



MOTHER INDIA PUBLIC SCHOOL
BAZPUR

- H A P P Y -

Summer Holiday!

ENJOY

www.mipsbazpur.org

CLASS - X (2026-27)

GUIDELINES

Wishing you a joyful and refreshing summer break!

May this holiday be filled with laughter, discovery, and quality time with loved ones. Take time to relax, explore your interests, and enjoy every moment.

Along with fun, use this time to engage in your holiday homework—designed to spark creativity, deepen understanding, and make learning enjoyable. Complete it with sincerity, originality, and pride.

Stay safe, stay curious, and come back recharged, ready for new beginnings!

ENGLISH

Dear Students,

The **syllabus** that will be completed till the month of **May** must be thoroughly revised during the holidays.

Students are instructed to complete the following work carefully in their **English notebook/workbook**.

Instructions:

Complete all **assignments** related to the completed syllabus from your **English Workbook**.

Practice the previously discussed questions from the **Writing Section**, especially **Letter Writing**.

Complete one assignment each of:

Error Correction

Reported Speech

Maintain neatness and proper presentation.

All work must be done in a systematic manner and submitted after the holidays.

Marks

Workbook Assignments (Completed Syllabus)

10 Marks

Letter Writing Practice (Previous Year Questions)

5 Marks

Error Correction Assignment

5 Marks

Reported Speech Assignment

5 Marks

Total

25 Marks

Additional Guidelines

Revise all completed chapters regularly.

Read questions carefully before answering.

Focus on grammar accuracy and proper format in writing section.

Use blue pen for writing and coloured pens only for headings if required.

“Small efforts during holidays create big confidence during exams.” ✨


HINDI

सामान्य निर्देश:

कार्य फाइल/प्रोजेक्ट कॉपी में करें

रंगीन पेन, चित्र, चार्ट आदि का प्रयोग करें

साफ-सुथरी लिखावट रखें ।


 भाग 1: रचनात्मक लेखन (Creative Writing)(5)

डायरी लेखन (Diary Entry)

“मेरी सबसे यादगार छुट्टी का दिन” विषय पर 120-150 शब्दों में डायरी लिखिए।

पत्र लेखन (Letter Writing)

अपने मित्र को ग्रीष्मावकाश का अनुभव बताते हुए अनौपचारिक पत्र लिखिए।

 भाग 2: कला समेकित गतिविधि (Art Integrated Activity) (5)

अलंकार चार्ट बनाइए


उपमा, रूपक, अनुप्रास, मानवीकरण

प्रत्येक का उदाहरण चित्र सहित दिखाइए

किसी एक पाठ का पोस्टर/कोलाज बनाइए

(जैसे - नेताजी का चश्मा / सूरदास के पद)

मुख्य संदेश और पात्रों को चित्रों द्वारा दर्शाइए

 भाग 3: पठन कौशल (Reading Skill)(5)

किसी एक हिंदी कहानी/लेख का अध्ययन करें


और लिखें:

शीर्षक

लेखक

सारांश (100 शब्द)

शिक्षा

 भाग 4: व्याकरण (Grammar Activity)(5)


वाक्य भेद (रचना के आधार पर)

5 सरल, 5 संयुक्त, 5 मिश्रित वाक्य लिखें

मुहावरे और लोकोक्तियाँ

10 मुहावरे + अर्थ + वाक्य

5 लोकोक्तियाँ + अर्थ

 भाग 5: अभिव्यक्ति कौशल (Speaking Skill) (5)


भाषण/स्पीच तैयार करें

विषय:

“डिजिटल इंडिया”

या “पर्यावरण संरक्षण”


 1-2 मिनट का भाषण याद करें

 विशेष प्रोजेक्ट (Fun + Learning)

“मेरी प्रेरणा” (My Inspiration) प्रोजेक्ट

किसी एक महान व्यक्ति (जैसे - शिक्षक, स्वतंत्रता सेनानी आदि) पर 1 पेज लिखें

चित्र/कोलाज भी लगाएँ

 मूल्यांकन आधार:

रचनात्मकता

भाषा शुद्धता

प्रस्तुति

MATHS

Additional questions/PYQs of Arithmetic progression & Coordinate Geometry

Do all work in separate notebook in neat and clean handwriting.

