13. Students can enrol for many clubs and each club has many students. To implement this in an RDBMS, we use: **[1]**

(a) a third (junction) table with foreign keys of both tables
(b) a single table with duplicated rows only
(c) a form
(d) a report

Q14. The table on the 'one' side of a one-to-many relationship (the table holding the primary key) is usually called the: **[1]**

(a) transaction (child) table (b) master (parent) table
(c) temporary table (d) report table

Q15. Which row of the design grid is used to apply the functions Sum, Average, Count, Max and Min? **[1]**

(a) Alias (b) Visible (c) Function (d) Table

Assertion–Reason

Q16. **Assertion (A):** A table can have more than one primary key.
Reason (R): A primary key can be made from a combination of two or more fields. **[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 query can display data from more than one table at the same time.
Reason (R): A query uses fields from tables that are related through a common field. **[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 'Delete cascade' deletes the related records of the child table when the master record is deleted.
Reason (R): 'Set null' in the delete option also deletes all related records of the child 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.

Very Short Answer (VSA)

Q19. Define the term 'degree' of a relation. **[1]**

Q20. When the primary key constraint is applied on two or more columns together, what is it called? **[1]**

[Board 2022]

Q21. Which wildcard character in the query criterion stands for any number of characters, e.g. LIKE 'R*'? **[1]**

Q22. Which button/arrangement is used to arrange the records of a table in Z to A order? **[1]**

Short Answer (SA)

Q23. What is a dynamic report? How does it differ from a static report? **[2]**

[Board 2026]

Q24. List the steps to define a primary key for a table in Design View. **[2]**

Q25. Write the criterion to display the records of students whose Marks are between 60 and 80 (both included) using the Criterion row of the Query Design grid. State in which row it is typed. **[2]**

Q26. Differentiate between the hierarchical and the network data models. **[2]**

Q27. What is the difference between a form and a report? **[2]**

[Board 2022; Board 2018 Comptt]

Q28. Write the menu steps to open the Form Controls toolbar and name the mode which is used to edit a form. **[2]**

Long Answer (LA)

Q29. What are criteria in a query? Write the criteria for (a) names starting with 'S' (b) marks equal to or more than 75 (c) city is Delhi or Mumbai. State the row where criteria are typed. **[4]**

Q30. Consider the table given below and answer the questions that follow. **[4]**

[SQP 2025-26]

Student Name	Roll Number	Class	Marks
Aryan Sharma	101	10A	450
Priya Singh	102	10B	470
Rohan Mehta	103	10A	480
Ananya Kapoor	104	10C	460

(a) Name all the fields in the given table. [1]

(b) Which field should be made the primary key? [1]

(c) Suggest a possible alternate key, if any. [1]

(d) Explain how a primary key differs from a foreign key with an example. [1]

Q31. Explain the various relationships that can be created between two tables in a database. **[4]**

[Board 2023]

Case Study

Case Study: The table Sales stores the sales data of a shop.

Sale_Id	Prod_Name	Price	Discount
1101	Laptop	65000	2500
1103	Pen tab	29500	1000
1105	Desktop	50000	1550
1106	Printer	12000	2000

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

[SQP 2022-23]

(i) How many fields and records are there in the Sales table? [1]

(ii) Which field is the best primary key? Why? [1]

(iii) Write the criterion to show Sale_Id and Price of products whose Discount is more than 1000. [1]

(iv) How can the sales price after discount be displayed using a query? [1]

Case Study: The table Product is given below. Using the Query Design view of Base, answer the following.

PID	PNAME	PRICE	QUANTITY	CATEGORY
P01	BOARD	10000	2	OFFICE
P02	EYELINER	700	50	MAKEUP
P04	PENCIL	5	500	SCHOOL
P05	LAMP	250	10	DOMESTIC
P08	BEDSHEET	450	45	DOMESTIC
P09	LAPTOP	75000	15	OFFICE

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

[Board 2024; SQP 2023-24]

(i) Which criterion shows the names of products whose category is DOMESTIC? [1]

(ii) Which condition shows the product name and price whose quantity is less than 50? [1]

(iii) Which condition displays the names of products costing above 5000? [1]

(iv) Write the SQL-view statement equivalent to the query in part (a), and the key to run it. [1]

9. Maintain Healthy, Safe and Secure Working Environment

Multiple Choice Questions (MCQs)

Q1. RSI stands for: **[1]**

[Board 2025]

(a) Recurring Syndrome Injury
(b) Repetition Symptom Injury
(c) Recessive Stress Injury
(d) Repetitive Strain Injury

Q2. What is the main goal of applying ergonomics in an office setting? **[1]**

[SQP 2024-25]

(a) To increase the amount of work done in a shorter time
(b) To design tasks that are more interesting for employees
(c) To ensure easy and safe use of equipment, reducing the risk of injury
(d) To promote social interactions among employees

Q3. What is one way to mitigate hazards associated with prolonged computer use? **[1]**

[SQP 2024-25]

(a) Increasing screen brightness
(b) Stretching at regular intervals or doing simple yoga
(c) Using a smaller screen
(d) Sitting in a fixed position

Q4. Ramesh notices that a colleague has slipped and sustained a serious injury at work. Which sequence of actions demonstrates the correct approach to handling the accident according to safety protocols? **[1]**

[SQP 2025-26]

(a) Attend to injured person → inform supervisor → assist supervisor
(b) Report to supervisor → attend to injured person → assist supervisor
(c) Assist supervisor → attend to injured person → inform supervisor
(d) Ignore minor injury → continue work → report at the end of the day

