SAMPLE PAPER–9 (Solved)
(Based on the latest CBSE Sample Paper)

Time : 2 Hours   **Maximum Marks : 50**

General Instructions :

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular part / section must be attempted in the correct order.
6. SECTION A – OBJECTIVE TYPE QUESTIONS (24 MARKS):
   (i) Each question carries 1 mark.   (ii) There is no negative marking.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
   (i) This section has 16 questions in three parts viz. Part A, Part B and Part C.
   (ii) A candidate has to do 10 questions(3 questions from Part A, 4 questions from Part B and 3 questions from Part C).
   (iii) Part A has 05 questions on Employability Skills. Do any 03 questions. Answer these questions in 20–30 words each. Each question carries 2 marks. (2 × 3 = 6 Marks).
   (iv) Part B has 06 subject specific questions. Do any 04 questions. Answer these questions in 20–30 words each. Each question carries 2 marks. (2 × 4 = 8 Marks).
   (v) Part C has 05 subject specific questions. Do any 03 questions. Answer these questions in 50–80 words each. Each question carries 4 marks. (4 × 3 = 12 Marks).

SECTION A : OBJECTIVE TYPE QUESTIONS

1. Answer any 4 out of the given 6 questions   **(1 × 4 = 4 marks)**

(i) _____ enables us to share our thoughts with others by using anything other than words.   [1]
   (a) Verbal communication   (b) Non-verbal communication
   (c) Handwritten communication   (d) Visual communication

Ans. (b) Non-verbal communication

(ii) _____ results from pressure, tension, worries and problems in our life.   [1]
   (a) Stress   (b) Self-motivation   (c) Self-regulation   (d) None of these

Ans. (a) Stress

(iii) Which of the following is not one of the type of self-awareness?   [1]
   (a) Self-awareness of your strengths   (b) Self-awareness of your dark side
   (c) Self-awareness of your emotional triggers   (d) Self-awareness of your pressure

Ans. (d) Self-awareness of your pressure

(iv) Which of the following is a major problem of sustainable development?   [1]
   (a) Turning the concept of sustainability into framing policies and rules.
   (b) Striking a balance between development and its consequent damages to the environment.
   (c) Both of these
   (d) None of these

Ans. (c) Both of these

(v) _____ means to change the name of an existing file or folder.

 (a) *Rename*   (b) *Creation*   (c) *Deletion*   (d) *None of these* [1]

Ans. (a) Rename

(vi) *Which of the following is not one of the characteristics of an entrepreneur?*

 (a) *Self-confident*   (b) *Action-oriented*   (c) *Innovativeness*   (d) *Arrogance* [1]

Ans. (d) Arrogance

2. Answer any 5 of the given 6 questions   (1 × 5 = 5 marks)

(i) *RSI stands for* _____. [1]

 (a) *Rational Strain Injury*   (b) *Repetitive Strain Injury*

 (c) *Ring Strain Injury*   (d) *None of these*

Ans. (b) Repetitive strain injury

(ii) *A* _____ *is any source of potential damage, harm or adverse health effects of the people at workplace.* [1]

 (a) *Hazard*   (b) *Emergency*   (c) *Accident*   (d) *None of these*

Ans. (a) Hazard

(iii) *A* _____ *is an electrical appliance designed to protect electrical machines from voltage spikes.* [1]

 (a) *Keylogger*   (b) *Voltage meter*   (c) *Surge protector*   (d) *All of these*

Ans. (c) Surge protector

(iv) _____ *is junk mail or junk postings which can be sent to a large number of addresses.* [1]

 (a) *Virus*   (b) *Spam*   (c) *Trojan horse*   (d) *None of these*

Ans. (b) Spam

(v) *A* _____ *is a device that connects a group of dissimilar networks.* [1]

 (a) *Router*   (b) *Bridge*   (c) *Gateway*   (d) *All of these*

Ans. (c) Gateway

(vi) _____ *are the programs that display unwanted ads to your computer in pop-up form.* [1]

 (a) *Adware*   (b) *Malware*   (c) *Virus*   (d) *None of these*

Ans. (a) Adware

3. Answer any 5 of the given 6 questions   (1 × 5 = 5 marks)

(i) *You can use* _____ *mode to apply a style to many areas quickly without having to go back to the Styles deck and double-click each time.* [1]