Q1. The 10th term from the end of the AP 4, 9, 14, ..., 254?

Q2. Find the sum of the first 500 natural numbers.

Q3. Which term of the AP 65, 61, 57, 53, ... is the first negative term?(18th)

Q4. The sum of three numbers in AP is 12 and sum of their cubes is 288. Find the numbers.

Q5. The sum of first 6 terms of an AP is 42 and the ratio of its 10th term to its 30th term is 1 : 3. Find the first term and the 13th term of the AP.

Q6 . Case Study: A school is organizing a charity run. The run is planned as a series of rounds around a track, with each round being 300 metres. The distance of each subsequent round is increased by 50 metres. The total number of rounds planned is 10.

(i) Write the 4th, 5th and 6th term of the AP so formed.

(ii) What is the distance of the last (10th) round?

(iii) Find the total distance covered in all 10 rounds.

Q7. Case Study: Jaspal Singh takes a loan of Rs 118000 and pays back in monthly instalments.

The first instalment is Rs 1000 and it increases by Rs 100 every month.

(i) What is the amount paid in 30th instalment?

(ii) What is the total amount paid after 30 instalments?

(iii) How much loan is still remaining after 30 instalments?

Q. 8. Case Study - 1 In a society, a yoga instructor was hired to train the people of the society to live a healthy lifestyle. Yoga sessions were held daily from 5 p.m. to 7 p.m. in the society park. On day one, 5 people joined the yoga session, on day two, 3 more people joined, on day three, another 3 people joined and in this manner every next day, 3 more people kept on joining.

Based on the given information, answer the following questions:

i) On which day did 59 people join the yoga session?

ii) How many people joined the yoga session on the 31st day?

(iii) (a) The yoga instructor was paid ₹ 100 for each person attending the yoga session. On which day would he earn ₹ 5,000 ?

OR (b) What was the total amount earned by the yoga instructor in 16 days?

Q 9. A city based NGO is organising a competition to break 'Dahi Handi' by forming a human pyramid on the occasion of Janmashtami. One troop with 400 members decided to participate in the competition. They planned to build eleven level pyramid with level one being at the bottom and level eleven being at the top. Level one has 41 members, level two has 37 members, level three has 33 members and so on. Based on the above information, answer the following questions:

I) What is the number of members at level eleven?

II) Find the number of members at the third level from the top.

III) a. Find the total number of members who formed the human pyramid.

OR

At which level is the number of members 5 times the number of members at level ten ?

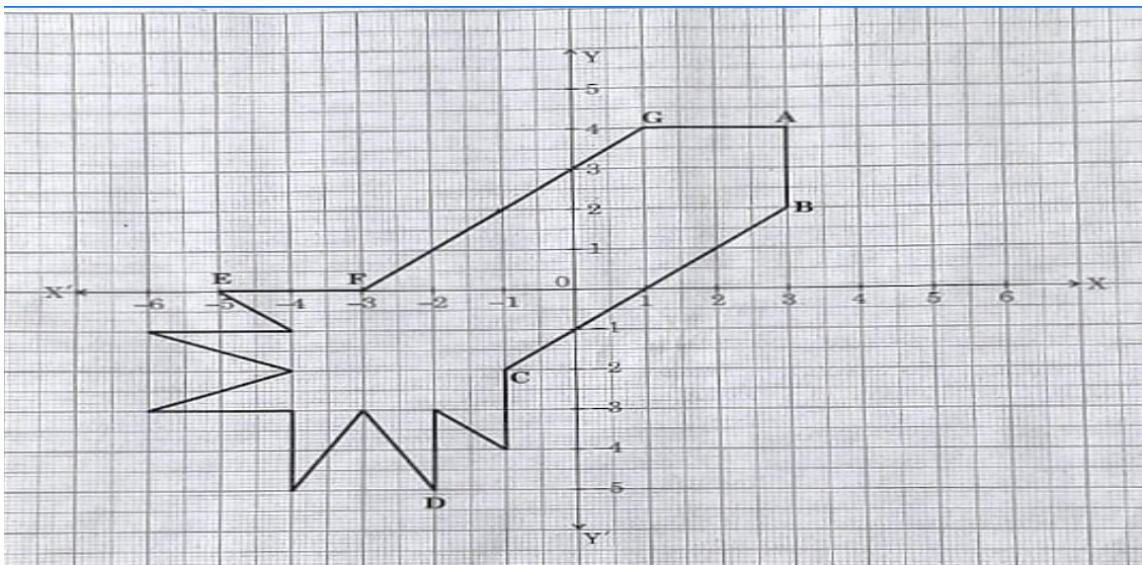
Q.10

32. (a) An AP consists of 'n' terms whose nth term is 4 and the common difference is 2. If the sum of 'n' terms of AP is -14, then find 'n'. Also, find the sum of the first 20 terms.

