

NAME \_\_\_\_\_

ROLL NO \_\_\_\_\_

SECTION \_\_\_\_\_

**PART-A**

- 1.) What is the importance of effective communication in a workplace?
  - a.) Reducing office expenses
  - b.) Enhancing team collaboration and productivity
  - c.) Increasing employee vacation days
  - d.) Improving office aesthetics
- 2.) High expectations from self can leave with chronic anxiety and stress, thus leading to \_\_\_\_\_ stress.
  - a.) Physical
  - b.) Emotional
  - c.) Social
  - d.) Financial
- 3.) Imagine you are working on a challenging project for your studies, and you have a tight deadline. No one is around to cheer you on or offer encouragement, but you need to push through and complete the work. What will make you complete work without others cheering you?
  - a.) Self-confidence
  - b.) Communication
  - c.) Self-motivation
  - d.) Self-esteem
- 4.) What is a style in LibreOffice Writer?
  - a.) A method of typing
  - b.) A collection of all formatting information
  - c.) A tool for drawing shapes
  - d.) A spell-check feature
- 5.) Which of the following is an example for absolute cell referencing?
  - a.) C5
  - b.) \$C\$5
  - c.) \$C
  - d.) #C
- 6.) Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?
  - a.) Entries
  - b.) Background
  - c.) Styles
  - d.) Type
- 7.) Which of the following is true about Track Changes feature of Writer
  - a.) You cannot record a change made in the document.
  - b.) A comment of a particular author only can be deleted
  - c.) Any change made to the document is permanent.
  - d.) None of the above
- 8.) Imagine you are a financial analyst tasked with analyzing quarterly sales data for a multinational corporation.

The data is stored in separate sheets within an Excel workbook, each representing sales figures from different regions (e.g., North Zone, East Zone, South Zone). How can you efficiently view and compare quarterly sales data from multiple regions in a single spreadsheet to identify trends and relationships?

- a.) By creating separate charts for each region's data.
  - b.) By using the Consolidate function to combine information from all regional sheets into one summary sheet.
  - c.) By manually copying and pasting data from each region's sheet into a new sheet.
  - d.) By deleting unnecessary data from each region's sheet.
- 9.) What is the extension of spreadsheet file in Calc?
    - a.) .odb
    - b.) .odt
    - c.) .odg
    - d.) .ods
  - 10.) Which of the following is the shortcut key to open the Templates dialog box?
    - a.) Ctrl+Alt+N
    - b.) Ctrl+Shift+N
    - c.) Ctrl+Alt+T
    - d.) Shift+Alt+T
  - 11.) Which style category would you use to format a section containing text, graphics, and lists?
    - a.) Page Style
    - b.) Paragraph Style
    - c.) Character Style
    - d.) Frame Style
  - 12.) It is a reference point for the graphics which is created while positioning any image. This point could be the page, or frame where the object is either a paragraph, or even a character in a word processor.
    - a.) Wrap Text
    - b.) Anchoring
    - c.) Alignment
    - d.) BookMark

- 13.) Which of the following is an invalid Macro Name?  
 a.) 1formatword      b.) format word      c.) format\*word      d.)Format\_word
- 14.) Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?  
 a.) Macro      b.) Hyperlink      c.) connect      d.)Copy
- 15.) Which of the following is/are the symptoms of stress?  
 a.) Social isolation      b.) All of these      c.) Fatigue      d.) Body aches
- 16.) Physical exercise is used as a stress management technique because  
 a.) all of these      b.) makes us feel better c.) improves self-image      d.) it improves blood circulation
- 17.) A group of related words that contain both a subject and predicate and that functions as part of a sentence is  
 a.) Sentence      b.) Compound      c.) Clause      d.) Phrase
- 18.) To create a new style from selection, you need to:  
 a.) Select the formatted text, then choose New Style from Selection from the context menu.  
 b.) Format text manually, then use Update Style.  
 c.) Click New Style in the Styles and formatting window.  
 d.) Use the Drag-and-Drop method.
- 19.) What is the first step in creating a new style using drag-and-drop?  
 a.) Select formatted text.      b.) Drag text to the Styles and formatting window.  
 c.) Click New Style from Selection.      d.) Click Load Styles.
- 20.) Image toolbar does not provide a tool for \_\_\_\_\_.  
 a.) Cropping      b.) copying      c.) Filtering      d.) flipping
- 21.) The text or image which appears faintly in the background of a page is called \_\_\_\_\_.  
 a.) Trade mark      b.) Copyright      c.) Embossing      d.) Water mark
- 22.) Which of the following tabs contains options to set styles for various entries in the ToC?  
 a.) Background      b.) Type      c.) Styles      d.) Entries
- 23.) How can you access predefined templates in LibreOffice Writer?  
 a.) From File > New > Templates.      b.) By clicking Insert > Template.  
 c.) By opening Format > Templates.      d.) From Tools > Templates.
- 24.) What does the Solver tool allow you to do?  
 a.) Create conditional formatting      b.) Merge multiple worksheets  
 c.) Optimize a solution with constraints      d.) Apply custom styles
- 25.) How do you insert a hyperlink to another sheet in the same spreadsheet?  
 a.) Use the reference SheetName.CellAddress  
 b.) Insert > Hyperlink then choose "Document" and select the target sheet  
 c.) Data > Hyperlinks  
 d.) Insert > Link to External Data
- 26.) What is the key difference between relative and absolute references?  
 a.) Absolute references remain fixed when copied b.) Absolute references adjust automatically  
 c.) There is no difference      d.) Relative references are easier to read
- 27.) What shortcut can you use to add a comment in Calc?  
 a.) Ctrl + C      b.) Shift + C      c.) Ctrl + Alt + C      d.) Alt + C
- 28.) Which feature lets you view all comments in a spreadsheet?  
 a.) Tools > Track Comments      b.) Insert > Comments Log  
 c.) Data > Comments Overview      d.) View > Comments
- 29.) How do you directly access a cell in a macro?

