**Class: X**

**ANSWER THE FOLLOWING QUESTIONS Total Mark: 30**

**(1 mark each question)**

|  |  |  |
| --- | --- | --- |
| 1. | What does an upright (straight) body posture convey or show?   1. Pride 2. Professionalism 3. Confidence 4. Humility | 1 |
| 2. | Which of these sentences is capitalized correctly?   1. Ravi and i are going to the movies. 2. Salim is visiting India in july. 3. The tiger is a strong animal. 4. She is arriving on monday. | 1 |
| 3. | Visua Identify the indirect object in the sentence, ‘The band played music for the audience.’   1. The band 2. played 3. music 4. audience | 1 |
| 4. | The Latin word commūnicāre means \_\_\_\_\_\_   1. to deliver 2. to present 3. to share 4. to sacrifice | 1 |
| 5. | Which of the following is an example of oral communication?   1. Newspapers 2. Letters 3. Phone call 4. e-mail | 1 |
| 6. | Ravi works hard to get the best student award at the end of year. What type of motivation is this?   1. Internal 2. External 3. Both internal and external 4. Not any specific type of motivation | 1 |
| 7. | Stress refers to \_\_\_\_\_\_\_\_\_strain/tension.   1. Physical 2. Mental 3. Emotional 4. All of the above | 1 |
| 8. | Sonika gets up at 6 am and goes for her hobby classes. Then she comes back home and finishes her homework before going to school. She does all work by herself. No one tells her to do so. This is called .  a. Self-Awareness b. Self-Motivation  c. Self-Regulation d. Discipline | 1 |
| 9. | Self-Reliance means \_\_\_\_\_   1. Ability to Work Independently. 2. Take ownership of the task assigned and leave no stone unturned in accomplishing the task. 3. Both of the above. 4. None of the above | 1 |
| 10. | Which of the following is not a Stress management technique?   1. Taking Nature Walk 2. Focusing on negative aspects of life. 3. Maintaining a positive attitude towards life. 4. None of the above | 1 |
| 11. | Which of the following functions is not performed using a mouse?   1. Turn on 2. Hover 3. Right click 4. Drag and Drop | 1 |
| 12. | What is the term used when you press and hold the left mouse key and move the mouse around?   1. Highlighting 2. Dragging 3. Selecting 4. Moving | 1 |
| 13. | An operating system is a computing environment that reacts to input within a specific period of time.  a. Single User b. Multi-User  c. Real Time d. Distribute | 1 |
| 14. | Identify the measure to protect computer from threats and viruses:  a. Sharing password with friends b. Allow anyone to use your device   1. c. Use Antivirus d. Leave computer without logging out | 1 |
| 15. | Which one of the following shortcut keys is used to paste a file?   1. Ctrl + c 2. Ctrl + p 3. Ctrl + v 4. Ctrl + x | 1 |
| 16. | Styles and Formatting Window is available in \_\_\_\_\_\_\_\_ menu.   1. Format 2. Insert 3. Tools 4. View | 1 |
| 17. | is particularly useful when creating a watermark or when wrapping the image in the background in a document.  a. Transparency b. Fill  c. Filters d. Crop | 1 |
| 18. | We can create style by:   1. New Style from a selection 2. Dragging and Dropping 3. Both of the above 4. None of the above | 1 |
| 19. | List that contains name, addresses etc which changes in every document is called \_\_\_\_\_\_\_\_\_   1. Data Source 2. Main Document 3. Main List 4. None of the above | 1 |
| 20. | To quit Fill Format mode, press the \_\_\_\_\_\_ key.   1. Enter 2. Ctrl 3. Shift 4. Esc | 1 |
| 21. | Scenario option is available in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* menu.  a. Data  b. Tools  c. Insert  d. Windows | 1 |
| 22. | Default name of first scenario created in Sheet1 of Calc is \_\_\_\_\_\_\_\_   1. Sheet1\_Scenario1 2. Sheet1\_Scenario\_1 3. Sheet\_1\_Scenario1 4. Sheet\_1\_Scenario\_1 | 1 |
| 23. | Which of the following functions are available in consolidate window?   1. Max 2. Min 3. Count 4. All of the above | 1 |
| 24. | When you open a new spreadsheet, by default it has sheet named \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  1. Sheet1 2. Sheet\_1 3. Sheet 1 4. None of the above | 1 |
| 25. | Which option is suitable to calculate the effect of different interest rates on an investment?   1. Scenario 2. Subtotal 3. Consolidate 4. None of the above | 1 |
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