OR

(b) The sum of the first six terms of an arithmetic progression is 42. The ratio of the 10th term to the 30th term is 1 : 3. Calculate the first and the thirteenth terms of the AP.

Q 11. CASE STUDY Ryan, from a very young age, was fascinated by the twinkling of stars and the vastness of space. He always dreamt of becoming an astronaut one day. So he started to sketch his own rocket designs on the graph sheet. One such design is given below:

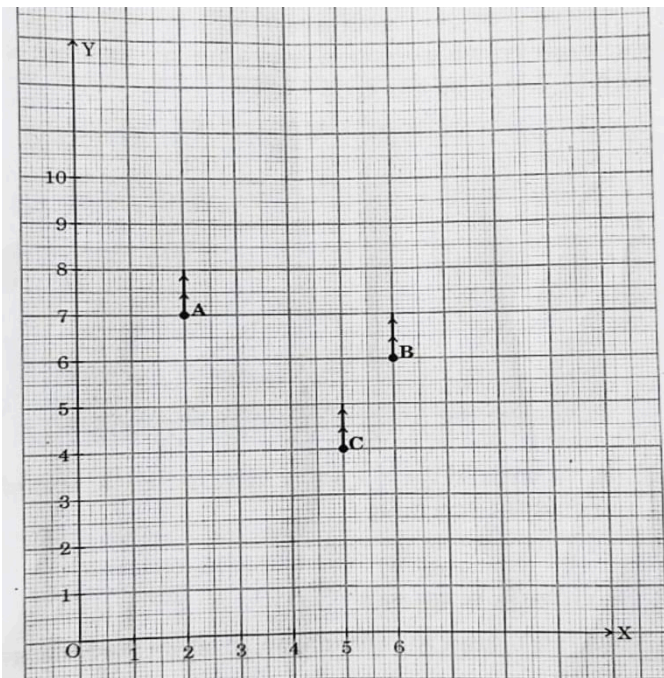


Based on the above, answer the following questions:

- (i) Find the midpoint of the segment joining F and G.
- (ii) (a) What is the distance between the points A and C?
 (b) Find the coordinates of the point which divides the line segment joining the points A and B in the ratio 1:3 internally.
- (iii) What are the coordinates of the point D?

Q 12.CASE STUDY

Resident Welfare Association (RWA) of Gulmohar Society in Delhi, have installed three electric poles A, B and C



in the society's common park. Despite these three poles, some parts of the park are still in the dark. So, RWA decides to have one more electric pole D in the park. The park can be modelled as a coordinate system given below.

- i) What is the distance of the pole B from the corner O of the park?
- ii) Find the coordinates of the fourth pole D so that the points A,B,C and D taken in order form a parallelogram.
- iii) Find the relation between x and y such that E (x,y) is equidistant from A and C.
- iv) What is distance between pole A and C.

Q.13 Do Chapter-Probability with additional questions in your fair Notebook

SCIENCE

Class X – Chemistry

Total Marks: 8

Theme: “Chemistry for Boards & Beyond”

Instructions for Students

- Prepare the work in a neat chemistry notebook or scrapbook.
- Use colored pens, flowcharts, diagrams, and creative presentation.
- Solve all questions with proper steps.
- Focus on concept clarity and board preparation.
- Attempt previous year questions honestly without copying.

Section A – Board PYQ Practice Corner (2 Marks)

Q1. Why should curd and sour substances not be stored in brass or copper vessels? (1 Mark)

Q2. A student dropped few pieces of marble in dilute HCl contained in a test tube. The evolved gas was passed through lime water.

(a) What change would occur in lime water?

(b) Write the chemical equation involved. (1 Mark)

Present answers using flowcharts, reaction boxes, and color coding for reactants/products.