 (a) *Fill Format*   (b) *Fill*   (c) *Fill Text*   (d) *None of these*

Ans. (a) Fill Format

(ii) *To select the entire text in a document,* _____ *keys are used.* [1]

 (a) *Ctrl+R*   (b) *Ctrl+A*   (c) *Ctrl+V*   (d) *Ctrl+S*

Ans. (b) Ctrl+A

(iii) *What will happen on selecting from the end of the paragraph before the table to the start of the paragraph after the table, and then press the Backspace key?* [1]

 (a) *Enters a table of 2 × 2 dimensions*   (b) *Deletes the table*

 (c) *Adds a row to table*   (d) *None of these*

Ans. (b) Deletes the table

(iv) To print a document in a word processor, click on the _____ option. [1]

(a) File tab → Print

(b) File tab → Print Sheets

(c) File tab → Print Pages

(d) None of these

(a) File tab → Print

Ans. (a) File tab → Print

(v) Images can be added to a document in several ways: [1]

(a) By inserting an image file stored on your computer

(b) By copying and pasting from a source being viewed on your computer

(c) By dragging them from the clip art internal gallery

(d) All of these

Ans. (d) All of these

(vi) To delete the Table Of Contents (TOC) from a document, right-click anywhere in the TOC and choose _____ from the context menu. [1]

(a) Maintain Index   (b) Update Index   (c) Delete Index   (d) None of these

Ans. (c) Delete Index

4. Answer any 5 of the given 6 questions (1 × 5 = 5 marks)

(i) What is the default alignment of number and date data in Calc? [1]

(a) Right   b. Left   (c) Center   (d) None of these

Ans. (a) Right

(ii) The _____ provides information about the spreadsheet and convenient ways to quickly change some of its features. It is present at the bottom of the workspace. [1]

(a) Status bar   (b) Standard bar   (c) Page Style   (d) None of these

Ans. (a) Status bar

(iii) Which tab is used to insert a function in a spreadsheet? [1]

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

Ans. (a) Insert tab

(iv) The Tools> Protect Document> Sheet can be used to: [1]

(a) Share the sheet with others   (b) Hide the sheet

(c) Protect the sheet   (d) None of these

Ans. (c) Protect the sheet

(v) What is the range of cells in the formula = AVERAGE(A1:E1)? [1]

(a) A1   (b) E1   (c) A1:E1   (d) None of these

Ans. (c) A1:E1

(vi) _____ database is a type of database that stores data in several tables. [1]

(a) Flat   (b) Relational   (c) both (a) and (b)   (c) None of them

Ans. (b) Relational

5. Answer any 5 of the given 6 questions (1 × 5 = 5 marks)

(i) In database _____ helps us to retrieve the filtered data based upon some conditions. [1]

(a) Forms   (b) Reports   (c) Queries   (d) Table

Ans. (c) Queries

(ii) How much storage space is assigned to an Integer in Base? [1]

(a) 1 byte   (b) 2 bytes   (c) 4 bytes   (d) None of these

Ans. (c) 4 bytes

(iii) *What is the storage space allocated for Time data type in Base?*
    (a) 1 byte   (b) 2 bytes   (c) 4 bytes   (d) None of these [1]

Ans. (c) 4 bytes

(iv) _____means duplication of data. [1]
    (a) Data Extension   (b) Data Inconsistency
    (c) Data Redundancy   (d) None of these

Ans. (c) Data Redundancy

(v) *A collection of related records is known as:*
    (a) Database   (b) File   (c) Field   (d) All of these [1]

Ans. (b) File

(vi) *HSQLDB stands for_____.* [1]
    (a) Hyper Structured Query Language Database
    (b) High Structured Query Language Database
    (c) High Structured Query Language Data
    (d) None of these

Ans. (a) Hyper Structured Query Language Database

SECTION B : SUBJECTIVE TYPE QUESTIONS

Part A : Short Answer Type Questions On Employability Skills

Answer any 3 of the given 5 questions   (2 × 3 = 6 marks)

6. *Explain any two advantages of visual communication.* [2]

Ans. Any two advantages of visual communication are as follows.

