CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Question Bank – Set 4

Questions in this Booklet

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

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

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

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Answer Key (MCQs and Assertion–Reason) **29**

1. Communication Skills – II

Multiple Choice Questions (MCQs)

Q1. Checking spelling, grammar and facts before sending a message follows which C of communication? **[1]**

(a) Concrete (b) Clear (c) Complete (d) Correct

Q2. What is the role of feedback in the communication cycle? **[1]**

[Board 2025 Comptt]

(a) To initiate the message
(b) To transmit the message
(c) To interrupt the communication
(d) To acknowledge and respond to the message

Q3. Identify the imperative sentence. **[1]**

[Board 2026]

(a) She is a talented artist.
(b) Shut the front door.
(c) Are you feeling better?
(d) You were amazing!

Q4. Which of the following is a phrase? **[1]**

(a) The lab is open. (b) Open the lab. (c) Is the lab open? (d) in the computer lab

Q5. Identify the interrogative sentence. **[1]**

(a) Have you saved the document?
(b) Please save the document.
(c) I saved the document.
(d) What a long document!

Q6. Which part of speech is the word 'Hurray!' in 'Hurray! We won the match'? **[1]**

(a) Interjection (b) Adverb (c) Conjunction (d) Pronoun

Q7. A message that gives all the needed information so that the receiver need not ask for more details is said to be _____. **[1]**

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

Assertion–Reason

Q8. **Assertion (A):** 'Nice work!' is an example of specific feedback.
Reason (R): It does not tell the person what exactly was done well. **[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):** Written communication can be used as a permanent record.
Reason (R): Facial expressions are examples of written communication. **[1]**

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

Very Short Answer (VSA)

Q10. The words 'a', 'an' and 'the' are called _____. **[1]**

Q11. Name the part of speech that joins words, phrases or clauses. **[1]**

Q12. State true or false, and correct if false: Tone of voice and eye contact are examples of visual communication. **[1]**

Short Answer (SA)

Q13. When are the articles 'a' and 'an' used? Give one example of each. **[2]**

Q14. During a team meeting, Sarah explains a complex project idea to her colleagues. She speaks too quickly, uses jargon and does not pause for questions, so the team is confused. What can Sarah do to improve her verbal communication skills? **[2]**

[SQP 2024-25]

Q15. Write the 7 Cs of communication. **[2]**

[Board 2026]

Q16. Name any four elements of the communication cycle. **[2]**

Case Study

Case Study: Mr. Verma checked the essays of three students and wrote the following comments.

Student	Teacher's comment
Arjun	Good.
Beena	Your opening paragraph states the topic clearly, but add examples in the second paragraph.
Chetan	Nice effort.

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

(i) Which student received descriptive (specific) feedback? [1]

(ii) Which comments are non-specific? [1]

(iii) Why is descriptive feedback more useful than non-specific feedback? [2]

2. Self-Management Skills – II

Multiple Choice Questions (MCQs)

Q1. Understanding how other people view our behaviour and personality is called _____ self-awareness. **[1]**

(a) Internal (b) Private (c) External (d) Emotional

Q2. Which of the following is an example of internal (intrinsic) motivation? **[1]**

(a) Studying only to get a cash prize
(b) Practising only because parents scold
(c) Reading storybooks because one enjoys reading
(d) Working only to win a trophy

Q3. A person who is able to complete tasks on his own, with little or no supervision, is said to have the ability to: **[1]**

(a) Depend on others (b) Avoid responsibility
(c) Seek constant guidance (d) Work independently

Q4. Neha feels stressed because of exams. Which routine is the best long-term way for her to handle it? **[1]**

(a) Studying all night every day
(b) Avoiding friends and family
(c) Balanced timetable with regular sleep, exercise and some leisure time
(d) Ignoring the exams completely

Q5. Rohan has been working long hours every day without a break. Over time, he starts experiencing headaches, anxiety, and fatigue. This is likely caused by prolonged: **[1]**

[SQP 2025-26]

(a) Stress (b) Discipline (c) Timeliness (d) Goal - Setting

Q6. In the SMART method of goal setting, 'T' stands for: **[1]**

(a) Tough (b) Tentative (c) Time-bound (d) Trustworthy

Q7. Lack of sleep, illness and an irregular diet can lead to which type of stress? **[1]**

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

Assertion–Reason

Q8. **Assertion (A):** All stress is harmful and should be completely removed from a person's life.
Reason (R): A moderate amount of stress can motivate a person to perform better. **[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):** Meditation helps to calm the mind.
Reason (R): Meditation requires a person to perform heavy physical exercises. **[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 any two techniques of stress management. **[1]**

Q11. State whether True or False: Yoga is practised only for physical flexibility and has no effect on the mind.