- a.) Create a hyperlink to the cell methods  
b.) Use the getCellByPosition or getCellRangeByName methods
- c.) Use its column and row numbers in a function  
d.) Manually input its data into the macro code
- 30.) What should you do with the problem of dry eyes?  
a.) Rest eyes periodically and do simple eye exercises  
b.) Forget to blink  
c.) Do exercise  
d.) Blink the eyes
- 31.) What type of information is used for managing accounts in some instant messaging software, such as Yahoo! Messenger and Windows Live Messenger?  
a.) Email addresses  
b.) Standard Names  
c.) Browser addresses  
d.) Mobile Numbers
- 32.) Give some examples of a healthy lifestyle.  
a.) Healthy eating habits  
b.) Stress Management  
c.) Physical activities  
d.) All of these
- 33.) What will make you complete work without others cheering you?  
a.) Self-confidence  
b.) Communication  
c.) Self-motivation  
d.) Self-esteem
- 34.) When it is difficult to communicate with someone who is not willing to talk or express their feelings and views it means there is a/an \_\_\_\_\_  
a. Culture Barrier  
b. Interpersonal Barrier  
c. Physical Barrier  
d. Language Barrier
- 35.) Kartik's Computer was running very slow, hangs and often restarts. He is very confused and tensed as he was working on a very important assignment. Kartik's friend gave him the following suggestions. Identify who has given him a genuine suggestion.  
a. Radha : Restart your machine  
b. Ishan : Install reliable antivirus software and update  
c. Amar : Don't use Pendrive  
d. Sam : Install free antivirus from net
- 36.) \_\_\_\_\_ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations.  
a. Self-Motivation  
b. Stress Management  
c. Self-Awareness  
d. Self-Regulation
- 37.) High expectations from self can leave with chronic anxiety and stress, thus leading to \_\_\_\_\_ stress.  
a. Physical  
b. Emotional  
c. Mental  
d. Financial
- 38.) Which one is not the tab of the insert/index Table window of Writer Document?  
a. Entries  
b. Background  
c. Style  
d. Row
- 39.) In the custom styles, each \_\_\_\_\_ field on the Structure line represents a blank space in a document.  
a. Black  
b. White  
c. Blue  
d. Yellow
- 40.) Saurabh has made an advertisement in Digital Document. He is facing difficulty in positioning the images within the text. Suggest him how he can adjust the image?  
a. Wrap text  
b. Crop  
c. Alignment  
d. Layout
- 41.) A \_\_\_\_\_ is a collection of records that store data in Mail merge.  
a. Data Source  
b. Main Document  
c. Document  
d. Merge Field
- 42.) To increase the contrast of an image, \_\_\_\_\_ option is used in a document.  
a. Smooth  
b. Sharpen  
c. Aging  
d. mosaic
- 43.) \_\_\_\_\_ provide Internet access by transmitting digital data over wires of a local telephone network.  
a) ISP  
b) DSL  
c) Dial-up connection  
d) Modem
- 44.) \_\_\_\_\_ is specifically designed to minimize the results according to a set of rules that we define in a spreadsheet.  
a. Goal Seek  
b. Scenario  
c. solver  
d. Subtotal
- 45.) Sahil and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option should they use to access the same Spreadsheet from home?