Section B – Creative Reaction Activity (2 Marks)

“Reaction Hunt Around You”

Find 5 chemical reactions happening in daily life such as rusting, digestion, burning candle, curd formation, and respiration.

Daily Life Activity	Type of Reaction	Reason
Rusting	Oxidation	Iron reacts with oxygen

Add pictures/drawings, symbols/emojis, and one real-life application of each reaction.

Section C – Case Study & Logical Thinking (2 Marks)

Riya cleaned her bathroom tiles using an acid-based cleaner. Accidentally, she mixed it with bleaching powder cleaner. Suddenly, irritating fumes were produced and she started coughing.

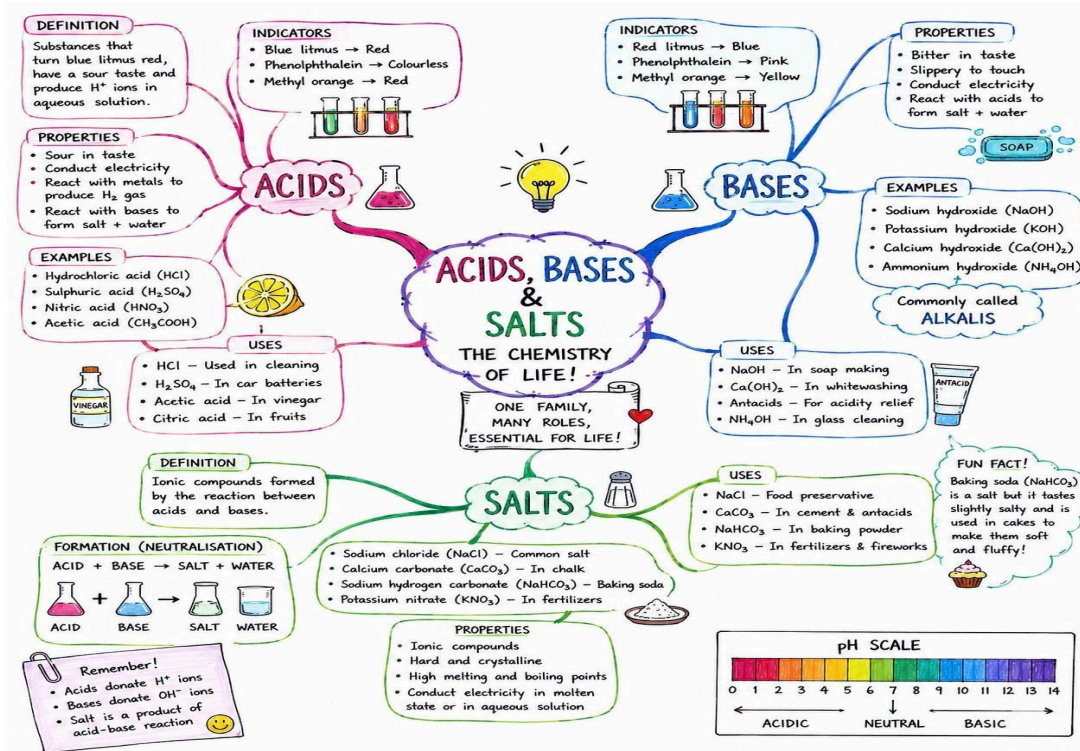
1. Which gas may have been produced? (1 Mark)
2. Why is mixing cleaning chemicals dangerous? (1 Mark)
3. Also write two safety precautions while handling chemicals at home.

Section D – Mind Map / Concept Booster (2 Marks)

Prepare a Creative Mind Map on “Balancing of chemical reactions and Acids, Bases and salts”. you can take idea from this mind map...

In the next page.

Your mind map must contain diagrams/symbols, short tricks or mnemonics, and important board keywords



Board Preparation Task (Optional)

"1 Question Daily Challenge"

Solve one previous year chemistry question daily during holidays and maintain a separate Board Practice Log.

- Date
- Chapter
- Difficulty level
- Mistakes made

PHYSICS HOLIDAY HOMEWORK

CLASS - X

INSTRUCTIOS

1. All questions are compulsory.
2. Each question is of 1 mark.
3. Solve these questions in your fair notebook.
4. Attach a photocopy of these questions before solutions.