Correct the statement if false. **[1]**

Q12. State whether True or False: Stress caused by a quarrel with a friend is financial stress. Correct if false. **[1]**

Short Answer (SA)

Q13. Explain any two benefits of stress management. **[2]**

[Board 2023 Comptt]

Q14. Give one example each of the following stress causal agents for students: (a) Mental (b) Social **[2]**

[Board 2023]

Q15. How is self-regulation connected to the ability to work independently? **[2]**

[SQP 2023-24]

Q16. (a) What is emotional intelligence? (b) Name any two skills included in emotional intelligence. **[2]**

[Board 2026]

Case Study

Case Study: Sana has been given a project to prepare a report on local water conservation. Her teacher will be away for two weeks. Sana prepares a plan, collects information from different sources, stays away from distractions such as mobile games and completes the report on time without anyone reminding her. When she felt irritated by a delay in getting data, she took a short break and then resumed her work calmly.

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

(i) Name the ability shown by Sana in completing the project with no supervision. [1]

(ii) State any one advantage of working independently. [1]

(iii) How did self-regulation help Sana to complete the project? [2]

3. ICT Skills – II

Multiple Choice Questions (MCQs)

Q1. _____ is a horizontal bar present at the bottom of the Windows desktop. **[1]**

[Board 2023]

(a) Taskbar (b) Status bar (c) Menu bar (d) Recycle Bin

Q2. The filename and the filename extension are separated by a **[1]**

[Board 2024]

(a) dot (.) (b) dollar sign (c) underscore (_) (d) hash (#)

Q3. How can an antivirus protect your device? **[1]**

[SQP 2024-25]

(a) It can protect it from over-heating
(b) It can increase its performance
(c) It can back up data
(d) It can prevent data from getting corrupt

Q4. Priya wants to change the name of a file named 'notes.txt' using the keyboard. Which key should she press after selecting the file? **[1]**

(a) F2 (b) F1 (c) F5 (d) F12

Q5. The hierarchical arrangement of folders and sub-folders inside a drive is called a **[1]**

(a) tree-structured directory
(b) single-level directory
(c) clipboard
(d) registry

Q6. Deleted files in Windows are first moved to the **[1]**

(a) Taskbar (b) Recycle Bin (c) Control Panel (d) My Computer

Q7. Which key combination permanently deletes a selected file without sending it to the Recycle Bin? **[1]**

(a) Ctrl + Delete (b) Shift + Delete (c) Alt + Delete (d) Tab + Delete

Assertion–Reason

Q8. **Assertion (A):** Files should be kept in organised folders and sub-folders.
Reason (R): A tree-structured directory makes it easier to locate and manage files. **[1]**

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

Q9. **Assertion (A):** A file deleted with Shift + Delete can easily be restored from the Recycle Bin.
Reason (R): The Recycle Bin stores all deleted files until it is emptied. **[1]**

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

Very Short Answer (VSA)

Q10. State True or False: Spam e-mails should be opened and replied to for unsubscribing. If false, correct it. **[1]**

Q11. Expand GUI. **[1]**

Q12. Which part of a computer should never be cleaned with a wet cloth while it is plugged in? (Give one) **[1]**

Short Answer (SA)

Q13. Very often we hear about spam mails. Explain what spam mails are and what should be done with them. **[2]**

[Board 2024]

Q14. Differentiate between a Trojan and e-mail spamming. **[2]**

[Board 2019]

Q15. What is a real-time operating system? Give two applications. **[2]**

Q16. State any two reasons why a maintenance schedule is needed for a computer. Give one daily task. **[2]**

Case Study

Case Study: The table shows a weekly maintenance plan prepared by a computer-lab technician.

Frequency	Task
Daily	Dust the monitor and keyboard
Weekly	Run Disk Cleanup to remove temporary files
Monthly	Update the antivirus definitions

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

(i) Which task in the table is done most often? [1]

(ii) What is the purpose of the task 'Disk Cleanup' in the weekly column? [1]

(iii) Suggest two more tasks that can be added to the monthly list. [2]

4. Entrepreneurial Skills – II

Multiple Choice Questions (MCQs)

Q1. Which of the following is not an essential quality to become a successful entrepreneur? **[1]**

[Board 2024]

(a) Confidence (b) Creativity (c) Patience (d) Wealthy

Q2. An entrepreneur must be ready to take a _____ and remain open to new ideas to grow their business. **[1]**

[SQP 2025-26]

(a) Satisfying human need
(b) Product and service
(c) Calculated risk
(d) Regular production

Q3. Which of the following is a way in which entrepreneurs contribute to a country's economy? **[1]**

(a) By increasing unemployment
(b) By reducing the standard of living
(c) By creating jobs and increasing national income
(d) By stopping innovation

Q4. Entrepreneurs who set up schools, hospitals or clean-energy ventures mainly help society by _____. **[1]**

(a) solving social problems
(b) avoiding all risks
(c) avoiding competition
(d) reducing production

Q5. Priya opens a small tailoring unit and hires three workers. Which role of an entrepreneur does this mainly show? **[1]**

(a) Imitating role
(b) Agent's role
(c) Coordinating role only
(d) Employment generation

Q6. Rahul works as a clerk in a company and receives Rs. 25,000 every month. He is a _____ person. **[1]**

(a) self-employed (b) an entrepreneur (c) a franchisee (d) wage employed

Q7. Which of the following is an example of entrepreneurship? **[1]**

[Board 2023 Comptt]

(a) A cook working in a restaurant
(b) A mechanic who owns a garage for repairing vehicles
(c) A doctor working in a hospital
(d) A teacher teaching in a school

