ANSWER KEY:

Q.No.	Answer Key	Google form Question number	Marks	
1.(i)	(a) Online predators	1	1	Any 4
(ii)	(d) He should go to the field and practise.	2	1	
(iii)	(b) Intrinsic motivation	3	1	
(iv)	(b) Notices / Poster	4	1	
(v)	(a) Takes responsibility for your mistakes	5	1	
(vi)	(b) 1,2 & 3	6	1	
2.(i)	(c) Internet Explorer	7	1	Answer any 5
(ii)	(c) mail merge	8	1	
(iii)	(b)Digital Documentation	9	1	
(iv)	(d)Wrapping	10	1	
(v)	(c)¶	11	1	
(vi)	(c)Drawing	12	1	
3. (i)	(d) Table	13	1	Answer any 5
(ii)	(d)All of the above	14	1	
(iii)	(b)consolidate	15	1	
(iv)	(c)Solver	16	1	
(v)	(c)Subtotals	17	1	
(vi)	(b)Goal Seek	18	1	
4. (i)	(b)Composite Primary Key	19	1	Answer any 5
(ii)	(a)Binary data type	20	1	
(iii)	(b)Update	21	1	
(iv)	(c)Autovalue	22	1	
(v)	(b) Report	23	1	
(vi)	(b)3	24	1	
5.(i)	(a)SoundSentry	25	1	Answer any 5
(ii)	(c)Web Browser	26	1	
(iii)	(d)Keylogger	27	1	
(iv)	(a)Firewall	28	1	
(v)	(b)website or blog	29	1	
(vi)	(c) World Wide Web	30	1	
6.	1. NO parking 2. No entry 3. Danger warning 4. Under CCTV surveillance	31	2	Answer any 3
7.	Interest- Things that one like to do in free time, you are curious about, you want to learn.	32	2	

	Abilities-Natural capacity, enables to perform a job.			
8.	A Trojan horse, or Trojan, is a type of malicious code or software that looks legitimate but can take control of your computer. A Trojan is designed to damage, disrupt, steal, or in general inflict some other harmful action on your data or network. A Trojan acts like a bona fide application or file to trick you.	33	2	
9.	**Wage Employment** Earning is fixed, never negative Does not create wealth **Can** choose form- Government service Public sector Private sector	**Entrepreneurship** **Can** be negative sometimes, generally surplus Creates wealth, contributes **to** GDP **Can** choose **from**- Industry Trade or Service enterprise	34	2
10.	1. reusing paper, glass, plastic, water, etc. 2. taking cloth bags to market carrying fruits and vegetables. 3. donate things we do not use such as clothes, books, furniture, food, etc. 4. Buy and eat seasonal fruits and vegetables from local growers. 5. Repair leaking taps and pipes to avoid wasting water. 6. Sort and treat garbage before disposing.	35	2	
11.	Text Wrapping: Relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides. Anchoring: Reference point for the graphics	36	2	Answer any 4
12.	Purpose: to explain their changes. How: (1) Make change (2) Select the cell with the change Edit -> Changes-> Comments (3) type your own comment. (4) Click OK. (5) After adding comment. Hover the mouse pointer over the cell.	37	2	
13.	Relative Hyperlink: A relative will stop working only if the target is removed. and the target locations change relative to each other. Absolute Link: It will stop working only if the target is moved.	38	2	
14.	Referential Integrity is used to maintain accuracy &	39	2	

	consistency of data in a relationship. In Base, data can be linked between two or more tables with the help of primary key and foreign key constraints.			
15.	– Fire safety, Falls and slips, Electrical safety, Use of first aid.	40	2	
16.	1. ensure the website is legitimate and uses secure practices for performing and maintaining online transactions. 2. Verify if the website uses secure transaction; usually it is indicated through a digital certificate represented as a golden lock in the web browser's address. 3. Use antivirus and antispyware software.	41	2	
17.	(a) allows you to create multiple documents at once, such as letters, saving you the time and effort of retyping the same letter over and over. (b) STEPS: - Creating a Main Document and the Template. - Creating a Data Source. - Defining the **Merge** Fields in the main document. **Merging** the Data with the main document. - Saving/Exporting. (c) The **advantages of mail merge** is that the feature saves your time and efforts. Producing mass mailings is much simplified, especially compared to the process of preparing individual letters or envelopes to many people.	42	4	Answer any 3
18.	(a) A **macro** is a saved sequence of commands or keystrokes that are stored for later use. (b) Go to **Tools > Macros > Record Macro**, then press the sequence of keystrokes you want. At the end of your sequence click on **Stop Recording**. In the new window that pops up, give the file a name and save it under **soffice > Standard > Module1**. (d) The advantage of using macro is the execution speed of the program fragment. When the actual code snippet is to be used, it can be substituted by the name of the macro. The same block of statements, on the other hand, need to be repeatedly hard coded as and when	43	1+2+1	

	required		
19.	Computer Accessibility refers to user friendliness of a computer for all. Sticky keys- helpful for people with physical disability. Filter Key- for people with hand tremors ToggleKeys-for people with vision impairment. Or any other	44	4
20.	(a) create table table_name(id integer primary key, roll integer, name varchar(10), Eng integer ,Hindi integer, Maths integer); (b)insert into table_name values(105,"XYZ", 56,78,90); (c) Update table_name set Eng=65 where ID=102;	45	4
21.	(a) DML Commands: Update, Select, Insert DDL Commands: Create, alter, Drop **(b)** **CHAR** items, which are fixed length, are the fastest to store and retrieve but can waste storage space. **VARCHAR**, a variable-length string, can be slower to store and retrieve but does not waste storage space.	46	4