Q1. While travelling on a busy highway, Aarav observed that the driver could clearly see vehicles coming from behind using the rear-view mirror. The mirror formed smaller but upright images and covered a wide area of the road. The driver explained that this helps prevent accidents and improves safety during overtaking. Such mirrors are specially designed to provide maximum visibility of traffic behind the vehicle.

Questions

1. Which type of mirror is used as a rear-view mirror?
2. Why does this mirror provide a wider field of view?
3. State the nature of the image formed.
4. A car is 15 m behind the mirror. If the image formed appears diminished to one-third the size of the object, what can you conclude about the type of mirror used?

Q2. A barber uses a curved mirror while shaving customers. When the customer sits close to the mirror, the face appears enlarged and upright. This helps the barber perform precise shaving and grooming. However, when the customer moves farther away, the image changes and may appear inverted. The mirror works on the principles of reflection of light.

Questions

1. Identify the type of mirror used by the barber.
2. Where should the customer sit to obtain a magnified image?
3. What is the nature of the image formed when the face is close to the mirror?
4. A concave mirror has focal length 20 cm. If the customer sits 10 cm from the mirror, calculate the magnification produced.

Q3. Rohan was standing in front of a large mirror in his room. He observed that when he moved toward the mirror, his image also moved by the same amount. His sister explained that plane mirrors always form virtual and erect images of the same size. Such mirrors are commonly used in homes, shops, and dressing rooms. They follow the laws of reflection of light.

Questions

1. What type of image is formed by a plane mirror?
2. If Rohan stands 4 m from the mirror, how far is the image formed behind the mirror?
3. What is the distance between Rohan and his image?
4. If Rohan moves 1 m toward the mirror, by how much does the distance between him and his image decrease?

Q4. Modern vehicles use headlights containing a concave mirror with the bulb placed near its focus. This arrangement produces a powerful beam of light that travels a long distance. The reflected rays become parallel and improve visibility during nighttime driving. Concave mirrors are therefore important components in transport systems.

Questions

1. Which type of mirror is used in headlights?
2. Why is the bulb placed at the focus of the mirror?
3. What type of beam is obtained after reflection?
4. A concave mirror has focal length 12 cm. Calculate its radius of curvature.

Q5. A student dipped a pencil into a glass of water and noticed that the pencil appeared bent near the water surface. The lower part appeared displaced because light changed direction while travelling between air and water. Such effects are common whenever light passes from one transparent medium to another. Refraction is widely used in optical instruments.

Questions

1. Name the phenomenon responsible for the bent appearance of the pencil.
2. Why does light bend when entering water from air?
3. In which medium does light travel faster: air or water?
4. A ray enters water at an angle of incidence 30° . If the angle of refraction is 22° , calculate the refractive index of water using Snell's law.

$$n = \frac{\sin i}{\sin r}$$

Q6. During summer afternoons, roads often appear wet from a distance. Drivers sometimes mistake this illusion for actual water on the road. This phenomenon occurs because layers of hot air near the road surface bend light rays coming from the sky. The observer sees an inverted image of the sky on the road.

Questions

1. Name the phenomenon described above.
2. Which optical effect causes a mirage?
3. Why does the road appear wet?
4. If light travels 300 m in air in 1×10^{-6} s, calculate its speed.

A photographer used a camera to capture images during a family function. The convex lens of the camera focused light rays onto the sensor and formed sharp images. By adjusting the lens position, clear images of near and distant objects could be obtained. Convex lenses are widely used in optical devices.

Questions

1. Which type of lens is used in cameras?
2. Why are convex lenses suitable for cameras?
3. What type of image is formed on the camera sensor?
4. A convex lens has focal length 25 cm. Calculate its power.

Q7. A solar cooker uses a shiny curved mirror to focus sunlight at one point. The concentrated sunlight produces enough heat to cook food without using conventional fuel. Solar cookers are environmentally friendly and help reduce pollution. They are especially useful in areas receiving abundant sunlight.

Questions

5. Which type of mirror is used in a solar cooker?
6. At which point are the rays concentrated?
7. Why is very high heat produced at that point?
8. If the focal length of the mirror is 40 cm, calculate its radius of curvature.