Assertion–Reason

Q8. **Assertion (A):** A wage employed person has less business risk than a self-employed person.
Reason (R): A wage employed person receives a regular salary from the employer irrespective of the profit of the business. **[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):** Only rich people can become entrepreneurs.
Reason (R): A business can be started with a small amount of money and expanded later from profits. **[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 term used for a false belief or opinion about something. **[1]**

[SQP 2021-22 T2]

Q11. What do we call a risk that an entrepreneur takes after carefully studying the possible gains and losses? **[1]**

Q12. State whether true or false, and correct it if false: A person needs a lot of money to start any business. **[1]**

Short Answer (SA)

Q13. Compare self-employment and wage employment. **[2]**

[SQP 2025-26]

Q14. State any two ways in which entrepreneurship helps in the development of a country's economy. **[2]**

Q15. Why is patience an important quality for an entrepreneur? **[2]**

Q16. Why is the belief 'entrepreneurs must have all the knowledge of business' a myth? **[2]**

Case Study

Case Study: Rohan wants to start an online business selling handmade gifts. His friends tell him: (1) You need at least Rs. 10 lakh. (2) Your idea is not unique, so it will not work. (3) Entrepreneurs are born, not made. (4) You must know everything about business first.

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

(i) What do we call such false beliefs? [1]

(ii) Which of the statements given are myths? Answer in one line. [1]

(iii) Choose any two statements and give the reality. [2]

5. Green Skills – II

Multiple Choice Questions (MCQs)

Q1. In total, how many SDGs were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity? **[1]**

[Board 2024]

(a) 13 (b) 11 (c) 17 (d) 19

Q2. SDG 6 is titled: **[1]**

(a) Zero Hunger (b) Clean Water and Sanitation
(c) Life Below Water (d) Climate Action

Q3. The most widely quoted definition of sustainable development comes from the report 'Our Common Future' (1987) of the: **[1]**

(a) Kyoto Commission (b) Brundtland Commission
(c) Paris Commission (d) Rio Commission

Q4. Dumping household garbage into a river mainly affects which resource? **[1]**

(a) Fresh water (b) Solar energy (c) Wind energy (d) Mineral ore

Q5. Plastic bags thrown on land do not decay for hundreds of years. Plastic is therefore described as: **[1]**

(a) Biodegradable (b) Non-biodegradable (c) Renewable (d) Perishable

Q6. Which of the following is a natural resource that is renewable? **[1]**

(a) Coal (b) Petroleum (c) Solar energy (d) Natural gas

Q7. 'Reduced Inequalities' is SDG number: **[1]**

(a) 8 (b) 10 (c) 12 (d) 16

Assertion–Reason

Q8. **Assertion (A):** Burning more fossil fuels is a sustainable way to meet growing energy needs.
Reason (R): Burning fossil fuels releases carbon dioxide that contributes to global warming. **[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):** Use of wind energy supports sustainable development.
Reason (R): Wind energy is produced by burning fuels and releases large amounts of greenhouse gases. **[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. Expand the abbreviation of the three famous Rs of waste management. **[1]**

Q11. Which SDG number and title deals with ending hunger and achieving food security? **[1]**

Q12. Name any two elements of nature. **[1]**

[Board 2022]

Short Answer (SA)

Q13. In our daily life we can contribute to create a Sustainable Society by following 4Rs' and 1U of Sustainability. Explain any one term out of 4Rs' and 1U. **[2]**

[Board 2022]

Q14. Differentiate between 'Reuse' and 'Recycle' with one example each. **[2]**

Q15. What are the problems caused by improper disposal of plastic waste? Mention two. **[2]**

Q16. How does poverty act as a hurdle in achieving sustainable development? **[2]**

Case Study

Case Study: Mr Sharma runs a small office with 10 computers. The office keeps all computers, lights and ACs switched on throughout the day and night. Printouts are taken on single sides of paper, and old computer parts are thrown in the dustbin. His electricity bill is high and the dustbin overflows with waste.

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

(i) Which natural resource is being wasted in the office? [1]

(ii) Give one way to reduce paper waste. [1]

(iii) Suggest two ways in which Mr Sharma can make his office more sustainable. [2]

6. Digital Documentation (Advanced) using LibreOffice Writer

Multiple Choice Questions (MCQs)

Q1. Which of the following image tools is used to change an image to black and white, grayscale or watermark? **[1]**

[Board 2026]

(a) Image Crop (b) Image Align (c) Image Mode (d) Image Size

Q2. Which keyboard shortcut opens the Templates (Manage Templates) dialog box in LibreOffice Writer? **[1]**

[SQP 2025-26]

(a) Ctrl+Shift+N (b) Ctrl+N (c) Ctrl+Shift+T (d) Ctrl+Alt+N

Q3. Sneha prepares 10 project reports. Each needs the same header with company logo, the same footer and predefined text formatting. Which feature should she use to avoid repeating the work? **[1]**

[SQP 2025-26; Board 2023 Comptt]

(a) Templates (b) Macros (c) Table of Contents (d) Track Changes

Q4. Arjun wants to slightly change the formatting of an existing paragraph style so that the change applies wherever the style is used, without creating a new style. After formatting a sample paragraph, which option should he choose? **[1]**

