UNIT- 1(PART B)
Digital Documentation(Advanced)

HOME ASSIGNMENT (7 MARKS)

1.	When you apply a_____, you apply a group of formatting effects together in one single step. a. Effect b. Style c. Template d. Format	1
2.	_____controls how graphics are stacked upon each other or relative to the text. a. Arrangement b. Alignment c. Anchoring d. Wrapping	1
3.	In a document,_____refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. a. Arrangement b. Anchoring c. Alignment d. Text Wrapping	1
4.	A_____is a model that you use to create other documents. a. Template b. Document c. Design d. Copy Paste	1
5.	_____ styles in a text document affect selected text within a paragraph, such as the font and size of text, or bold and italic formats. a. Cell b. Paragraph b. Formatting d. Character	1
6.	Prisha is a book editor. She wants to change the indentation of all paragraphs, and change the font of all titles in the book. Which feature she should use to make the task easy? a. Styles b. Templates c. Table of content d. Consolidating	1
7.	Gaurav has inserted an image in a document. He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task? a. Clip art b. Cut c. Crop d. Contrast	1

UNIT- 2(PART B)
Electronic Spreadsheet(Advanced)

HOME ASSIGNMENT (7 MARKS)

1.	**Which function cannot be performed through Subtotal in a Spreadsheet?** a. Sum b. Product c. Average d. Percentage	1
2.	**Scenarios are a tool to test questions.** a. Auto b. Goal Seek c. What-if d. Drop Down	1
3.	**_____, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows Which step one must should follow before using the Subtotal option?** a. Consolidate b. Rename Data c. Filter Data d. Subtotal	1
4.	**It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.** a. Row b. Column c. Auto Sum d. Cell Reference	1
5.	**Which of the following is more elaborate form of Goal Seek?** a. Subtotal b. Scenario c. Solver d. Consolidate	1
6.	**Rohit scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. Suggest him the suitable option out of the following to do so.** a) Macro b) Solver c) Goal Seek d) Sub Total	1
7.	**Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work.** a) Consolidate Worksheet b) Shared Worksheet c) Link Worksheet d) Lock Worksheet	1

UNIT- 3(PART B)

Database Management System

HOME ASSIGNMENT (7 MARKS)

Q1. A table is a set of data elements that is organized using a model of vertical _____ and horizontal _____. **(1)**
a) Rows, Tables
b) Columns, Rows
c) Rows, Columns
d) Forms, Reports

Q2. Database servers are referred to as _____. **(1)**
a) Front-ends
b) Back-ends
c) Clients
d) Model

Q3. A database is an organized collection of _____. **(1)**
a) data
b) Attributes
c) Record
d) None of the above

Q4. Abhinash wants to store a huge amount information about his firm in a database. Which type of table organization would be most suitable for this purpose? **(1)**
a) Relational
b) Flat File
c) Either Relational or Flat file
d) Hierarchical

Q5. Duplication of data is called _____. **(1)**
a) Inconsistency
b) Consistency
c) Redundancy
d) Foreign Key

Q6. A _____ is the column or columns that contain values that uniquely identify each row in a table. **(1)**
a) Foreign Key
b) Primary Key
c) Composite Key
d) Alternate Key

Q7. Identify the Foreign Key from table "Sales"
Table: Client
ClientID (primary Key)
clientname
clientphone

Table: Sales
SalesID (Primary Key)
ClientID
Profit (1)

a) SalesID
b) Profit
c) Clientphone
d) ClientID

UNIT- 1(PART A)

Communication Skills-II

HOME ASSIGNMENT (5 MARKS)

1.	**Which of the following is NOT an element of communication within the communication process cycle?** a. Channel b. Receiver c. Sender d. Time	1
2.	**_____feedback is specific information, in the form of written comments or verbal conversations that help the learner understand what she or he needs to do in order to improve.** a. Descriptive b. Specific c. General d. Sign	1
3.	**_____communication is the use of body language, gestures and facial expressions to convey information to others.** a. Verbal b. Written c. Non-Verbal d. Visual	1
4.	**Which of these is NOT a common communication barrier?** a. Linguistic barrier b. Interpersonal barrier c. Financial barrier d. Organizational barrier	1
5.	**Which of the following is an example of oral communication?** a) Newspapers b) Letters c) Phone call d) e-mail	1

UNIT- 2(PART A)

Self Management Skills-II

HOME ASSIGNMENT (5 MARKS)

1.	**Stress refers to _____strain/tension.** a) Physical b) Mental c) Emotional d) All of the above	1
2.	**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
3.	**High expectations from self can leave one with chronic anxiety and stress, thus leading to_____stress.** a. Physical b. Emotional c. Mental d. Financial	1
4.	**Breathlessness, dry mouth, butterflies in stomach, indigestion etc are sign of _____ stress.** a) Mental b) Physical c) Both of the above d) None of the above	1
5.	**Self-Reliance means _____** a) Ability to Work Independently. b) Take ownership of the task assigned and leave no stone unturned in accomplishing the task. c) Both of the above d) None of the above	1

<u>UNIT- 3(PART A)</u>

Information And Communication Technology Skills-II

HOME ASSIGNMENT (5 MARKS)

1.	Which of the following functions is not performed using a mouse? (a) Turn on (b) Hover (c) Right click (d) Drag and Drop	1
2.	What is the term used when you press and hold the left mouse key and move the mouse around? a) Highlighting b) Dragging c) Selecting d) Moving	1
3.	A_____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
4.	Identify the measure to protect computer from threats and viruses: a. Sharing password with friends b. Allow anyone to use your device c. Use Antivirus d. Leave computer without logging out	1
5.	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	1