



केवल मूल्यांकनकर्ता के उपयोग हेतु!

माध्यमिक शिक्षा मण्डल, मध्यप्रदेश, भोपाल

24 पृष्ठीय

केवल परीक्षक द्वारा भरा जावे। प्रश्न क्रमांक के सम्मुख प्राप्तांकों की प्रविष्टि करें।

| प्रश्न क्रमांक | पृष्ठ क्रमांक | अंकों में | प्रश्न क्रमांक | पृष्ठ क्रमांक | प्राप्तांक (अंकों में) |
|----------------|---------------|-----------|----------------|---------------|------------------------|
| 1              |               |           | 17             |               |                        |
| 2              |               |           | 18             |               |                        |
| 3              |               |           | 19             |               |                        |
| 4              |               |           | 20             |               |                        |
| 5              |               |           | 21             |               |                        |
| 6              |               |           | 22             |               |                        |
| 7              |               |           | 23             |               |                        |
| 8              |               |           | 24             |               |                        |
| 9              |               |           | 25             |               |                        |
| 10             |               |           | 26             |               |                        |
| 11             |               |           | 27             |               |                        |
| 12             |               |           | 28             |               |                        |
| 13             |               |           |                |               |                        |
| 14             |               |           |                |               |                        |
| 15             |               |           |                |               |                        |
| 16             |               |           |                |               |                        |

परीक्षक एवं उपमुख्य परीक्षक द्वारा भरा जावे ♥

परीक्षक एवं उपमुख्य परीक्षक द्वारा भरा जावे

प्रमाणित किया जाता है कि अन्दर के पृष्ठों के अनुरूप मुख्य पृष्ठ पर अंकों की प्रविष्टि एवं अंकों का योग निर्धारित मुद्रा: नाम, पदनाम, मोबाईल नम्बर, परीक्षक क्रमांक एवं पदांकित संस्था के नाम की मुद्रा लगाएं

उप मुख्य परीक्षक के हस्ताक्षर एवं निर्धारित मुद्रा  
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## ANSWER No. 1

- (i) Watermark
- (ii) Relational Data Model
- (iii) .ods
- (iv) JPEG
- (v)  $(+1+0)$

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## ANSWERS OF QUESTION .2

- (i) 3 types of feedback.
- (ii) Views
- (iii) .txt
- (iv) communicate
- (v) sum

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## ANSWERS of QUESTION 3

AB

- (i) TOC  
 (ii) Default name of Macro  
 (iii) Asking question from the database  
 (iv) Row and column  
 (v) 41 + A

- Table of content  
 Main  
 Query  
 Spreadsheet  
 Select All

## QUESTION 4

- (i) False  
 (ii) False  
 (iii) True  
 (iv) False  
 (v) True



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## ANSWER .5

MACRO  $\Rightarrow$  Macro is a single instruction executing a set of instructions. Calc and writer provide their users to use this Macro function.

It performs repetitive tasks on one click. It is advantageous because it saves our time and can ~~fast~~ perform a set of formats, calculation, etc. If we want to do tasks on many spreadsheet and the formats are ~~some~~ then we can use macro.

COMMAND  $\rightarrow$  TOOLS > MACRO > RUN MACRO  
& to run we should save it first.

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## ANSWER .6

United Nations has made 17 sustainable development goals [SDGs] in the summit in NEW YORK in 2015. These 17 sustainable developmental goals are adopted to overcome the nature / environmental degradation. These aims to (i) Remove poverty & focus on equality.  
(ii) Proper use of natural resources.

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(iii) To ~~save~~ life on the land and below the water.

(iv) To ~~remove~~ hunger. etc,

Sustainable development is development of present without compromising future needs.

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## ANSWER 7

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FORMS  $\Rightarrow$  Forms are the object of DBMS. Form is a document that has labels and blanks to fill information in an ~~interactive~~ and user friendly manner.