[SQP 2025-26]

(a) Update Selected Style (b) Create New Style
(c) AutoFormat (d) Fill Format Mode

Q5. To protect the Table of Contents from being changed accidentally by typing in it, select the _____ check box. **[1]**

[Board 2023 Comptt]

(a) Create index or table of contents (b) Protected against manual changes
(c) Evaluate up to level (d) Use graphics

Q6. Ria has a long document where she needs to apply the same paragraph style at many scattered places. Which feature should she use, and how can she stop using it once she is done? **[1]**

[SQP 2024-25; SQP 2025-26; Board 2026; Board 2025; Board 2023]

(a) AutoFormat; stop it by closing the document
(b) Format Painter; stop it by pressing Ctrl+Shift+F
(c) Fill Format Mode; stop it by clicking the Fill Format Mode icon again or pressing Esc
(d) Style Inspector; stop it by clicking Close

Q7. How many tabs are present in the Table of Contents, Index or Bibliography dialog box? **[1]**

[Board 2025 Comptt]

(a) 4 (b) 6 (c) 7 (d) 5

Q8. A _____ is a preset layout or model that helps to create professional and formal documents easily. **[1]**

[Board 2026; SQP 2021-22]

(a) Style (b) ToC (c) Comment (d) Template

Q9. Two Writer objects overlap and the user wants to control which one is stacked above the other. Which feature controls how graphics are stacked upon each other or relative to the text? **[1]**

[SQP 2021-22]

(a) Alignment (b) Anchoring (c) Arrangement (d) Cropping

Q10. Which of the following is NOT a tab of the Table of Contents, Index or Bibliography dialog box in Writer? **[1]**

[SQP 2023-24]

(a) Entries (b) Row (c) Styles (d) Background

Q11. When an image is anchored 'As Character', the image: **[1]**
(a) Always stays fixed on the page
(b) Is placed behind all text
(c) Cannot be resized
(d) Behaves like a single letter and moves along with the line of text

Q12. Meera is designing a notice board layout in Writer. She wants the text box to have a fixed size, a coloured border and text wrapping around it. Which style category should she modify? **[1]**
(a) Character Style (b) List Style (c) Frame Style (d) Page Style

Q13. Which of the following is NOT an alignment option available for an image in Writer? **[1]**
(a) Justified (b) Centered (c) Top (d) Bottom

Q14. Nikhil wants to apply the style Heading 2 to a single paragraph. What is the quickest way using the Styles deck? **[1]**
(a) Select the whole document and press F11
(b) Type Heading 2 before the paragraph
(c) Place the cursor anywhere in the paragraph and double-click Heading 2 in the deck
(d) Drag the paragraph onto the Fill Format Mode icon

Q15. Kabir wants his photograph to have a pixelated, tile-like artistic effect. Which Writer image filter should he apply? **[1]**
(a) Invert (b) Smooth (c) Mosaic (d) Remove Noise

Assertion–Reason

Q16. **Assertion (A):** Grouping drawing objects allows them to be moved and resized together.
Reason (R): Objects can be grouped with Format > Group > Group (Ctrl+Shift+G). **[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 file extension of a Writer template is .odt.
Reason (R): Templates are used to create other 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):** With the Wrap Off option, no text is placed to the left or right of the image.
Reason (R): With Wrap Off the text moves above and below the image. **[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 function key that opens the Styles deck in the Sidebar of Writer. **[1]**

Q20. Which check box in the Type tab prevents accidental editing of the Table of Contents? **[1]**

Q21. Name the arrangement option that moves a selected image in front of all other objects. **[1]**

Q22. Fill in the blank: To create a style from formatted text, select the text and use Format > Styles > _____.**[1]**

Short Answer (SA)

Q23. Explain the Frame style category of Writer briefly. **[2]**

[Board 2025]

Q24. What is Fill Format Mode? How is it turned off? **[2]**

Q25. Why is it better to use a style than to format each heading manually? Give two reasons. **[2]**

Q26. What is the difference between embedding and linking an image in Writer? **[2]**

Q27. How can a saved template be set as the default template for new Writer documents? **[2]**

Q28. What is the purpose of Load Styles from Template? Name any two kinds of styles that can be loaded. **[2]**

Long Answer (LA)

Q29. Answer the following about the Table of Contents in Writer. **[4]**

[SQP 2023-24]

(a) What do you understand by Table of Contents? [1]

(b) List any three characteristics of a good Table of Contents. [3]

Q30. Mansi is preparing a travel pamphlet in Writer with many photographs. **[4]**

(a) How can she reduce the size of a photograph without distortion? [1]

(b) Which tool removes the unwanted edges of the photograph? [1]

(c) Name the Image Mode that makes a picture suitable as a faint background and the filter that increases its sharpness. [2]

Q31. You are designing a digital brochure for a school event in LibreOffice Writer. **[4]**

[Board 2026]

(a) Mention any four ways by which an image file stored on the computer can be inserted into a document. [2]

(b) How do the Wrap Off and Wrap Through text wrapping options differ? [2]

Case Study

Case Study: Kavita is typing a school magazine in Writer. Her headings, subheadings and body text were formatted manually. The principal now asks for a change of heading colour and font in all 25 pages.