    (a) It supports our information by backing up what we say. It brings receiver's attention to the information we are sharing.

    (b) It clarifies the meaning of our discussion, oral or written, by providing its visuals, which immediately registers in the receiver's brain.

7. *Explain any two myths of entrepreneurship.* [2]

Ans. Two of the myths of entrepreneurship are:

    (i) **It is easy to start a business:** In reality, starting a successful business is a very difficult and challenging process. The rate of failure of new ventures is high. Even after a period of seven years, only one third of the enterprises are profitable. However, it is relatively easy to start a very small business than a large company.

    (ii) **Lot of money is needed to start a new business:** A business can be started with limited money. For example, Infosys Technology was started with only Rs. 10,000. In the beginning you can hire space and equipment.

8. *What is self-awareness?* [2]

Ans. Self-awareness refers to your knowledge and understanding of yourself – your emotions, beliefs, values, biases, knowledge base, abilities, motivations, interests, etc. Your self-awareness includes recognition of your own personality, your strengths and weaknesses, your likes and dislikes. It makes you conscious of your own moods, emotions and drives. As we move ahead in the 21st century, in the knowledge based economy, the need to upgrade our knowledge and skills to keep pace with the 'permanent white waters' becomes all the more important. However, the starting point should be the knowledge of oneself as a unique individual and how one relates to this new economy. When you are self-aware you almost always know how you are going to respond to certain good or bad situations. Developing self-awareness can help you in recognising when you are

stressed or under pressure. This knowledge also capacitates you to have effective communication and productive interpersonal relations.

9. What is Antivirus? Give examples of Antivirus software. [2]

Ans. An antivirus software is a program that detects, prevents from being affected from malicious programs such as viruses. You can protect your system against viruses by using Antivirus software. There are many antivirus programs available in the market. You may install an antivirus program on your computer to protect it from viruses.

Some of the popular Antivirus Software are :

- Norton
- AVG
- Kaspersky
- Bit Defender
- McAfee

10. Explain any two short-term solutions related to sustainable development. [2]

Ans. Any two short-term solutions related to sustainable development are as follows:

(i) Waste and sewage discharge into water bodies is one of the chief causes of pollution. Hence, proper treatment system, recycling of waste, and their proper disposal should be undertaken.

(ii) Planning and building exclusive industrial zones to manage and process all types of wastes.

PART B : Short Answer Type Questions On Subject Specific Skills

Answer any 4 of the given 6 questions   (2 × 4 = 8 marks)

11. How does the reference to a file differ from the reference to a hyperlink? [2]

Ans. The reference for a file has three forwerd slashes 111 and the reference for a hyperlink has two forward slashes//.

12. Explain what type of accident is a muscle strain. [2]

Ans. Muscle strains occur with the person who:

- Regularly lifts heavy items at workplace.
- Continuously works on the computer system with incorrect body posture.

These injuries can be avoided easily by some basic training on proper lifting techniques and maintaining a correct posture while working on a computer system.

13. How do you update the Table Of Contents in a document? [2]

Ans. Writer does not update the TOC automatically, so after any changes to the headings, you need to update it manually. Right-click anywhere in the TOC; from the context menu, choose **Update index**.

You can also update the index from the Navigator by expanding Indexes, right-clicking on Table of Contents, and choosing **Index > Update**.

14. How do you change the color of a sheet tab in a spreadsheet? [2]

Ans. To change the color of a sheet tab, follow the given steps:

(i) Right-click on the sheet tab and select **Tab Color** from the context menu to open the **Tab Color** dialog box.

(ii) Select your color and click on **OK** when finished to close the dialog box. [2]

15. Explain any two advantages of database. [2]

Ans. Any two advantages of database are as follows:

(i) **Data Redundancy:** Data redundancy means duplication of data. It avoids duplication of data and ensures that there is only one instance of certain data.

(ii) **Data Inconsistency:** It helps to avoid data inconsistency. It means if a single database is used by multiple users then it also ensures that the same data is present for all the users. For example, if the two departments (HR. and IT) access the data simultaneously then only one department will see the updates by the other department. DBMS solves this issue.

