Roll No. _____ **NLCS/10/IT (402)/95**

Pre Board Exam 2025 – 2026

Time Allowed : 3 : 00 Hrs. **M M : 50**

1. General Instructions:
2. Please read the instructions carefully.
3. This Question Paper consists of 21 questions in two sections: Section A & Section B.
4. Section A has Objective type questions whereas Section B contains Subjective type questions.
5. 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.
6. All questions of a particular section must be attempted in the correct order.
7. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
    a. This section has 05 questions.
    b. Marks allotted are mentioned against each question/part.
    c. There is no negative marking.
    d. Do as per the instructions given.
8. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
    a. This section has 16 questions.
    b. A candidate has to do 10 questions.
    c. Do as per the instructions given.
    d. Marks allotted are mentioned against each question/part.

SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS)

Q.1 Answer any 4 out of 6 questions. **1×4=4**

1) Sita finds it difficult to focus on studies because she keeps checking her phone for notifications. Which skill should she improve to manage this better?

a) Time management b) Social skill c) Leadership skill d) Decision making

2) Which of the following is an example of **non-verbal communication**?

a) Writing an email b) Speaking on a call

c) Smiling at someone d) Sending a text message

3) A person who turns an innovative idea into a successful business is called a/an:

a) Employee b) Entrepreneur c) Manager d) Investor

4) Which of the following is **not** an ICT device?

a) Keyboard b) Printer c) Washing machine d) Scanner

5) Which of the following SDGs relates to “Clean and Affordable Energy”?

a) Goal 3 b) Goal 6 c) Goal 7 d) Goal 8

6) Which is **not** a green workplace practice?

a) Turning off lights when not in use b) Printing all emails

c) Using energy-efficient bulbs d) Recycling paper

Q.2 Answer any 5 out of 6 questions. 1×5=5

1)Which feature allows you to copy only the formatting of selected text and apply it elsewhere in LibreOffice Writer?

a) Format Painter b) Font Color c) Style Manager d) Page Break

2) Which shortcut key is used to insert a manual line break in Writer?

a) Shift + Enter b) Ctrl + Enter c) Alt + Enter d) Ctrl + Shift + Enter

3) What is the maximum zoom percentage available in LibreOffice Writer?

a) 200% b) 300% c) 400% d) 600%

4) Which option helps you to compare two versions of the same document?

a) Track Changes b) AutoText c) Compare Documents d) Record Macro

5) Which spreadsheet feature allows you to lock specific rows or columns while scrolling?

a) Data Filter b) Freeze Panes c) Split Window d) Lock Sheet

6) Which of the following is an example of spreadsheet function?

a) =TOTAL() b) =ADD() c) =SUM() d) =AVERAGE VALUE()

Q.3 Answer any 5 out of 6 questions. 1×5=5

1) Which function in Calc is used to count the number of numeric values in a range?

a) COUNT b) COUNTA c) SUM d) COUNTIF

2) The shortcut key to insert a chart in Calc is:

a) F3 b) F4 c) F7 d) F11

3) Which option in Calc allows you to test different values and observe their effect on formulas?

a) Data Filter b) What-If Analysis c) Goal Seek d) Scenario Manager

4) Which database object is used to extract specific information from one or more tables?

a) Form b) Report c) Query d) Field

5) What is the extension of a LibreOffice Base file?

a) .odb b) .xls c) .dbm d) .odf

6) Which is the first step to ensure safety before repairing a computer system?

a) Turn off monitor b) Disconnect power supply

c) Remove keyboard d) Restart the system

Q.4 Answer any 5 out of 6 questions. 1×5=5

1) Which database key ensures that no two records have the same value in a column?

a) Foreign key b) Candidate key c) Primary key d) Alternate key

2) Which function in Calc returns the largest value in a range?

a) MAX() b) SUM() c) LARGE() d) HIGHEST()

3)The Track Changes feature is used to:

a) Merge two documents b) Highlight inserted/deleted text

c) Create index d) Create styles

4) Which statement correctly describes a foreign key in a database?