- 63). The filename and filename extension are separated by a \_\_\_\_\_ .  
 a). Dollar (\$)                      b). Dot (.)                      c). Underscore (\_)                      d).Hash (#)
- 64). Which of the following type of communication involves interchanging messages only through images or pictures?  
 a). Verbal                      b). Gesture                      c). Visual                      d).Facial
- 65). \_\_\_\_\_ is the ability to identify and manage one’s own emotions, as well as the emotions of others.  
 a). Self-Awareness                      b). Emotional Intelligence  
 c). Stress Management                      d).Emotional Barrier
- 66). Which of the following is not an essential quality to become a successful entrepreneur?  
 a). Confidence                      b). Creativity                      c). Patience                      d).Wealthy
- 67). What is a style in LibreOffice Writer?  
 a) A method of typing                      b) A collection of all formatting information  
 c) A tool for drawing shapes                      d) A spell-check feature
- 68). Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?  
 a). Entries                      b). Background                      c). Styles                      d).Type
- 69). When you copy formula from one cell to another  
 a) Drag the autofill handle                      b) Cut the cell  
 b) Both a and b                      d) none of these
- 70). In Writer, styles and formatting option is available under \_\_\_\_\_ menu.  
 (A) Insert                      b). Tools                      c). Format                      d).Window
- 71). \_\_\_\_\_ Styles will not affect the text in the document.  
 a) List style                      b) Paragraph style                      c) Frame Style                      d) Page Style
- 72). Template is a \_\_\_\_\_ document Based on which one can create a new document.  
 a) Blueprint                      b) Printed                      c) suggested                      d) copied
- 73). \_\_\_\_\_ is a more elaborate form of Goal Seek.  
 (A) Database                      b). Hyperlink                      c). Report                      d).Solver
- 74). Aisha moved from Egypt to Germany for work but finds it difficult to adjust because she is not familiar with German customs and workplace etiquette, which affects her interactions with colleagues. This situation illustrates a:  
 a) Interpersonal barrier                      b) Cultural barrier                      c) Physical barrier                      d) Linguistic barrier
- 75). 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:  
 a) Stress                      b) Discipline                      c) Timeliness                      d) Goal – Setting
- 76). When Ayaan switches on his computer, a particular software starts running automatically and manages all the hardware and other software. Which software is this?  
 a) Web Browsers                      b) Designing Software                      c) Office Software                      d) Operating System
- 77). An entrepreneur must be ready to take a \_\_\_\_\_ and remain open to new ideas to grow their business.  
 a) Satisfying human need                      b) Product and Service  
 c) Calculated Risk                      d) Regular Production
- 78). The Sustainable Development Goals (SDGs) aim to tackle key challenges faced by businesses, governments, and society, such as:  
 a) Gender Equality                      b) Energy & Climate Change                      c) Biodiversity                      d) All of the above
- 79). The SMART method helps in setting effective goals for career and personal growth. In this method, what does the ‘A’ stand for?

- a) Abrupt                      b) Accountable                      c) Achievable                      d) Admirable
- 80). Ria has a long document where she needs to apply the same paragraph style at multiple scattered locations. She wants to avoid the repetitive task of selecting each word/paragraph and applying the style separately. Which feature should she use, and how can she stop using it once she is done?
- a) Use Fill Format option; stop it by clicking Fill Format button again or pressing Esc  
b) Use AutoFormat; stop it by closing the document  
c) Use Format Painter; stop it by pressing Ctrl+Shift+F  
d) Use Style Inspector; stop it by clicking on Close
- 81). Arjun wants to slightly change the formatting of a predefined paragraph style in his Writer document. He does not want to create a new style, but rather update the existing one so that the changes apply wherever that style is used. Which option should he choose after formatting the text?
- a) Create New Style      b) Update Selected Style      c) AutoFormat                      d) Fill Format
- 82). Meena has prepared a project report with multiple headings and sub-headings. She wants to create a section at the beginning of the report that lists all topics in order and allows her to jump directly to any section by clicking on it. Which feature of Writer should she use?
- a) Index of Keywords      b) Hyperlink Tool                      c) Table of Contents                      d) Bookmark
- 83). 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.
- a) Both A and R are true, and R is the correct explanation of A  
b) Both A and R are true, but R is NOT the correct explanation of A  
c) A is true, but R is false  
d) A is false, but R is true
- 84). A teacher wants to prepare a summary report in LibreOffice Calc by calculating the average marks of students from two different spreadsheet files: X-A.ods and XB.ods. Which feature of Calc will help her achieve this?
- a) Data Consolidate                      b) External References to other documents  
c) What-if Scenarios                      d) Goal Seek
- 85). Which menu path in LibreOffice Calc is used to accept or reject changes made in a shared spreadsheet?
- a) Tools > Review Changes > Manage                      b) File > Options > Track Changes  
c) Edit > Track Changes > Manage                      d) View > Track Changes > Review
- 86). Rahul wants to generate a Table of Contents (ToC) in his LibreOffice Writer document. However, when he inserts the ToC, it appears empty. Which of the following is the MOST likely reason for this issue?
- a) He did not protect the ToC against manual changes  
b) He forgot to apply heading styles (Heading 1, Heading 2, etc.) to his document headings  
c) He placed the cursor at the wrong location before inserting ToC  
d) He did not rename the default title "Table of Contents" to "Contents"
- 87). Which keyboard shortcut is used to open the Templates dialog box in LibreOffice Writer to manage or set default templates?
- a) Ctrl + Shift + T                      b) Ctrl + Alt + N                      c) Ctrl + Shift + N                      d) Ctrl + N
- 88). Rohit is analyzing sales data spread across four different sheets in LibreOffice Calc. He wants to combine the data into a single sheet to identify overall trends and relationships. He also wants any change in the source sheets to automatically update in the consolidated sheet. Which feature and option should he use?
- a) Use Pivot Table with the "AutoFilter" option  
b) Use Consolidate with the "Link to source data" option enabled