Q8. In a laboratory experiment, students passed a ray of light through a rectangular glass slab. The ray bent while entering the slab and again while emerging out. However, the emergent ray remained parallel to the incident ray. The sideways shift observed between the two rays is called lateral displacement.

Questions

5. Name the phenomenon involved.
6. Why does the ray bend while entering glass?
7. Why is the emergent ray parallel to the incident ray?
8. A ray enters glass at 45° and bends to 28° . Calculate the refractive index of glass.

Class: X | Subject: Biology (Science)
Chapter: Life Processes
Target Examination: CBSE Board Exam 2027

Creative Investigatory Project

Project Topic: "My Body Systems: A Simple Chart and Story File"

- **Goal:** Make a simple paper chart or file folder that shows how food, air, and blood move through our bodies.
- **Steps to Follow:**
 1. **Choose One Story:** Pick either "**The Story of a Sandwich**" (how food travels and breaks down in our stomach) OR "**The Story of an Oxygen Bubble**" (how air travels from our nose to our heart and lungs).
 2. **Use Simple Materials:** Take standard coloured paper, a plain file folder, drawing pencils, and coloured pens.

3. **Draw and Label:** Draw a neat, colourful diagram with simple arrows. Show the pathway step-by-step so anyone can easily see where things go.
4. **Write a Short Summary:** At the end, write a 1 or 2-page note explaining your drawing. Mention what happens to these body pathways when we do everyday things like run, play, or skip breakfast.



Topic 1: Nutrition

Previous Year Questions (PYQs) - Short Answer Type (30–50 Words)

1. **State** the distinct events occurring during photosynthesis. **Clarify** whether it is mandatory for these sequential steps to occur immediately one after another. (CBSE 2023)
2. **Explain** why herbivores living on a plant-based diet require a significantly longer small intestine compared to carnivores. (CBSE 2020)
3. **Identify** the specific glands located within the human stomach wall and **list** their three distinct enzyme/chemical secretions along with their immediate functions. (CBSE 2019)
4. **Describe** how the inner structural lining of the small intestine is specially adapted to maximize the absorption rate of digested food particles. (CBSE 2022)
5. **Detail** the double function performed by the pancreas in aiding human digestion and regulating metabolic functions. (CBSE 2019)
6. ⚡ **Explain** the role of the large intestine in the human digestive system. What happens if it fails to absorb water properly? (CBSE 2018)
7. ⚡ **How** do single-celled organisms like Amoeba take in food? Draw a simple labelled diagram showing the formation of pseudopodia. (CBSE 2021)
8. ⚡ **What** is the role of hydrochloric acid (HCl) in our stomach? Name the protective layer that saves the stomach wall from this strong acid. (CBSE 2020)
9. ⚡ **Distinguish** between autotrophic nutrition and heterotrophic nutrition with one simple example for each. (CBSE 2017)
10. ⚡ **Why** is bile juice important for the digestion of fats since it does not contain any digestive enzymes? (CBSE 2019)

High Order Thinking Skills (HOTS) Questions (60–80 Words)

1. If a plant's leaves are thoroughly coated with a layer of petroleum jelly, will it survive healthily for an extended period? **Justify** your conclusion by referencing internal gas transport barriers.
2. A patient reports chronic, sharp abdominal pain. Medical tests confirm the complete block of their common bile duct. **Predict** how this obstruction impacts the chemical digestion of their macro-meals.



Topic 2: Respiration

Previous Year Questions (PYQs) - Short Answer Type (30–50 Words)

1. **Differentiate** systematically between the biochemical pathways of aerobic and anaerobic breakdown of glucose molecules. **Specify** the precise cellular locations where each step occurs. (CBSE 2024)
2. An athlete experiences painful muscle cramps during a high-intensity sprint. **Explain** the biochemical pathway responsible for this physical condition. (CBSE 2023)
3. **Contrast** the rate of breathing observed in aquatic organisms against terrestrial organisms. **Provide** a clear rationale based on environmental parameters. (CBSE 2023)
4. **State** the structural features of human alveoli that optimize them for efficient and rapid gaseous exchange. (CBSE 2022)
5. **Predict** the specific physiological consequences if an individual suffers from a severe structural deficiency of haemoglobin proteins within their bloodstream. (CBSE 2020)
6. ⚡ **Name** the substance that builds up in our muscles during heavy exercise to cause fatigue. Write the complete breakdown equation of glucose in muscle cells. (CBSE 2019)
7. ⚡ **How** are oxygen and carbon dioxide gases transported inside the human body? Name the respiratory pigment responsible for it. (CBSE 2022)
8. ⚡ **What** prevents the human trachea (windpipe) from collapsing when there is less air inside it? (CBSE 2020)
9. ⚡ **Write** the three-step pathway of glucose breakdown in the presence of oxygen inside the mitochondria. (CBSE 2023)
10. ⚡ **Why** is ATP called the energy currency of a cell? Explain how it releases energy when the cell needs it. (CBSE 2018)