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

(i) Which Writer feature should have been used to avoid manual formatting? [1]

(ii) How can one change the look of every Heading 1 in a single step? [1]

(iii) Name the function key and the deck used to work with styles. [2]

Case Study: A teacher keeps a document with the following style names in the Styles deck. She wants to match each with its category.

Style name	Purpose
Heading 1	Chapter title
Emphasis	Selected words in italics
Bullet 1	Bulleted lists
Landscape	Page orientation

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

(i) To which category does Heading 1 belong? [1]

(ii) To which category does Emphasis belong? [1]

(iii) Name the categories of Bullet 1 and Landscape. [2]

7. Electronic Spreadsheet (Advanced) using LibreOffice Calc

Multiple Choice Questions (MCQs)

Q1. _____ means combining data from different worksheets into a master (summary) worksheet in Calc. **[1]**

[SQP 2021-22 T1; SQP 2022-23; PYQ 2025 Comptt]

(a) Hyperlinking (b) Consolidating (c) Filtering (d) Subtotalling

Q2. Which menu path is used to share a spreadsheet so that several users can edit it? **[1]**

(a) File > Share (b) Tools > Share Spreadsheet
(c) Edit > Share Sheet (d) Data > Share

Q3. A user writes the macro given below in Standard > Module1. What will =TRIPLE(4) return in a cell? **[1]**

```
Function Triple(x)
Triple = x * 3
End Function
```

(a) 4 (b) 16 (c) TRIPLE (d) 12

Q4. Which of the following is a valid name for a macro in Calc? **[1]**

(a) Total Sales (b) Total*Sales (c) Total_Sales (d) 2Total

Q5. An _____ link will stop working only if the target is moved, while a _____ link will stop working only if the start and target locations change relative to each other. **[1]**

[SQP 2021-22 T1]

(a) relative, absolute (b) permanent, absolute (c) absolute, relative (d) absolute, fixed

Q6. The _____ feature of Calc tracks what data was changed, when it was changed, who made the change and in which cell. **[1]**

[PYQ 2023; PYQ 2025 Comptt]

(a) Record Changes (b) Edit Record (c) Change Record (d) Macro

Q7. Which of the following is the correct way to record a macro in LibreOffice Calc? **[1]**

[PYQ 2026]

(a) File > Options > Record Macro (b) Insert > Macro > Record
(c) View > Macros > Record (d) Tools > Macros > Record Macro

Q8. What is the first step before choosing Tools > Scenarios to create a new scenario? **[1]**

(a) Select the formula cell only (b) Save the file as a template
(c) Select the cells whose values will change (d) Turn on Record Changes

Q9. A two-variable table (rate down the column, years across the row) needs which fields in the Multiple Operations dialog? **[1]**

(a) Only Formulas
(b) Only Variable cell
(c) Formula cell and Target value
(d) Formulas, Row input cell and Column input cell

Q10. Which of the following tasks CANNOT be recorded by the Calc macro recorder? **[1]**

(a) Applying bold to selected cells
(b) Sorting a column
(c) Switching between two open document windows
(d) Entering a formula in a cell

Q11. Which menu path opens the Basic IDE to edit a macro in LibreOffice Calc? **[1]**

(a) Tools > Macros > Record Macro (b) Tools > Macros > Edit Macros
(c) File > Macros > Open (d) Edit > Macros > IDE

Q12. Which key combination opens the Data Sources view in Calc to see registered databases? **[1]**

(a) Ctrl + Shift + F4 (b) Ctrl + F4 (c) Alt + F4 (d) Shift + F5

Q13. Jan, Feb and Mar are three adjacent sheets, each with a monthly total in B2. Which formula adds B2 of all three? **[1]**

(a) =SUM(Jan,Mar)
(b) =$Jan.B2:$Mar.B2
(c) =SUM($Jan:$Mar.B2)
(d) =SUM($Jan.B2:$Mar.B2)

Q14. How can a hyperlink in a cell be deleted while the cell text is kept? **[1]**

(a) Press Ctrl+Shift+K
(b) Choose Data > Remove Link
(c) Press Esc
(d) Right-click the cell and choose Remove Hyperlink

Q15. _____ can help to clarify the relation between cells while using Multiple Operations. **[1]**

[SQP 2023-24]

(a) Solver
(b) Navigator
(c) Hyperlink
(d) The Detective (trace precedents/dependents)

Assertion–Reason

Q16. **Assertion (A):** In the reference =$Sheet2.B5, the dollar sign before the sheet name makes the sheet part of the reference absolute.
Reason (R): Calc treats a reference to another sheet as invalid if it has no dollar sign before the sheet name. **[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 Subtotals tool of Calc can calculate subtotals for up to three groups.
Reason (R): The Subtotals dialog box has three tabs: 1st Group, 2nd Group and 3rd Group. **[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 shared spreadsheet in Calc can be opened and edited by several users at the same time.
Reason (R): Sharing a spreadsheet prevents every user from making any change to it. **[1]**

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

Very Short Answer (VSA)