- c) Use Data Validation with "Cell Range" enabled  
d) Use Scenario Manager with "Copy Results To" option
- 89). Which of the following statements about forms in a database is incorrect?  
a) A form provides a user-friendly interface for entering and modifying data.  
b) Each field control in a form consists of a label and a field value text box.  
c) Forms can include graphics, titles, and additional text for better presentation.  
d) Forms are used to permanently store data like tables.
- 90). Ritika has created a spreadsheet to calculate the EMI for a car loan. The EMI depends on the loan amount, interest rate, and loan duration (years). She fixes the loan amount and interest rate, but wants the EMI to be exactly ₹12,000 per month. Which feature of Calc should she use, and why?  
a) Goal Seek – because it adjusts the input (loan duration) to reach the exact target output (EMI = ₹12,000).  
b) Scenario Manager – because it allows creating multiple possible outcomes with different sets of inputs.  
c) Consolidate – because it combines data from different sheets into one summary.  
d) Data Validation – because it restricts the type of values that can be entered into a cell.
- 91). Sneha is preparing 10 different project reports for her company. Each report requires the same header with the company logo, a footer with the legal notice, and predefined formatting for headings and text. Instead of manually inserting and formatting these elements in each report, which feature of LibreOffice Writer should she use?  
a) Styles 1                      b) Macros                      c) Templates                      d) Table of Contents
- 92). A company's finance team is preparing the quarterly budget report. Two managers, Mr. Raj and Ms. Meera, work on the same spreadsheet file separately (Budget\_Raj.ods and Budget\_Meera.ods). Now, before submitting the final report to the CEO, the team needs to:  
1. Check the differences in both versions.  
2. Merge the approved changes into one final file. As the data entry operator, which steps will you follow in LibreOffice Calc?  
a) Directly open Budget\_Raj.ods and overwrite it with Budget\_Meera.ods.  
b) Open Budget\_Raj.ods, use Compare Document to review differences, then use Merge Document to finalize.  
c) Open Budget\_Meera.ods and delete conflicting data manually.  
d) Use only Merge Document, since it automatically compares fi
- 93). In Open Office Calc \_\_\_\_\_ contains the Name Box which shows the location of the selected cell. 1  
a). Formula Bar              b). Status Bar              c). Menu Bar              d).Title Bar
- 94). Saurabh has made an advertisement in Digital Document. He is facing difficulty in positioning the images within the text. Suggest him how he can adjust the image?  
a. Wrap text              b. Crop              c. Alignment              d. Layout
- 95). Sahil and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?  
a. Consolidate Worksheet                      b. Link Worksheet  
c. Merge Worksheet                      d. Lock Worksheet
- 96). Spreadsheet software can find the changes by \_\_\_\_\_ sheets.  
a. Changing              b. Comparing              c. Renaming              d. Editing
- 97). At the bottom of each worksheet, left tab indicates the \_\_\_\_\_ of the worksheet in a workbook.  
a. Size              b. 3 Type              c. Name              d. Color
- 98). \_\_\_\_\_ is not the quality of self-confident people.  
a. Dependent              b. Positive Attitude              c. Hard Working              d. Commitment