If the ~~owner~~ wants to not share the table directly to others, then he/she can use forms because it is connected to the table and information will save in table.

| FORM                                                                     |
|--------------------------------------------------------------------------|
| NAME —                                                                   |
| CLASS —                                                                  |
| SECTION —                                                                |
| Roll NO — <input type="text"/> <input type="text"/> <input type="text"/> |
| Other details                                                            |

$$48 + 6 = 54$$



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ANSWER 8

TEMPLATE: Template are the predefined documents that helps us to apply some formats in multiple documents. It ensures consistency.  
 Example: Templates are used to make results.

- Ensures consistency.
- Save our time
- Several types of template can be used in business, school, etc.

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MOTIVATION: Motivation or self motivation is a type of force that pushes you to do any work with out external inspiration by others.

- TYPES → (i) Internal Motivation: Internal motivation is the motivation for self love, self-happiness etc.
- (ii) External Motivation: This motivation comes because of the external factors like; appreciation, rewards etc.

## TYPES OF NON-VERBAL COMMUNICATION

- ① Facial Expressions: Facial expressions shows our emotions whether we are happy, sad, excited and helps to understand other's feeling and express/communicate thoughts.
- ② POSTURES: Postures includes our sitting manner, walking manner, A straight body posture shows confidence.
- ③ GESTURES: Gestures are body languages and a specific action that has specific meaning. Ex → pointing our finger.
- ④ EYE CONTACT: Eye contact shows our confidence and ensures that the message is received effectively.
- ⑤ PARALANGUAGE: Paralanguage refers to the voice tone, speed, volume, pauses etc. It contributes 38% in communication.



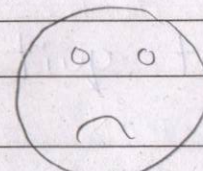
Eye contact



Like



Happy



Sad

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ANSWER IIQUALITIES OF ENTREPRENEURS

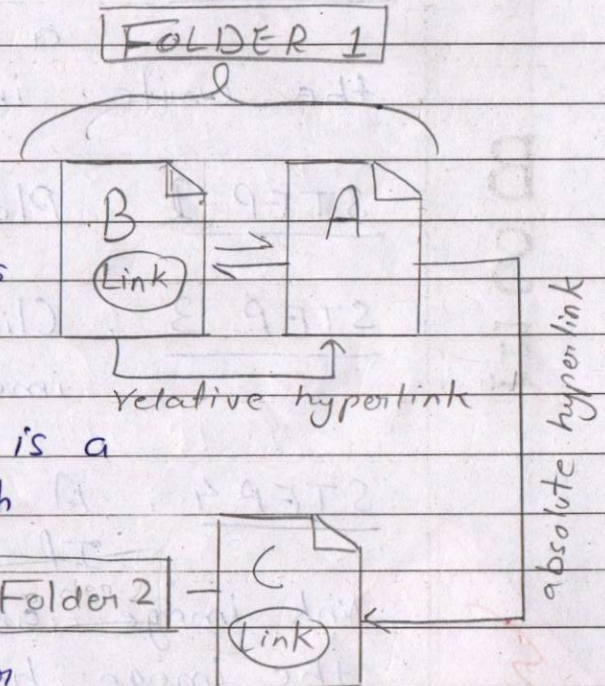
- ① Confident : Entrepreneurs have a confident body language and are self-confident in what decisions they make to grow their business.
- ② HARD WORKING : They work hard to achieve their goals and to expand their business.
- ③ Think before taking decision : Entrepreneurs think and estimates before taking any decision about consequence and benefits.
- ④ CREATIVE AND INNOVATIVE : They are creative and continuously try out new ideas and introduce new products in the market. They comes with improvement in ideas.
- ⑤ NEVER GIVE UP : They never give up in any situation. They keep trying to expand business and do not quit with negative results.

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## ANSWER 12

RELATIVE HYPERLINK: Relative hyperlinks are those clickable links which store the location of link with reference to the current file.

If the location of file do not change then relative hyperlink will work and if the location of file is changed then it will not work, because it is stored on the basis of reference with other file.



ABSOLUTE HYPERLINK: Absolute hyperlink is a clickable link which stores the complete path of the file.