Q19. Name the tool in Calc that inserts group-wise sums, averages etc. into a sorted list and also adds a grand total. **[1]**

Q20. Which option of the Consolidate dialog makes the consolidated data refresh when the source data changes? **[1]**

Q21. State True or False. If false, correct it: Goal Seek can vary more than one variable cell at a time. **[1]**

Q22. Write the keyboard shortcut to turn on Record Changes in Calc. **[1]**

Short Answer (SA)

Q23. What is the main purpose of Goal Seek in Calc? Give an example. **[2]**

[PYQ 2025]

Q24. What is a relative and an absolute hyperlink in a spreadsheet? **[2]**

[PYQ 2025 Comptt]

Q25. Mention any two operations that can be performed using macros in a spreadsheet. **[2]**

[SQP 2022-23]

Q26. What is the purpose of consolidating data in spreadsheets? Discuss briefly. **[2]**

[PYQ 2024; PYQ 2023]

Q27. What are the benefits of sharing a spreadsheet? **[2]**

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

Q28. How can a hyperlink in Calc be edited or removed? **[2]**

Long Answer (LA)

Q29. Explain the term 'Scenarios' in relation to spreadsheets with an example. **[4]**

[SQP 2023-24; PYQ 2023 Comptt]

Q30. Describe the steps to share a spreadsheet, record the changes made by different users and then accept or reject them. **[4]**

(a) Sharing [1]

(b) Recording changes [1]

(c) Accepting/rejecting [2]

Q31. A teacher has a list of students with columns Class, Name and Marks. Describe how to find the class-wise total marks using the Subtotals tool. **[4]**

Case Study

Case Study: Mr. Amit, Sales Manager of ABC Sales Corporation, has created a spreadsheet in LibreOffice Calc that lists sales for different years in different regions in different worksheets. He wants to summarise and make certain decisions based on it.

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

[PYQ 2025]

(i) (a) Which tool in Calc can be used to combine the sales data from multiple sheets into a single summary sheet? [1]

(ii) (b) Name the menu option and sub-menu option used to generate the combined summary of all the worksheets. [1]

(iii) (c) Name the function that can be used to display the total of all sales. [1]

(iv) (d) He wants to open a summary document stored at a different location by clicking on the text in a cell. How can it be done? [1]

Case Study: Rohan keeps the marks of Class X in file marks.ods (sheet Term1, cell B2 holds the marks of Anil) and makes a result file result.ods in the same folder. He wants the result file to show marks from marks.ods and to link to other sheets.

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

(i) (a) Write the formula in result.ods to display B2 of sheet Term1 of the file /home/user/school/marks.ods.

[1]

(ii) (b) Which command lets him update or break such links later? [1]

(iii) (c) Which formula adds cell B2 of sheets Term1 and Term2 within the same file? [1]

(iv) (d) Which key combination moves to another sheet while typing a formula? [1]

8. Database Management System using LibreOffice Base

Multiple Choice Questions (MCQs)

Q1. Which dialog box appears when the Query Design window is opened for the first time? **[1]**

[SQP 2024-25]

(a) Add Table (b) Add Query (c) Add Query or Report (d) Add Table or Query

Q2. In Base, with referential integrity enforced through the 'Update cascade' option, if a primary key value in the master table is changed, then: **[1]**

(a) the change is rejected
(b) the related records are deleted
(c) the matching foreign key values in the related table change automatically
(d) the related values become NULL

Q3. How many types of relationships can be created between tables in a database? **[1]**

[SQP 2023-24]

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

Q4. In Base, an existing relationship between tables can be removed with the help of the _____ option. **[1]**

[Board 2024]

(a) Clear (b) Remove (c) Drop (d) Delete

Q5. Which menu path opens the Relationship Design window in Base? **[1]**

(a) Edit > Relationships (b) File > Relations
(c) Tools > Relationships (d) Insert > Relationships

Q6. In Design View of a table, each row of the upper grid defines: **[1]**

(a) one field - its name, type and description (b) one record of data
(c) one query (d) one report

Q7. Data in an RDBMS is organised in _____. **[1]**

[Board 2023 Comptt]

(a) tables (b) plain text files only
(c) trees only (d) graphs only

Q8. To display only the students whose Marks are greater than 80, where should the condition >80 be typed in the design grid? **[1]**

(a) In the Alias row (b) In the Table row
(c) In the Criterion row of the Marks column (d) In the Visible row

Q9. The number of attributes (columns) in a relation is called its: **[1]**

(a) cardinality (b) domain (c) key (d) degree

Q10. Which of the following statements about a primary key is true? **[1]**

[SQP 2024-25]

(a) It uniquely identifies each record in a table
(b) It can contain duplicate values
(c) It can contain NULL values
(d) It is optional for every table

Q11. The number of tuples (rows) in a relation is called its: **[1]**

(a) degree (b) cardinality (c) domain (d) schema

Q12. Which advantage of a DBMS ensures that a change made to a data item is reflected everywhere that item is stored? **[1]**

[Board 2026]

(a) Data sharing (b) Data consistency (c) Organised storage (d) Data portability

Q13. Which of the following is an example of a DBMS? **[1]**

[Board 2026]