- 99). \_\_\_\_\_ means that the query uses criteria you provide to hide some data and display only required data.
- a. Filtering                      b. Report                                      c. Sorting                                      d. Forms
- 100). When you open a new spreadsheet, by default, it has a sheet named \_\_\_\_\_ which is managed using tabs at the bottom of the spreadsheet.
- a. Sheet1                              b. Worksheet1                                      c. Untitled1                                      d. New Sheet

### PART-B

- 101). In a Query Design wizard, which of the following buttons is clicked to move a field from 'Available fields' list box to 'Fields in the query' list box?
- (a) >                                      (b) <9                                      (c) v                                      (d) ^
- 102). John notices that the cost of raw materials is lower in a different supplier's location compared to his current supplier. He decides to switch to the new supplier to save money. Which function that the entrepreneur is doing?
- (a) Makes decisions                                      (b) Divides income  
(c) Takes risk                                      (d) Innovation
- 103). Which organization has adopted the Sustainable Development Goals?
- (a) UNICEF                                      (b) League of Nations  
(c) United Nations                                      (d) World Health Organization
- 104). What should you do to ensure secure online transactions?
- (a) Lock your computer                                      (b) Give credit card or bank details only on safe websites  
(c) Use anti-virus                                      (d) Do not use pirated software
- 105). Sore lower back is caused due to \_\_\_\_\_.
- (a) reaching forward frequently                                      (b) no lumbar support  
(c) no upper back support from chair                                      (d) reaching forward for long periods
- 106). A fresh food cafeteria helps to maintain the \_\_\_\_\_ of the employee
- (a) Health                                      (b) Morale                                      (c) Productivity                                      (d) Engagement
- 107). The \_\_\_\_\_ data is a combination of letters, numbers or special characters.
- (a) Structured                                      (b) Unstructured                                      (c) Semi-structured                                      (d) Alphanumeric
- 108). Which kind of hazards can occur in IT industry?
- (a) Biological                                      (b) Chemical                                      (c) Physical                                      (d) Ergonomic
- 109). Identify the mode, where we can modify in the structure of table?
- a. Datasheet view                                      c. Design view  
b. Structure view                                      d. All of the above
- 110). What is the primary purpose of a query in a database?
- (a) To enter new records                                      (b) To create reports  
(c) To retrieve specific data                                      (d) To design forms
- 111). Which of the following is NOT true about forms?
- (a) It is the front end for data entry                                      (b) It can contain text fields  
(c) Graphics can be inserted on the form                                      (d) It can accept only fixed number of records
- 112). For an organization, the proper security procedures will reduce \_\_\_\_\_
- (a) liabilities                                      (b) insurance  
(c) business revenue                                      (d) operational charges of the company
- 113). Which of the following is not an example of ignition sources of open flames?
- (a) Gas ovens                                      (b) Lighters in smoking areas  
(c) Welding torches                                      (d) space heater
- 114). Which action contributes to a healthy and safe working environment?
- (a) Keeping emergency exits clear                                      (b) Leaving cables loose on the floor  
(c) Ignoring safety warnings                                      (d) Using unapproved software

- 115). An operating system in which commands can be entered by clicking/double-clicking/right-clicking a mouse is:
- a) CUI-based                      b) GUI-based                      c) TUI-based                      d) AUI-based
- 116). The ability to handle take risks is a \_\_\_\_\_.
- a) Image of entrepreneur                      c) Characteristics of Entrepreneurship  
b) Quality of Entrepreneur                      d) Role of Entrepreneur
- 117). The details associated with an entity are called \_\_\_\_\_.
- (a) Table                      (b) Attributes                      (c) Records                      (d) Primary key
- 118). Which defines sustainable development.
- a) Taking care of ourselves and the future generations.  
c) Taking care of personal belongings  
b) Taking care of future generations.  
d) Taking care of only ourselves.
- 119). Which type of key establishes a relationship between two tables?
- a) Primary Key                      c) Foreign Key  
b) Composite Key                      d) Candidate Key
- 120). What is a Field in a database?
- a) The entire database.                      c) A single row of data.  
b) A relationship between tables.                      d) A single column representing an attribute
- 121). Which of the following is the correct way to start LibreOffice Base?
- a) Click on the LibreOffice Base icon from the main menu  
c) Use a web browser to access  
b) Open LibreOffice Writer and select Base  
d) Open the LibreOffice Calc and choose LibreOffice Base Base from the menu
- 122). For an organisation, the proper security procedures will reduce \_\_\_\_\_.
- (a) insurance                      b) liabilities                      c) operational charges of the company                      d) business revenue
- 123). In fire classification, all liquid, grease, and gas material comes under \_\_\_\_\_.
- (b) Class D material                      b) Class A material  
c) Class C material                      d) Class B material
- 124). Which of the following is an examples of ignition sources of open flames?
- a)Welding torches                      b)Gas ovens                      c)Lighters in smoking areas                      d)All of these
- 125). Which of the following is/are a myth about Entrepreneurship?
- a. Need a lot of Money                      b. Must have a great Idea  
c. Should know everything about business                      d. All of these
- 126). Name the organization that has the Sustainable Development Goals?
- a. UNICEF                      b. League of Nations  
c. United Nations                      d. World Health Organization
- 127). During an audit, it is observed that employees are sitting for long hours with poor posture, and the computer screens cause glare. Which hazards are most relevant here?
- a) Physical and Fire Hazards                      b) Ergonomic and Health Hazards  
c) Chemical and Safety Hazards                      d) Biological and Health Hazards
- 128). In a database table, if more than one field is used together to uniquely identify a record, it is called:
- a) Primary Key                      b) Foreign Key                      c) Composite Key                      d) Candidate Key
- 129). If a database field is defined as VARCHAR(50) and the user enters 20 characters, how much storage is allocated?
- a) 50 bytes                      b) 20 bytes                      c) 64,000 bytes                      d) 255 bytes
- 130). A database designer wants to create a system where multiple tables are connected, allowing retrieval of related data from these tables efficiently. Which data model should the designer use?