High Order Thinking Skills (HOTS) Questions (60–80 Words)

1. During heavy physical exertion, the human breathing cycle is highly rhythmic, yet the actual exchange of gases across membranes remains completely continuous. **Explain** the underlying structural volume asset that prevents lung collapse.
2. Why does a severe structural block in the human trachea not lead to instant alveolar collapse? **Identify** the unique tissue configuration supporting the airway.

Topic 3: Transportation

Previous Year Questions (PYQs) - Short Answer Type (30–50 Words)

1. **Describe** the mechanism of double circulation in human beings. **Explain** why this process is evolutionarily necessary for warm-blooded organisms. (CBSE 2025)
2. **List** three major structural and functional parameters that differentiate human arteries from human veins. (CBSE 2024)
3. **Explain** how water is continuously drawn upward from the roots to the highest leaves in tall trees during active daylight hours. (CBSE 2023)
4. **Define** the biological process of translocation in vascular plants. **Explain** how phloem tissue utilizes biological energy to complete this task. (CBSE 2022)
5. Why do the lower chambers (ventricles) of the human heart possess noticeably thicker, more muscular walls than the upper chambers (atria)? (CBSE 2020)
6. ⚡ **What** is lymph? State two major functions that lymph performs inside the human body transport network. (CBSE 2019)
7. ⚡ **Why** is it necessary to separate oxygenated blood from deoxygenated blood in highly active animals like birds and mammals? (CBSE 2023)
8. ⚡ **Name** the components of the transport system in highly organized plants. What materials do they carry? (CBSE 2021)
9. ⚡ **Explain** the role of blood platelets when an injury occurs and bleeding starts from a cut on the skin. (CBSE 2020)
10. ⚡ **What** are valves? Why are they present inside veins and inside the chambers of the human heart? (CBSE 2024)

High Order Thinking Skills (HOTS) Questions (60–80 Words)

1. The circulatory system of a fish routes blood directly from its respiratory gills to the rest of its body tissues without returning to the heart first. **Deduce** how this structural pathway changes blood pressure parameters compared to a mammal.
2. If an experimental compound selectively destroys the sieve tubes within a plant's stem while keeping the xylem intact, **predict** the immediate and long-term effects on root survival.

Topic 4: Excretion

Previous Year Questions (PYQs) - Short Answer Type (30–50 Words)

1. **Draw** a neat, structurally accurate schematic diagram of a human nephron and **label** the Glomerulus, Bowman's Capsule, Henle's Loop, and the Collecting Duct. (CBSE 2024)
2. **Explain** how the volume and concentration of urine produced by a healthy human body are dynamically regulated based on internal factors. (CBSE 2023)
3. **Detail** three unique pathways and strategies that plants employ to isolate and eliminate their metabolic waste products. (CBSE 2022)
4. **Compare and contrast** the structural design and working principles of alveoli in our lungs with nephrons in our kidneys. (CBSE 2020)
5. **Trace** the exact physical pathway that urine travels from its initial formation site until it is expelled out of the human body. (CBSE 2019)
6. ⚡ **What** is the structural and functional unit of the human kidney? Name its major cup-shaped starting structure. (CBSE 2018)
7. ⚡ **State** the two main nitrogenous waste products that are filtered out from human blood by the kidneys. (CBSE 2021)
8. ⚡ **How** do plants get rid of gaseous wastes generated during photosynthesis and respiration? (CBSE 2020)
9. ⚡ **What** is the function of the urinary bladder? How does the nervous system control the urge to pass urine? (CBSE 2023)
10. ⚡ **Define** the term 'selective reabsorption' in the context of urine formation inside a nephron. (CBSE 2024)

High Order Thinking Skills (HOTS) Questions (60–80 Words)

1. Analysis shows that the blood plasma exiting via the renal vein contains a significantly lower concentration of nitrogenous wastes than the blood entering through the renal artery. **Explain** the selective filtration process that accounts for this difference.
2. If a patient's glomerular filtration membrane develops abnormally large structural tears due to an infection, **predict** what unusual macromolecules will appear in their routine urinalysis report.