(a) MySQL (b) Ubuntu (c) MS Word (d) Canva

Q14. In the final step of the Report Wizard, the type of report you can choose is: **[1]**

(a) Primary or Foreign report (b) Simple or Compound key
(c) Master or Slave report (d) Dynamic report or Static report

Q15. How many steps does the Query Wizard in LibreOffice Base have? **[1]**

(a) Four (b) Six (c) Eight (d) Ten

Assertion–Reason

Q16. Assertion (A): A DBMS reduces data redundancy.
Reason (R): In a DBMS, the same data is stored at only one place and shared by all applications. **[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 stores a separate permanent copy of the selected data.
Reason (R): A query only displays the data stored in tables according to the given criteria. **[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 relational model is the most widely used data model in databases.
Reason (R): In the relational model, data is stored in tables that are related through common 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.

Very Short Answer (VSA)

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

Q20. True or False: A relationship can be created between two tables even if the data types of the linked fields are different. If false, correct it. **[1]**

Q21. Name the data model in which data is stored in the form of tables. **[1]**

Q22. Expand RDBMS. **[1]**

Short Answer (SA)

Q23. Explain the 'Update cascade' and 'Delete cascade' options of a relationship in Base. **[2]**

Q24. Differentiate between One-to-Many and Many-to-Many relationships in a database. **[2]**

[SQP 2025-26]

Q25. Differentiate between a primary key and a foreign key. **[2]**

[SQP 2023-24; Board 2023; Board 2017 Comptt]

Q26. State any two prerequisites for setting a relationship between two tables in LibreOffice Base. **[2]**

[Board 2025]

Q27. Name the three ways of creating a query in Base. Which one is most flexible? **[2]**

Q28. State two uses of the Report Builder in LibreOffice Base. **[2]**

Long Answer (LA)

Q29. Describe any four steps of the Query Wizard in Base. **[4]**

Q30. Consider the table Student and answer the questions for designing a student database in LibreOffice Base. **[4]**

[Board 2025]

Student_ID	Name	Age	Phone_Number
S001	Amit	15	9876543210
S002	Priya	16	8765432109
S003	Priya	15	7654321098

(a) Suggest the data types of Student_ID and Age. [1]

(b) Which field is the best primary key and why? [1]

(c) Which field can be an alternate key? Justify. [1]

(d) How many attributes and records are present? [1]

Q31. While working with multiple tables, you need to set up relationships between them. Answer the following. **[4]**

[Board 2025 Comptt]

(a) What is the most important prerequisite for setting a relationship between two tables? [1]

(b) How many types of relationships can be created? Name any two. [2]

(c) What happens if the data types of the common fields are different? [1]

Case Study

Case Study: A shop table Items(ItemName, Price, Quantity) is given. The owner wants a query to find the total value of each item, the items whose name starts with 'P', and the total of all values.

ItemName	Price	Quantity
Pen	10	100
Pencil	5	200
Paper	2	500

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

(i) Which expression gives the total value of each item? [1]

(ii) What criterion shows items whose name starts with P? [1]

(iii) Which row and function is used to find the total of values? [2]

Case Study: The Datesheet table of an examination is given. Answer the questions using Query Design view in Base.

Sub_code	Sub_Name	DateofExam	Days
E001	English	11-03-2021	Monday
H002	Hindi	15-03-2021	Friday
S003	Social Sci.	18-03-2021	Monday
S004	Science	21-03-2021	Thursday

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

[SQP 2023-24]

(i) How will you display the records in ascending order of DateofExam? [1]

(ii) What criterion shows the subject names and exam dates held on Monday? [1]

(iii) What criterion shows the date of exam for Science? [1]

(iv) Which data type is suitable for DateofExam? [1]

9. Maintain Healthy, Safe and Secure Working Environment

Multiple Choice Questions (MCQs)

Q1. Arjun notices that his colleague frequently complains of neck pain and sore shoulders after long working hours. Which of the following is the most likely cause? **[1]**

[Board 2026]

(a) Poor lighting and ventilation
(b) Improper ergonomic setup
(c) Good lighting and ventilation
(d) Using updated antivirus software

Q2. What is a hazard in the context of safety and health? **[1]**

[Board 2025 Comptt]

(a) Rapid Action Team
(b) Something that can cause harm to people
(c) A safety measure implemented to prevent accidents
(d) An emergency response plan for workplace incidents

Q3. A fire breaks out in a server room full of electrical equipment. Which extinguisher is most suitable? **[1]**

(a) Water extinguisher
(b) Carbon dioxide (CO2) extinguisher
(c) Foam extinguisher containing water
(d) Plain water from a bucket

Q4. Materials in a workplace are classified by risk to prevent fires. Which of the following correctly matches the material class with its description? **[1]**

[SQP 2025-26]

(a) Class A - liquids, grease, and gas; Class B - wood, cloth, paper
(b) Class C - electrical materials; Class D - volatile metals like magnesium and sodium
(c) Class B - electrical equipment; Class C - paper and cloth
(d) Class D - liquids and gas; Class A - electrical materials