- 143). A \_ key is a field that uniquely identifies a row in a table.  
 a. Primary key                    b. Candidate key                    c. Foreign key                    d. None of the above
- 144). No arithmetic calculations can be performed on \_ data type.  
 a. Number Data type                    b. Text Data type                    c. Decimal Data type                    d. None of the above
- 145). \_\_ data type consists of number, integer, decimal, real or double type which can perform arithmetic calculation.  
 a. Text Data type                    b. Number Data type                    c. Date Data type                    d. Binary Data type
- 146). \_ data type is used to store decimal values in the database using a table.  
 a. Tiny Integer                    b. BigInt                    c. Number                    d. Float
- 147). Which data type is used to store date data in the database table.  
 a. Date                    b. Time                    c. Timestamp                    d. None of the above
- 148). Which data type is used to store time in the database table.  
 a. Date                    b. Time                    c. Timestamp                    d. None of the above
- 149). What method is used to create tables in LibreOffice Base?  
 a. Using Table Wizard                    b. Using Design View                    c. Both a) and b)                    d. None of the above
- 150). Which of the following shortcut keys is used to save the table in the database.  
 a. Alt + S                    b. Ctrl + S                    c. Shift + S                    d. None of the above
- 151). The data type in LibreOffice base can be categorized into \_\_.  
 a. Text                    b. Numeric                    c. Currency and Date                    d. All of the above
- 152). Shortcut for run query in LibreOffice Base.  
 a. F5                    b. F3                    c. F2                    d. F8
- 153). To insert data and time in Report, you can use \_\_.  
 a. Insert > Date and Time                    b. Edit > Date and Time  
 c. View > Date and Time                    d. None of the above
- 154). Basic fire safety rules in an organization are \_\_\_\_\_.  
 a. Fire escape plans must be installed at proper levels  
 b. Conduct regular drills & Smoke alarms must be placed  
 c. Maintenance of safety equipment and No – smoking zone  
 d. All of the above
- 155). Basic falls and slips safety rules in an organization are \_\_\_\_\_.  
 a. Maintain a clean and clutter-free working area.                    b. Workplace should be ventilated and receive light  
 c. Floors must be clean and dry                    d. All of the above
- 156). What are the different types of accidents?  
 a. Accidents at workplace                    b. Industrial disease/illness  
 c. Clinical Accident                    d. All of the above
- 157). What protection should organizations take to handle accidents in the workplace?  
 a. Safety measures must be placed to prevent workplace accidents  
 b. Immediately call the medical team for any injury  
 c. Pay attention to and follow emergency drills  
 d. All of the above
- 158). \_\_\_\_\_ is the process of emptying a place in case of an emergency, disaster.  
 a. Attention                    b. Evacuation                    c. Taking care                    d. None of the above
- 159). An organization can face some \_\_\_\_\_ that could put the lives of the employees in danger.  
 a. Issue                    b. Health Hazards                    c. Shortage                    d. None of the above
- 160). Organizations must have a designated \_\_\_\_\_ for emergencies.  
 a. Evacuation policy                    b. Assembly point for emergencies  
 c. Buddy system for special needs people                    d. All of the above