(a) It must always contain unique values.

(b) It establishes a relationship between two tables.

(c) It cannot contain null values.

(d) It is used to calculate totals in a table.

5) When creating a new query in OpenOffice Base, which window allows you to select the data source?

(a) Select Source (b) Choose Table

(c) Select Table or Query (d) Design Options

6) Which type of chart is best for showing trends over time?

a) Bar chart b) Line chart c) Pie chart d) Column chart

Q.5 Answer any 5 out of the given 6 questions **1×5=5**

1) Which of the following is an example of ergonomic practice?

a) Sitting with bent back b) Adjusting chair height properly

c) Placing monitor above eye level d) Using bright flashing lights

2) What should you do during an electric fire?

a) Use water b) Use fire extinguisher c) Throw sand d) Use a towel

3) In OpenOffice Base, which feature helps you collect data through user input fields?

(a) Report (b) Query (c) Form (d) Table

4) Which of the following habits helps in maintaining mental well-being at work?

(a) Ignoring communication with peers (b) Practicing deep breathing and short breaks

(c) Working without any rest (d) Skipping lunch to finish work faster

5) Which of the following practices helps prevent back and neck strain while using a computer?

(a) Keeping the monitor below eye level

(b) Sitting with a straight posture and using an ergonomic chair

(c) Sitting for long hours without moving

(d) Holding the keyboard in your lap

6) In a small office fire emergency, which tool should you attempt to use (if trained) to put out the fire safely?

(a) A damp blanket (b) A fire extinguisher (c) A wet towel (d) Baking soda

SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS)

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20 – 30 words. **2×3=6**

Q.6 Why is teamwork important in professional life? Give one example

Q.7 What is self-motivation? How does it help in achieving goals?

Q.8 List two advantages of using ICT tools in education.

Q.9 Mention any two characteristics of a successful entrepreneur.

Q.10 Riya, a Class X student, feels stressed with her exam preparation, extracurricular activities, and family commitments. How can tracking time help her?

Answer any 4 out of the given 6 questions in 20 – 30 words each. 2×4=8

Q.11 What is the purpose of using *Templates* in LibreOffice Writer? Mention any two advantages of using templates.

Q.12 Differentiate between **data** and **information** with one example each.

Q.13 What is the use of **Goal Seek** in LibreOffice Calc? How is it helpful for calculations?

Q.14 Priya created a spreadsheet to track her monthly expenses. She wants to highlight all cells where expenses exceed ₹10,000.
Which Calc feature and menu option should she use to do this?

Q.15 What is the use of **Primary Key** in a database table? Give one example.

Q.16 What do you understand by **ergonomics**? Write two ways to maintain correct posture while working on a computer

Answer any 3 out of the given 5 questions in 50– 80 words each. 4x3=12

Q.17 Riya is preparing a school newsletter using Libre Office Writer.
a) Which feature helps her insert page numbers automatically?
b) How can she insert a table of contents?
c) Which feature allows consistent font and style formatting?
d) Why should she use templates for future editions?

Q.18 A businessman maintains a sales sheet in Calc.
a) Which tool will help him calculate total and average automatically?
b) How can Goal Seek help him find target sales values?
c) Which type of chart should he use to show monthly sales trend?
d) Write a formula to find profit = Selling Price – Cost Price.

Q.19 A database table EMPLOYEE has fields (EmpID, Name, Department, Salary). (Table Data entered by User)

a) Write an SQL query to display all employees in the “Accounts” department.

b) Write an SQL query to show names of employees with salary above 40,000.

c) What is the purpose of using a Primary Key?

d) Mention one advantage of using a query.

Q.20 List any four precautions to ensure safety in a computer lab.

Q.21 A library wants to digitize its book records using DBMS.

a) What is a database?

b) Mention two advantages of using DBMS over manual record keeping.

c) What is the purpose of a Form in the database?

d) Which field should be chosen as the Primary Key for books?

****