







vi. A foreign key is the primary key of another table. 1

a. True

b. False

**Q4. Answer any 5 out of the given 6 questions (1x5 = 5marks)**

i. In Calc, Arguments passed to a macro from Calc are always \_\_\_\_\_ . 1

a. Cell Reference

c. Both a and b

b. Value

d. Sheet Reference

ii. Which of the following are not legal types of styles in Writer? 1

a. paragraph style

c. page style

b. line style

d. List style

iii. A \_\_\_\_\_ is a model that you use to create other documents. 1

a. Template

c. Document

b. Design

d. Copy paste

iv. \_\_\_\_\_ means combining data in a spreadsheet from different worksheet into master worksheet. 1

a. Hyperlinks

c. Linking

b. Consolidating

d. Filter

v. Duplication of data is known as 1

a. Data redundancy

c. Data repentance

b. Data Inconsistency

d. None of these

vi. Identify the mode, where we can modify in the structure of table? 1

a. Datasheet view

c. Design view

b. Structure view

d. All of the above

**Q5. Answer any 5 out of the given 6 questions.**

(1x5 = 5marks)

i. Reviewers and authors can add their \_\_\_\_\_ to explain their changes in the cell of Spreadsheet. 1

P.T.O



- Q8. What are the characteristics of effective feedback? 2
- Q9. What is anti-virus software? 2
- Q10. What is the significance of Recycle Bin? 2

**Answer any 4 out of the given 6 questions in 20–30 words each (2 x 4 = 8 marks)**

- Q11. State any two purposes of using Templates in a word document. 2
- Q12. Mention any two operations that can be performed using Macros in a spreadsheet. 2
- Q13. What do you mean by Hyperlinks in Spreadsheets? Give the two different types of Hyperlinks that can be used in Spreadsheets 2
- Q14. What are Styles? 2
- Q15. What is database? What is its significance? 2
- Q16. What is the difference between a flat database and relational database? 2

**Answer any 3 out of the given 5 questions in 50–80 words each (4 x 3 = 12 marks)**

**Q17. Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following:** 4

- |              |               |
|--------------|---------------|
| i. Scenarios | ii. Goal Seek |
| iii. Solver  | iv. Subtotal  |

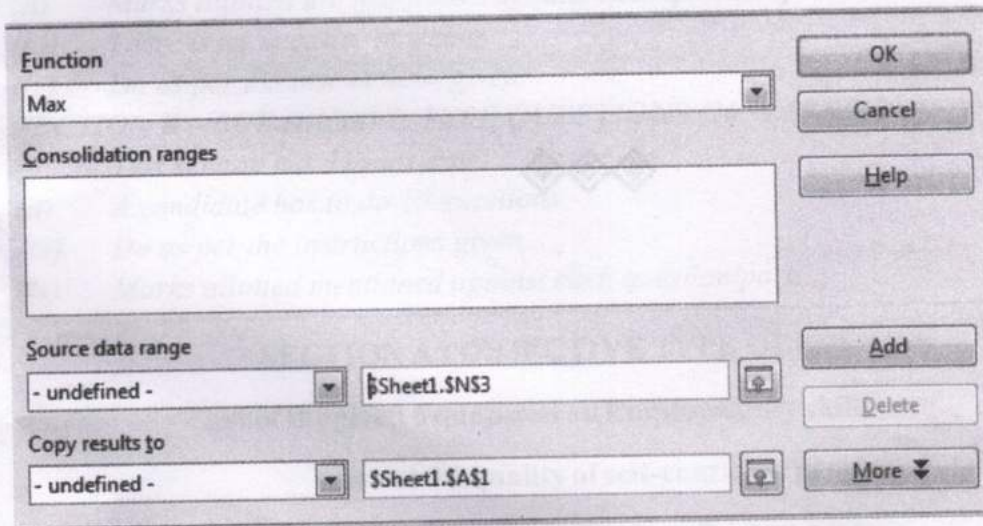
**Q18. Tanmay is a Class X student. He has learnt Mail Merge option of a Word Processor in his computer period. But he is confused with few terms used to merge documents. Explain the following briefly, which will help Tanmay better understand the Mail Merge options.** 4

1. Merge Field
2. Data Source
3. Main Document
4. Mention two types of data on which mail merge can be applied.

**Q19.** Aman has a small library at home .He want to store the details of all books in RDBMS .He created a table with five fields by name “ AMAN\_Lib ” in the RDBMS program. He also created a primary key in that table. 4

1. what do you mean by table.
2. What is the purpose of creating a primary key in table?
3. Aman can create more than one primary key in his table. (yes/no)
4. Expand RDBMS

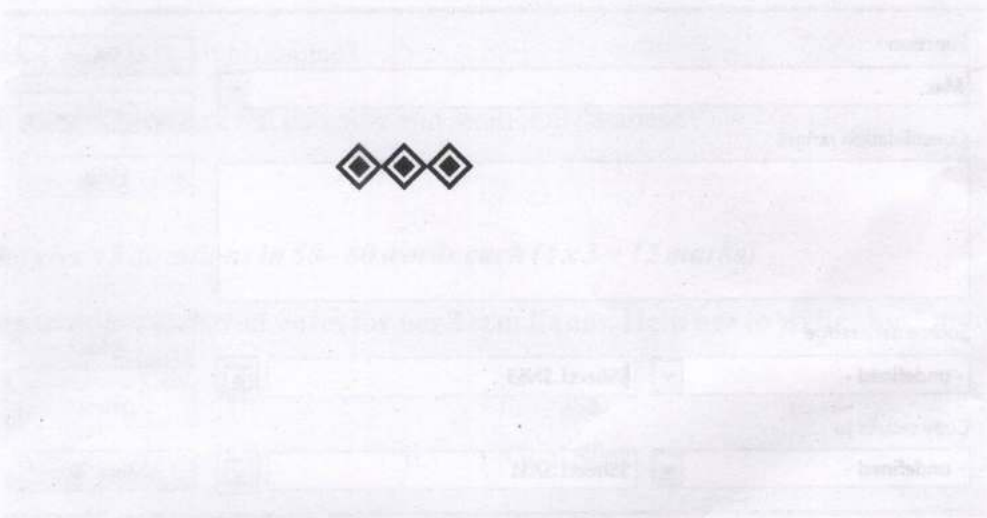
**Q20.** Raman is a student of Class X. He was doing an assignment of I.T. He is done all the questions except one given below. Being friend of Raman, help him to remove his doubt. 4



1. Name the dialog box shown above.
2. What is the default function in function list box
3. Name any two options which are visible on clicking “More“Button.
4. Clicking on which button, the source data range will appear in consolidation ranges box.

**Q21.** Parth is a student of class X .He is very good in studies. he is learning one of the function listed under the mathematical category of open office Calc which totals/adds data arranged in an array – that is , group of cells with labels for columns and /or rows. 4

1. Name the mathematical function
2. Under what a menu , this function is available ?
3. Name any two functions which are listed in the dialog box of above function.
4. How many groups can be used in the above function ?



Q21. Parth is a student of class X. He is very good in studies. he is learning one of the function listed under the mathematical category of open office Calc which lets user data arranged in an array—that is, group of cells with labels for columns and for rows.