- 161). What are some examples of web browsers?  
 a. Edge                                      b. Opera                                      c. Mozilla Firefox                                      d. All of the above
- 162). What are some basic safety rules to follow at the workplace?  
 a. Fire safety                                      b. Electrical safety                                      c. Falls and slips                                      d. All of the above
- 163). What are the basic fire safety rules in an organization?  
 a. Conduct regular drills                                      b. Smoke alarms must be placed at proper intervals  
 c. Both a) and b)                                      d. None of the above
- 164). Which symbol represents a digital certificate indicating a secure transaction in the web browser's address bar?  
 a. Lock                                      b. Key                                      c. Both of the above                                      d. None of the above
- 165). Which of the following can help reduce the risk of online threats?  
 a. Antivirus software                                      b. Strong passwords                                      c. Firewall protection                                      d. All of the above
- 166). Which payment method allows customers to pay for their purchase after they have received the product?  
 a. COD                                      b. Credit Card                                      c. Debit Card                                      d. None of the above
- 167). What is the basic rule for keeping the workplace safe from fire?  
 a. Keep the workplace a no-smoking zone                                      b. Use proper footwear to avoid falls and slips  
 c. Ensure proper lighting and visibility                                      d. None of the above
- 168). What is the term for any unexpected situation that needs immediate attention and action?  
 a. Emergency.                                      b. Accident.                                      c. Occupational hazard.                                      d. None of the above.
- 169). What are the rules of First Aid?  
 a. Do not move the victim in case of back/neck injury.  
 b. Assure the injured to remain calm and not to panic.  
 c. Both a) and b)  
 d. None of the above.
- 170). A self employed person who is always tries to improve their business by taking risks and trying new ideas is an \_\_\_\_\_.  
 a. Businessman                                      b. Entrepreneur                                      c. Employer                                      d. None of the above
- 171). What are the qualities of successful entrepreneurs?  
 a. Fulfill customer needs                                      b. Use Local Materials & lower price of product  
 c. Help Society                                      d. All of the above
- 172). There are various natural resources present around us \_\_\_\_\_. Entrepreneurs keep working to find the most optimal ways of using the resources to reduce costs and increase their profits.  
 a. Renewable                                      b. Non-renewable                                      c. Both a) and b)                                      d. None of the above
- 173). The ability to handle take risks is a \_\_\_\_\_.  
 a. Quality of Entrepreneur                                      b. Role of Entrepreneur  
 c. Characteristics of Entrepreneurship                                      d. None of the above
- 174). Entrepreneurs need to be open to \_\_\_\_\_ and try them without fear of failure.  
 a. Invest all of money                                      b. New Ideas                                      c. Both a) and b)                                      d. None of the above
- 175). Entrepreneur's creativity and innovation quality are related to \_\_\_\_\_.  
 a. Positive                                      b. Patience                                      c. Solution                                      d. Hard Working
- 176). An entrepreneur should be willing to take a \_\_\_\_\_ and remain open to new ideas to grow the business.  
 a. Satisfying human need                                      b. Product and Service  
 c. Calculated Risk                                      d. Regular Production
- 177). Ravi's customer comes to his store and starts shouting at him. He does not get angry. He listens to what his customer is saying. He is \_\_\_\_\_.  
 a. Hardworking                                      b. Confident                                      c. Patient                                      d. Prying new ideas

- 178). What are the ways in which the person can earn money from \_\_.
- a. Self – Employment    b. Wage – Employment    c. Both a) and b)    d. None of the above
- 179). Why did the entrepreneur business fail?
- a. Was he/she selling low quality goods/services?  
b. Was he/she selling products not required in the neighborhood  
c. What was the risk he/she had taken  
d. All of the above
- 180). Wage workers does not involve too much in the \_\_\_\_\_
- a. Salary    b. Innovation    c. Risk    d. Opportunity
- 181). Can entrepreneurs create jobs in the market?
- a. True    b. False
- 182). What is small scale entrepreneurship?
- a. establishing microscale manufacturing, trade, service provision, and production industries  
b. Entrepreneurship skills that help in making a difference to society  
c. Enterprises owned and controlled by women  
d. None of the above
- 183). What are the major problems related to sustainable?
- a. Food    b. Water    c. Fuel    d. All of the above
- 184). Sustainable development includes \_\_\_\_\_.
- a. Reducing excessive use of resources and enhancing resource conservation  
b. Recycling and reuse of waste materials  
c. Scientific management of renewable resource, especially bio-resources  
d. All of the above
- 185). What are the deadlines given to countries to achieve the Sustainable development target?
- a. 2025    b. 2028    c. 2029    d. 2030
- 186). It is created by the decomposition of buried dead animals and plants in lakes and oceans. It's found in oil wells above the oil. Vehicles are powered by compressed \_\_\_\_\_.
- a. Natural Gas (CNG)    b. Biomass    c. Nuclear energy    d. All of the above
- 187). ICT Stands for \_\_\_\_\_.
- a. Inform and Communicate technology    b. Information and Communication technology  
c. Inform and Communication technology    d. Information and Communicate technology
- 188). A computer system consists of two main parts \_\_\_\_\_ and \_\_\_\_\_.
- a. Hardware    b. Software    c. Antivirus    d. Both a) and b)
- 189). Mobile devices, such as \_\_\_\_\_ and \_\_\_\_\_ are also computer systems with hardware and software.
- a. Mouse and Keyboard    b. Smartphone and Tablets  
c. Typewriter and Pen    d. None of the above
- 190). Mobile devices also have an operating system like \_\_\_\_\_.
- a. Apple Ios    b. Android    c. Both a) and b)    d. None of the above
- 191). Keyboard is an \_\_\_\_\_ device.
- a. Output device    b. Input device    c. Outer device    d. Inner device
- 192). \_\_\_\_\_ keys help to move the cursor to the beginning of a new line.
- a. Enter Key    b. Return Key    c. Both a) and b)    d. None of the above
- 193). Which of the following does not require the use of a mouse?
- a. Turn on    b. Right click    c. Hover    d. Drag and Drop
- 194). Which one of the following shortcut keys is used to paste a file?
- a. Ctrl + c    b. Ctrl + p    c. Ctrl + v    d. Ctrl + x