If the file having link is moved to other place then this absolute file will still work, until the the main file which is linked is not moved from its position. These are more effective since these store complete location and not reference.



## ANSWER 13

### INSERTING IMAGE IN LIBRE OFFICE WRITER

STEP 1 : To insert the image ensure that you have a separate file of image for ease. Firstly open the write in which you want to insert image

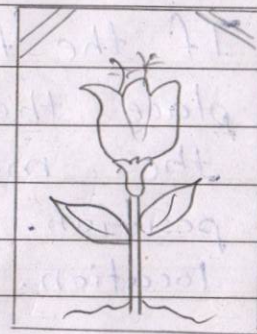
STEP 2 : Place the cursor where you want to insert image

STEP 3 : Click on the insert in the menu bar. Then click image. INSERT > IMAGE.

STEP 4 : A dialogue box will open. Select the file.

If you want to link image then checkbox the link image and if dragging down the drag the image holding Ctrl key.

STEP 5 : After selecting file click on OK button.



The image will be inserted.

Image of flower



ANSWER 14

## One to Many Relationship in Database Management system.

One to many relationship in the relational database model supports us to relate two tables in which one single record field of one table has multiple relations with several records in other table.

OR One to many relationship relates one record to several records.

The primary and foreign key plays major role. Primary key table is called Master table and table having foreign key is called transaction table. A primary key will become foreign key for other table and relates two tables and ensure referential integrity.

STUDENT TABLE

SPORTS TABLE

Example

Here one record has multiple relation with student table.

| Student ID | NAME   | Sprt ID | Sprt ID | Name      |
|------------|--------|---------|---------|-----------|
| 241        | Ruhi   | 01      | 01      | cricket   |
| 242        | Shivam | 03      | 02      | hockey    |
| 243        | Avni   | 02      | 03      | badminton |
| 244        | Raja   | 01      |         |           |
| 245        | Mohan  | 03      |         |           |



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(i) WORMS VIRUS AND TROJAN HORSE VIRUS

Virus are computer programs that can damage the data and software program. Virus are of two type (i) Worms

(ii) Trojan Horse.

**B** Worms → Worms are those virus that when enters in the  
**S** software of our computer then replicates rapidly.  
 Once the entire computer then it is difficult to remove them.

**E** TROJAN HORSE → Trojan horse are those virus which  
 acts like our helper but when it  
 enter it starts behaving like of virus.

(ii) INTERNET SCAMS

Internet scams are some schemes of companies to attract others by offering them money as their price. They fetch our important personal information and then misuse this. We should not give any response to these  
 + scams.



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ANSWER 16

# DATABASE MANAGEMENT SYSTEM

Database management systems in short DBMS are the software programs or application that stores database, and then we can retrieve, share, edit, format, store, analyse, data.

Examples: MS Access, Libre office base, Oracle, My SQL, etc.

There are 3 types of DBMS

(i) Network Database Management System:

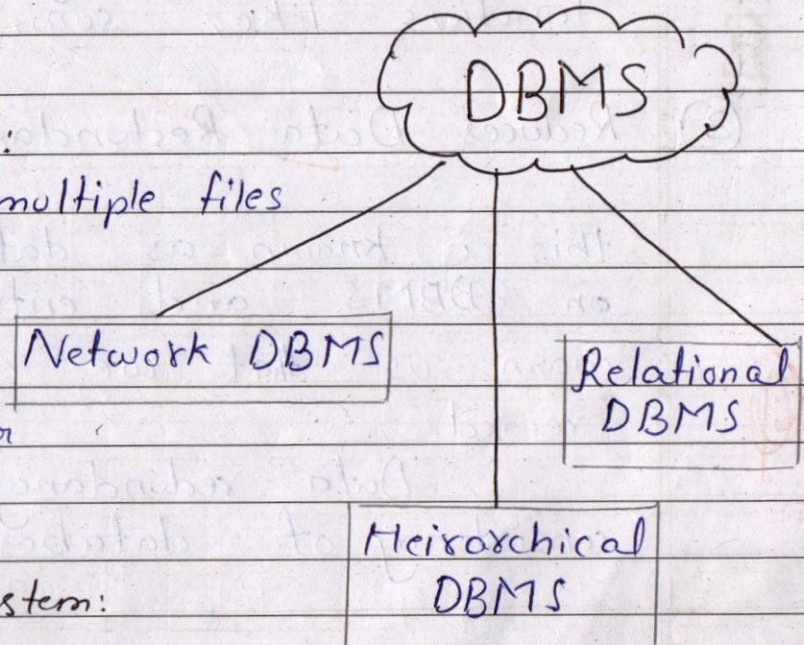
In this a master file is related to multiple files and forms network of relations.