Q5. Which of the following can lead to musculoskeletal problems while working on a computer? **[1]**

[SQP 2024-25]

(a) Using anti glare screen
(b) Sitting in a wrong posture and using an uncomfortable chair
(c) Using Air Conditioners
(d) Taking frequent breaks

Q6. In fire classification, electrical material and equipment comes under _____. **[1]**

[Board 2025 Comptt]

(a) Class A material (b) Class B material (c) Class C material (d) Class D material

Q7. Which single national emergency number in India can be dialled for police, fire and ambulance help? **[1]**

(a) 100 only (b) 1098 (c) 112 (d) 1800

Q8. Water has been spilled on the corridor floor. What should the employee who notices it do first? **[1]**

(a) Ignore it as it will dry
(b) Walk through quickly
(c) Place a 'wet floor' sign and get it cleaned immediately
(d) Wait for the next day

Q9. Burning eyes, blurred vision and headache after long computer use are symptoms of: **[1]**

(a) Carpal Tunnel Syndrome
(b) Sleep apnoea
(c) Obesity
(d) Computer Vision Syndrome

Q10. Which practice helps to maintain the quality of drinking water in an office? **[1]**

(a) Storing water in open containers
(b) Cleaning water tanks and filters regularly and testing the water
(c) Refilling bottles without washing them
(d) Using the same cup for all

Q11. _____ is a state of physical, mental and social well-being. **[1]**

[Board 2025]

(a) Richness (b) Popularity (c) Health (d) Activity

Q12. Poor lighting in an office that makes workers strain their eyes is mainly a: **[1]**

(a) chemical hazard (b) fire hazard (c) health hazard (d) biological hazard

Q13. A box falls from a high shelf and hurts a store employee. This accident is classified as: **[1]**

(a) slip and fall (b) escalator accident (c) electrical shock (d) falling goods

Q14. A company mandates regular breaks, provides adjustable desks, and encourages hydration for its employees. What is the primary objective of these policies? **[1]**

[Board 2026]

(a) To reduce electricity bills (b) To improve employees' attendance
(c) To promote employees' health and safety (d) To increase Internet speed

Q15. _____ is the process of emptying a place in case of an emergency, disaster. **[1]**

[Board 2023]

(a) Emergency (b) Accident (c) Drill (d) Evacuation

Assertion–Reason

Q16. **Assertion (A):** Class D fires involve combustible metals such as magnesium and sodium.
Reason (R): Water is the preferred way to put out Class D fires. **[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):** Fire exits and corridors must always be kept clear of boxes and furniture.
Reason (R): Blocked exits delay evacuation and can cause injuries during emergencies. **[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):** Anti-glare screens help to reduce eye strain.
Reason (R): Glare has no effect on the eyes of the user. **[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. _____ is the immediate assistance provided to the injured to save life and minimise health loss till proper medical aid is available. **[1]**

[Board 2022]

Q20. Name the condition that causes eye strain, dry eyes and blurred vision due to prolonged screen use. **[1]**

Q21. Which part of the body is mainly protected by using a chair with lumbar support? **[1]**

Q22. State True or False. If false, correct it: Sitting for long hours without any physical activity has no link with obesity. **[1]**

Short Answer (SA)

Q23. Mention any two basic fire safety rules to be followed in any organization. **[2]**

[Board 2024]

Q24. What are the common causes of electrical hazards at the workplace? Suggest one safety measure to prevent them. **[2]**

[SQP 2025-26; Board 2026]

Q25. Write any two safety rules for lifting and handling heavy objects at the workplace. **[2]**

Q26. Differentiate between Class A and Class B fire materials with one example each. **[2]**

Q27. Name any two musculoskeletal problems caused by computer use and mention their symptoms. **[2]**

Q28. What is an emergency? Give two examples of workplace emergencies. **[2]**

Long Answer (LA)

Q29. Rahul slips on a wet floor in the corridor of an office and gets injured. Answer the following: **[4]**

(a) Which type of accident is this? [1]

(b) Write the steps a colleague should follow to handle the accident. [2]

(c) Mention one measure to prevent such an accident. [1]

Q30. What points should be included in Fire Prevention Plan in the office? **[4]**

[SQP 2024-25]

Q31. Imagine that you have been signed a contract of handling fire safety and emergency in a company. You need to spread awareness on fire safety and emergency handling to the employees. Answer the following questions: **[4]**

[Board 2025]

(a) Give any two fire prevention measures at the workplace. [2]

(b) Give any two basic emergency handling procedures at the workplace. [2]

Case Study

Case Study: A fire breaks out in the server room of an office. The room contains computers, cables and a few cardboard boxes. The security guard has a water bucket and a CO2 extinguisher. Employees are panicking and some are heading for the lift.

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

(i) To which fire classes do the electrical equipment and the cardboard boxes belong? [1]

(ii) Which should the guard use, the water bucket or the CO2 extinguisher? Why? [1]

(iii) State two instructions that should be given to the employees for safe evacuation. [2]

Case Study: An office manager uses the following safety checklist during an inspection.

Item	Status
Fire extinguishers inspected	Yes
Fire exit clear	No
First aid box complete	No
Wiring free of damage	Yes

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

(i) What is the purpose of a safety checklist? [1]

(ii) Which two items on the list need immediate action? [1]

(iii) Suggest the action for each of these items. [2]

Answer Key (MCQs and Assertion–Reason)

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

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

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

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

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

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

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

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

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