Q5. Which feature should an ergonomically designed office chair have? **[1]**

(a) A fixed, very low seat
(b) Adjustable height and a backrest supporting the lower back
(c) No backrest
(d) A hard stool without arms

Q6. A printer in the office has a frayed power cord with exposed copper wire. This is an example of a(n): **[1]**

(a) ergonomic hazard (b) biological hazard (c) noise hazard (d) electrical hazard

Q7. For comfortable viewing, the top of the computer screen should be placed: **[1]**

(a) well above eye level
(b) on the floor level
(c) behind the user
(d) at or slightly below eye level

Q8. Employees working in a closed, poorly ventilated office often complain of headaches and tiredness. Which workplace quality factor needs improvement? **[1]**

(a) Air quality (b) Water quality (c) Network speed (d) Software licensing

Q9. Which is a common cause of stress at the workplace? **[1]**

(a) Proper breaks
(b) Good relations with colleagues
(c) Heavy workload with unrealistic deadlines
(d) Clear job roles

Q10. While using an escalator, a person should: **[1]**

(a) run up the escalator
(b) hold the handrail and stand steady without running
(c) sit on the steps
(d) carry large luggage that blocks others

Q11. Which of the following is compulsory in order to provide a healthy working environment to the employees? **[1]**

[Board 2025 Comptt]

(a) Shopping corner
(b) Cleanliness of the workplace
(c) Library
(d) Music therapy room

Q12. During office work, employees complain of stress due to long hours and conflicts with colleagues. Which approach is most effective in reducing this hazard? **[1]**

[SQP 2025-26]

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

Q13. Carpal tunnel syndrome, which results from repeated typing and mouse use, mainly affects the: **[1]**

(a) knee (b) ear (c) wrist and hand (d) stomach

Q14. Which of the following is a reason for organising health and safety programmes in an organisation? **[1]**

(a) To reduce accidents, absenteeism and the cost of injuries
(b) To increase the price of products
(c) To reduce the salary of employees
(d) To avoid training new employees

Q15. What is a major contributing factor to obesity, especially in children, with respect to use of computers? **[1]**

[Board 2025 Comptt]

(a) Excessive physical activity
(b) Spending long hours on computers without breaks
(c) Eating healthy snacks while using the computer
(d) Regular exercise during computer breaks

Assertion–Reason

Q16. **Assertion (A):** A person who is getting an electric shock should be pulled away immediately with bare hands.
Reason (R): The victim's body may still be carrying current, which can pass to the rescuer. **[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 number 112 can be dialled in India to seek police, fire or ambulance help.
Reason (R): Electrical equipment is classified as Class C material for fire purposes. **[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):** Carpal tunnel syndrome affects the wrist and hand of computer users.
Reason (R): Computer vision syndrome is caused by staring at the screen for long hours. **[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 wood, paper and cloth? **[1]**

Q20. Write the national emergency number for fire services in India. **[1]**

Q21. According to the 20-20-20 rule, what should you do after every 20 minutes of screen work? **[1]**

Q22. What does PPE stand for in workplace safety? **[1]**

Short Answer (SA)

Q23. List two common causes of electrical accidents at the workplace. State any one measure to prevent them. **[2]**

[Board 2026]

Q24. What is ergonomics? Write two features of an ergonomically designed workstation. **[2]**

Q25. Write any two steps to be followed when evacuating a building during an emergency. **[2]**

Q26. What should an employee do on seeing a colleague injured in an accident? Write any two steps. **[2]**

Q27. Excessive use of computers might have a bad impact on your vision. Give any two eye-related problems that might arise due to long hours spent on a computer. **[2]**

[Board 2025]

Q28. Give two guidelines for maintaining clean air at the workplace. **[2]**

Long Answer (LA)

Q29. Fires are classified on the basis of the material involved. Write the four classes (A, B, C and D) with one example of the material and one suitable extinguisher for each. **[4]**

Q30. A fire alarm sounds in a multi-storey office. Describe four steps employees should follow for safe evacuation. **[4]**

Q31. Workplace air and water quality must be monitored. (a) Give two guidelines for maintaining clean air. (b) Give two guidelines for providing safe drinking water. **[4]**

(a) Clean air guidelines [2]

(b) Safe water guidelines [2]

Case Study

Case Study: An audit of Sunrise Technologies' office reports the following observations: (i) several extension boards are plugged into one wall socket and a wire with exposed copper lies under the desk; (ii) water has been spilled near the pantry door; (iii) the screens face a large window and employees complain of headaches; (iv) boxes are stacked in front of the fire exit.

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

(i) Name the hazard caused by the exposed wire and the overloaded socket. [1]

(ii) Which type of accident is likely near the pantry door? [1]

(iii) Suggest one measure to remove the problem of headaches and one measure for the blocked fire exit. [2]

Case Study: In a warehouse, a stack of cartons falls from the top shelf and injures worker Mohan. Another worker, Salim, is the first to reach him. Supervisor Mrs. Kaur is on the floor above.

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

(i) Name the type of accident that occurred. [1]

(ii) What are the first two steps Salim should follow? [1]

(iii) Suggest two measures to avoid such accidents in the future. [2]

Answer Key (MCQs and Assertion–Reason)

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

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

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

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

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

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

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

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

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