(ii) Hierarchical Database Management System

In this the databases are together form a hierarchical structure.

(iii) Relational Database Management System:

It sets relation with several tables.



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## ADVANTAGES OF DBMS

- ① Information storage : Database management system stores information. It has maximum strength to store data on large scale. and make it easy to store data.
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E ② Analysing Data : Data analysis become very easy when it is stored in DBMS because it allows user to analyse data by some of the major functions like, sum, average, maximum, minimum etc.
- ③ Reduces Data Redundancy : It reduces the repetition of same records several time this is known as data redundancy. When we work on DBMS and entre multiple records then it will warn us that we can't enter multiple time a single record.

Data redundancy if reduced then it ensures the consistency of database.

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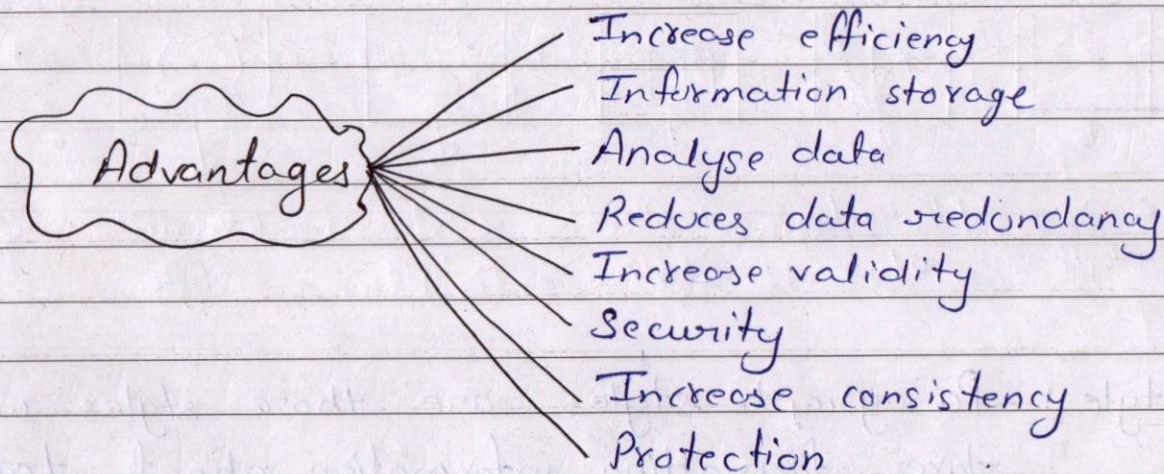
④ Increase Validity : In the DBMS this software ensures that the data is valid or not. It has several criteria that we can set as the data type. We can also ensure that the entry is required or not. For example: We can set a data type for the adhar number as to fixed characters and entry required is must.

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⑤ SECURITY : It ensures the security of database. Referential integrity is also a type of security because it restrict the unauthorised person to enter wrong data. We can protect our database with password.





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ANSWER 17

## STYLE

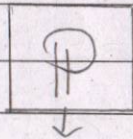
STYLE is a set of formatting information stored in a document with different names and categories to format document with consistency.

If we want to apply sets of format to a document several times then style will help

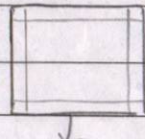
→ Saves time

→ Ensure consistency.