- 195). Sometimes we get mails from companies who are advertising a product or trying to attract you to their website. Such mails are called \_\_\_\_\_.
- a. Trash                      b. Inbox                      c. Spam                      d. None of the above
- 196). Which of the following is required for keyboard maintenance?
- a. Use a very dilute combination of soap and water applied with a non-abrasive cloth to remove stains from the keycaps.
- b. Turn the keyboard upside down and shake it to remove foreign material.
- c. Blow dust and other particles with the help of a blower.
- d. All of the above.
- 197). What do you mean by Threats \_\_\_\_\_.
- a. Theft                      b. Virus                      c. Both a) and b)                      d. None of the above
- 198). If someone steals your desktop computer or laptop, it is referred to as \_\_\_\_\_ theft.
- a. Physical                      b. Identity                      c. Software Piracy                      d. None of the above
- 199). To protect our data from theft and viruses we can take \_\_\_\_\_ measures.
- a. Use passwords to login                      b. Install Anti – Virus and firewall
- c. Encrypt Data                      d. All of the above
- 200). We can check secure websites using \_\_\_\_\_.
- a. http://                      b. https://
- c. Wwww                      d. None of the above

10TH CLASS IT MCQ ANSWER KEY															
PART A								PART B							
1	b	26	a	51	b	76	d	101	a	126	c	151	d	176	c
2	b	27	c	52	c	77	c	102	a	127	b	152	a	177	c
3	c	28	d	53	b	78	d	103	c	128	c	153	a	178	c
4	b	29	b	54	d	79	c	104	b	129	b	154	d	179	d
5	b	30	a	55	a	80	a	105	d	130	c	155	d	180	c
6	d	31	a	56	c	81	b	106	a	131	b	156	d	181	a
7	b	32	d	57	a	82	c	107	d	132	a	157	d	182	d
8	b	33	c	58	c	83	a	108	d	133	b	158	b	183	d
9	d	34	b	59	b	84	b	109	c	134	b	159	b	184	d
10	b	35	b	60	a	85	c	110	c	135	c	160	d	185	a
11	d	36	b	61	b	86	b	111	d	136	a	161	d	186	a
12	b	37	c	62	b	87	c	112	a	137	b	162	d	187	b
13	c	38	d	63	b	88	b	113	d	138	d	163	c	188	d
14	b	39	a	64	c	89	d	114	a	139	b	164	a	189	b
15	b	40	a	65	b	90	a	115	b	140	d	165	d	190	c
16	a	41	a	66	d	91	d	116	c	141	a	166	a	191	b
17	c	42	b	67	b	92	b	117	b	142	b	167	a	192	c
18	a	43	b	68	a	93	a	118	a	143	a	168	a	193	a
19	a	44	b	69	a	94	a	119	c	144	b	169	c	194	c
20	c	45	b	70	c	95	b	120	d	145	b	170	b	195	c
21	d	46	c	71	c	96	d	121	a	146	d	171	d	196	d
22	d	47	a	72	a	97	c	122	b	147	a	172	c	197	c
23	a	48	b	73	d	98	a	123	d	148	b	173	c	198	a
24	c	49	c	74	b	99	a	124	d	149	b	174	b	199	d
25	a	50	c	75	a	100	a	125	d	150	b	175	c	200	b