16. State any four different rules to be followed while chatting.

Ans. Any four different rules to be followed while chatting are as follows: [2]

(i) **Use Short Messages:** Messages should be short and to the point.

(ii) **Do Not Use ALLCAPS:** Typing your message in UPPERCASE is like shouting on the Internet and very aggressive.

(iii) **Give People Time to Respond:** Be polite while online. If you are chatting with your friend, do not ask multiple questions in a short time, so that the recipient has time to respond.

(iv) **Respect Others while Chatting:** Give the person you are communicating with your undivided attention.

PART C : Descriptive/ Long Answer Type Questions On Subject Specific Skills

Answer any 3 of the given 5 questions (4 × 3 = 12 marks)

17. *What are the different Change Case options in a document? How do you change the case?* [4]

Ans. To quickly change the case of text, select it, choose Format > Text from the menu bar, and then choose one of the following:

(i) UPPERCASE, where all letters are capitalised.
Lowercase, where all letters are made of lower case.

(ii) Cycle case, where the text cycles among different change case options like: UPPER CASE, lower case and Capitalize Every Word.

(iii) Sentence case, where the first letter of the sentence is in Capitals as also are the proper nouns.

(iv) Capitalize Every Word, where every word starts with a capital letter.

(v) tOGGLE cASE, reverses the case of each letter in the selection.

In order to change case of text, you must first select the text. After that click on Format > Text and select the required change case option. The case of the selected text will be changed.

If you do not select the text beforehand, only the word that the insertion pointer is on will be changed in case.

18. *How do you register a datasource in a spreadsheet software?* [4]

Ans. To register a data source that is in * .odb format:

(i) Choose **Tools > Options > LibreOffice Base > Databases**.

(ii) Click on the **New** button (below the list of registered databases) to open the **Create Database Link** dialog box.

(iii) Enter the location of the database file, or click on Browse to open a file browser and select the database file.

(iv) Type a name to use as the registered name for the database.

(v) Click on **OK**. The database is added to the list of registered databases. The OK button is enabled only when both fields are filled in.

19. *Describe fields and record in a database.* [4]

Ans. **Fields:** A column within a table that contains only one type of information is called a field. For example, Name, Address, Data of Birth and phone number are different field names.

Record: A set of various fields is called a record. All the information in the table in various columns represents a record. For example, the information entered under the fields, Name Address, Data of Birth and phone number indicate the record of students.

20. *Explain the different advantages of networking.* [4]

Ans. Some of the advantages associated with networking are as follows:

(i) **User Communication:** Network allows users to communicate using emails, social networking sites, video conferencing, etc.

(ii) **File Sharing:** By using networking, data or information can be shared or transferred from one computer to another.

(iii) **Media and Entertainment:** Most of the companies and TV channels use network to broadcast audio and video including live radio and television programmes.

(iv) **Hardware Sharing:** Hardware components such as printers, scanners, etc. can also be shared. for example, instead of purchasing 10 printers, one printer can be purchased and shared among multiple users thus saving cost.

(v) **Software Sharing:** Users can share software over the network very easily. Therefore, large companies can reduce the cost of buying software by networking their computers.

21. Create the following table Billionaires. [4]

Column name	Data type	Size constraint
PersonID	Varchar	Primary key
Name	Varchar	20
NetWorth	Double	4, 2
Country	Varchar	8

Consider the following table Billionaires and write the queries (i) and (ii).

Table: Billionaires

PersonID	Name	NetWorth	Country
1121	Jeff Bezos	120	USA
3211	Jack Ma	63	China
2212	Bill Gates	89	USA

(i) Write a command to insert a new record with the following values: ('3342', 'Mukesh Ambani', 53, 'India')

(ii) Write a query to display all the records of table Billionaires whose NetWorth is more than 80.

OR

Write a query to update the NetWorth of PersonID '3211' as 61. Also, write a query to delete the 1st record of the table.

Ans. (i) Insert into Billionaires Values ('3342', 'Mukesh Ambani', 53, 'India');

(ii) Select * From Billionaires WHERE NetWorth > 80;

OR

Update Billionaires Set NetWorth = 61 Where PersonID = '3211';

Delete * From Billionaires Where PersonID = '1121';

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