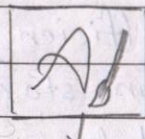
## CATEGORIES OF STYLES



Paragraph  
style



Page  
style



Character  
style

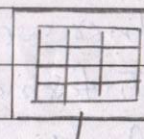
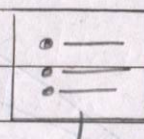
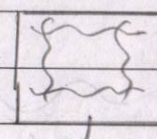


Table  
style



List  
style



Frame  
style.

(i) Paragraph Style: Paragraph styles are those styles with stores formatting information about tabs,



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distance between two paragraphs, enters, etc. It often includes the character style.

(2) PAGE STYLE: Page style stores the formatting information about the page layout, margins, borders, placement of header and footer, etc.,

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E (3) CHARACTER STYLE: Character styles save the formatting information about the font of words such as size, colour, highlight, Bold, italic, etc.,

(4) TABLE STYLE: Table style stores information about tables, its columns, colour, background, etc.,

(5) LIST STYLE: List style stores information about the listing manner such as bullets, numbering, points, and other desired designs.

(6) FRAME STYLE: Frame is a holder like thing that holds any graphics, images, links etc in a document. Style storing information about frame is the frame style.

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ANSWER 18

GOAL SEEK: Goal seek is an data analysis tool that the calc provide to its users. It calculates the input input values on the basis of the output values. It helps us to take the decision to make a plan for the provided input.

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- Calculate inputs
- Help to analyse data
- Save our time.

STEPS TO USE GOAL SEEK

STEP 1

→ Open the spreadsheet in calc in which you have to perform operations.

STEP 2

→ Check your data and observe the values on which the calculation is to be performed.

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Tool

**STEP 3** → From the menu bar select **DATA** and then click on **consolidate** Goal seek

The Command is : **DATA > CONSOLIDATE**  
**TOOL > Goal Seek**

**STEP 4** → Goal seek dialouge box will open. It has three required places for required information.

- (i) Formula cell
- (ii) Target value
- (iii) Address of input cell

**STEP 5** → Fill the entries. Enter the address of formula cell & input cell then enter target value.

**STEP 6** → Click on **OK**.

| Goal Seek                         | X       |
|-----------------------------------|---------|
| Formula cell:                     | B1 X B2 |
| Target value:                     | 49      |
| Input cell :                      | B2      |
| <input type="button" value="OK"/> |         |

The goal seek will provide the input value.



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ANSWER - 19

## DATA

Data is the collection of raw facts or figures. These are the single values which have no meaning on their own. Data is the unorganised form of information which when organised then called information.

Examples of Data: 'Riya', '25', 'Delhi', '1028', etc.

## DATA TYPE

Data type is the ~~infor~~ nature of data which varies for different type of data. Data type is the type of data.

(i) Text Data Type: Text data type stores the data in the form of text, alphabets, numbers, special characters.

Example: Longvarchar (Memo), Char (text) & Varchar (text).



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(ii) Date Data type: Data of date are stored in the form of date data type.

|            |                            |
|------------|----------------------------|
| Time       | Stores the time only       |
| Date       | Stores the date only       |
| Time stamp | Stores both date and time. |

B

S (iii) Currency data type: Currency data type stores the monetary data. It stores different currency of countries.  
E Example: \$100, ₹1000, ₹50.

(iv) Boolean data type: Boolean data type stores the data which is definite such as Yes/No, On/off, True/False, etc.

(v) Numeric Data type: It stores the number whether it is integer, decimal, real, etc. It stores in the numeric form.

