Time : 2 hrs   **M. Marks : 50**

<u>**General Instructions:**</u>
1. This Question Paper consists of two parts viz. Part A : Employability Skills and Part B : Subject Skills.
*2. **Part A : Employability Skills (10 Marks)***
    i. Answer any 4 questions out of the given 6 questions of 1 mark each.
    ii. Answer any 3 questions out of the given 5 questions of 2 mark each.
*3. **Part B : Subject Skills (40 Marks) :***
    i. Answer any 10 questions out of the given 12 questions of 1 mark each.
    ii. Answer any 4 questions out of the given 6 questions of 2 mark each.
    iii. Answer any 4 questions out of the given 6 questions of 3 mark each.
    iv. Answer any 2 questions out of the given 4 questions of 5 mark each.
4. This question paper contains 39 questions out of which 27 questions are to be answered.
5. All the questions of a particular part/section must be attempted in the correct order.
6. The maximum time allowed is 2 hrs.

PART A : EMPLOYABILITY SKILLS (10 MARKS)

<u>**Answer any 4 questions out of the given 6 questions of 1 mark each :**</u>
1. _____ Barrier are the physical conditions that affect the communication process.
2. Any verbal or non-verbal communication utilizing the sense or sight is called _____
   communication.
3. Define perspective.
4. What a beautiful painting! Name the type of sentence.
5. Which of the following is not a method of communication?
    a. Verbal   b. Non-verbal   c. Visual   d. Non-visual
6. Don't you have **a train to catch**? Identify the type of phrase.

<u>**Answer any 3 questions out of the given 5 questions of 2 mark each :**</u>
7. Explain any two factors that determine the effectiveness of an oral communication.
8. Name all the elements of communication process.
9. Explain any two factors that influence self – confidence.
10. Explain how Language and attitude affect perspectives in communication.
11. Explain any two keys of self-management.

PART B : SUBJECT SKILLS (40 MARKS)
<u>**Answer any 10 questions out of the given 12 questions of 1 mark each :**</u>
12. What is the file extension of Word document?
13. Define Name Box.
14. _____ is a temporary storage location.

15. _____ is a built-in dictionary that enables us to look up synonyms, antonyms, word substitutes, and alternative spellings.

16. Gradient option is used to select the _____
      a. Transition   b. Colour Scheme   c. Formatting

17. _____ element in Ms Excel is identified by a unique row number and column number.

18. _____ defines the basic structure of a slide.

19. Which is the last valid column header in Excel?
      a. XFD   b. AJ   c. AJM

20. What are Sheet Tabs?

21. Which feature in Excel is used to rotate text through a specified angle?
      a. Text Orientation   b. Text Alignment   c. Text Formatting

22. Which option in Word places the selected text below the baseline?

23. Which key combination is used to create a new presentation?

Answer any 4 questions out of the given 6 questions of 2 mark each :

24. Differentiate between Basic and Compound formula.

25. Explain IF( ) function. Write its syntax.

26. Write any one method of creating table in Word.

27. Write the steps to write in a blank slide

28. Explain the following function :
    =sum(A1:A6, True, 8)

29. Explain Web Layout view and Outline view of Ms Word.

Answer any 4 questions out of the given 6 questions of 3 mark each :

30. Explain any six features of Word processor software.

31. Explain the different types of Horizontal alignment in Ms Word.

32. Write steps to save your presentation with password protection.

33. What are the different ways of changing cell alignment in Excel?

34. What are functions in Excel? Explain the different parts of function.

35. What are the different ways of inserting image in a presentation.

Answer any 2 questions out of the given 4 questions of 5 mark each :

36. Explain all the options of Font Case in Ms Word.

37. Explain the different views of slide.

38. Following is the Result Table of various competition held in school.

	A	B	C	D	E	F	G	H
1	**Houses**	**Comp. Quiz**	**Declamation**	**Recitation Contest**	**Rangoli**	**Caption Contest**	**Total**	**Average**
2	*Points*	*10*	*10*	*10*	*10*	*10*	*50*	
3	Aravali	8	10	3	5	10		
4	Himalaya	10	8	5	3	5		
5	Nilgiri	5	3	8	10	3		
6	Vindhaya	3	5	10	8	8		

| 7 | Average | | | | | | | |
| 8 | Maximum | | | | | | | |

a. Write the function to calculate the total points scored by Aravali house.

b. Write the function to calculate the average marks scored by Vindhaya.

c. Find the maximum value of total scored by different houses in cell G8.

39. What do you mean by Indent? Explain its different options.