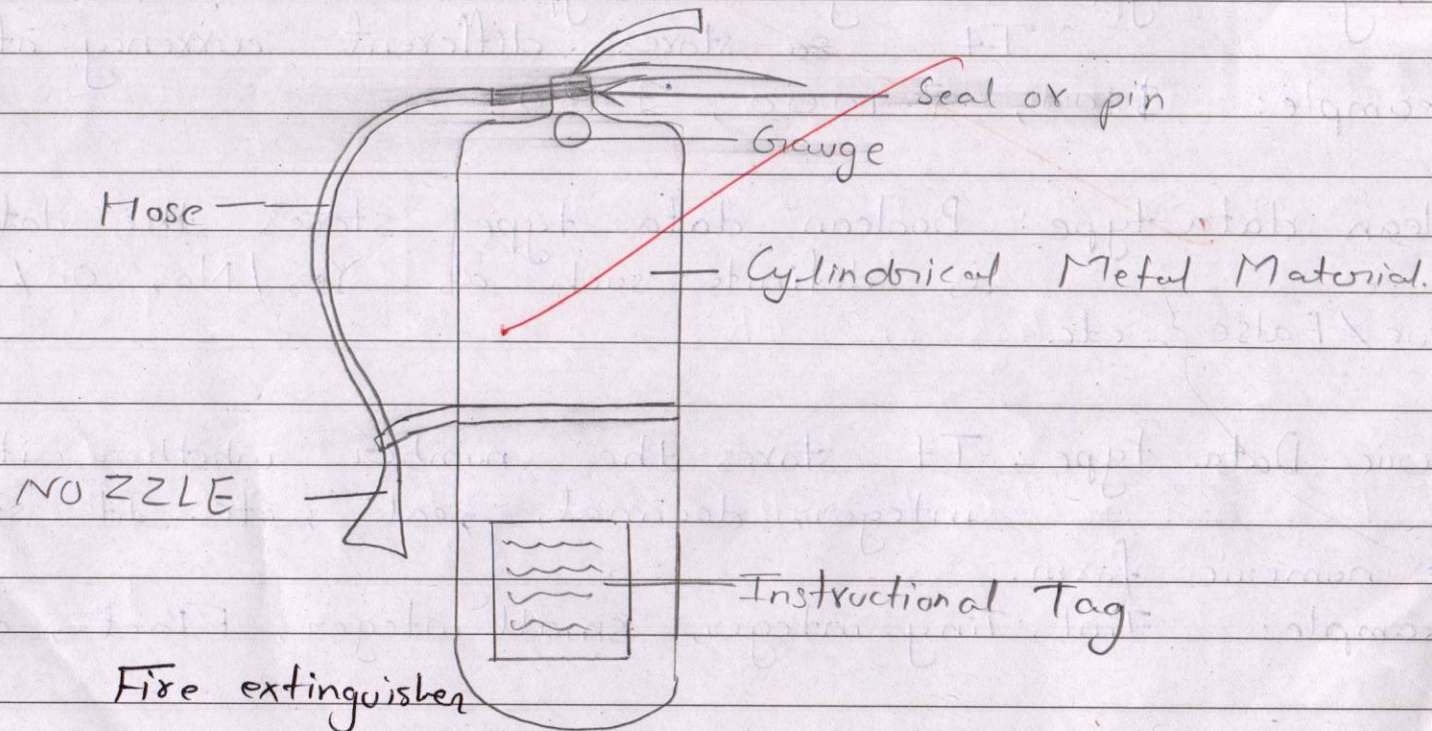
Example: Tiny integer, small integer, Float, decimal, etc.



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Answer 20

FIRE EXTINGUISHER : Fire extinguisher are the equipment that helps us the control fires on the emergency when fire hazards happens. It must be present on the places of crowd such as hospital, industrial sites, chemical industries, school, offices, etc.

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Types of fire extinguishers :

- (i) Water
- (ii) Dry chemical powder
- (iii) Carbon dioxide
- (iv) Mechanical powder
- (v) ABC dry powder.

## COMPARISON

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| CLASS of Material            | WATER        | Dry chemical powder | CO <sub>2</sub> | Mechanical powder | ABC dry powder |
|------------------------------|--------------|---------------------|-----------------|-------------------|----------------|
| Class A (paper, wood)        | suitable     | Not suitable        | Not suitable    | suitable          | suitable       |
| Class B (oil, grease)        | Not suitable | suitable            | suitable        | suitable          | suitable       |
| Class C (electricals)        | Not suitable | suitable            | suitable        | not suitable      | suitable       |
| class D (ignitious material) | Not suitable | suitable            | Not suitable    | not suitable      | suitable       |