Marking Scheme Matrix (For Self-Evaluation)

Question Category	Suggested Word Limit	Key Assessment Criteria
Short Answer (PYQs)	30 – 50 words	Mention direct scientific terms, write equations, and keep explanations precise.
HOTS Questions	60 – 80 words	Explain cause-and-effect relationships and apply concepts to problem scenarios.

SOCIAL STUDIES

OBJECTIVE –

- To engage students in independent, creative, fruitful & analytical work during the summer break.
- To enhance understanding of the prescribed syllabus through visual and project-based learning.
- To encourage the habit of organized note-making using mind maps for effective revision.
- To help students prepare systematically for their CBSE Board Project and Final Exams.

TASK – MIND MAP SCRAPBOOK –

INSTRUCTIONS –

- Use a scrapbook or A4 scrapbook sheets to prepare mind maps.
- Make mind map for the chapter covered in the classroom.
- The mind map should be colorful, neat, and well-organized.
- It must include all the major key points, dates, names, themes, and concepts from the chapter.
- Use diagrams, icons, arrows, and symbols to make it engaging.
- Students will continue to add mind maps of future chapters in the same scrapbook.

FORMAT –

- Central Idea/Theme in the center.
- Branches for:
 - Important Sub-topics
 - Dates and Timelines
 - Key Terms and People
 - Visual/Diagrammatic Links
 - Concept Summary
 - Use color codes for easy understanding.

CRITERIA FOR MIND MAP	Clarity and Content Coverage	Visual Appeal and Creativity	Organization and Structure	Relevance and Accuracy	On Time	Total
MARKS	05	05	05	05	05	25

INFORMATION TECHNOLOGY

Solve the attached Question Paper of Board (IT) in your fair notebook.

Project work/file:

○ Guidelines:

- The file should consist of Introduction page, Acknowledgement page, Index, and 6 to 9 pages of proper explanation and images.
- Every student will create a file on:
 - Digital Documentation – Template, Table of Content, Mail Merge
 - Electronic Spreadsheet – Data Consolidation, Scenario, Goal Seek
 - RDBMS – Queries on Create table, Insert, Select, Update, Select with Where clause.

Question Paper is attached below in the next page

General Instructions :

- (i) Please read the instructions carefully.
- (ii) This question paper consists of **21** questions in **two** Sections : **Section A** and **Section B**.
- (iii) **Section A** has Objective type questions, whereas **Section B** contains Subjective type questions.
- (iv) 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.
- (v) All questions of a particular section must be attempted in the correct order.
- (vi) **Section A : Objective Type Questions (24 marks) :**
 - (a) This section has **5** questions.
 - (b) There is no negative marking.
 - (c) Do as per the instructions given.
 - (d) Marks allotted are mentioned against each question / part.
- (vii) **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)

1. Answer any **4** out of the given **6** questions on Employability Skills. $4 \times 1 = 4$
- (i) The school is organizing a Career Counselling Workshop. Which of the following will be the most effective method of communication to inform all students of the school ?
 - (A) Face-to-face informal communication
 - (B) Notice/Poster
 - (C) Phone call
 - (D) Meet everyone in person



- (ii) Which of the following is the most suitable term for the ability to regulate one's own emotions and help others also to do the same ?
- (A) Managing emotions
 - (B) Harnessing emotions
 - (C) Knowing emotions
 - (D) Suppressing emotions
- (iii) Roshin studies in class X and is practising hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of _____ .
- (A) Self-awareness
 - (B) Self-motivation
 - (C) Influential motivation
 - (D) Emotional intelligence
- (iv) A _____ is a location where a group of files can be stored in the computer.
- (A) Folder
 - (B) SMPS
 - (C) CMOS
 - (D) UPS
- (v) Which of the following is a myth about entrepreneurs ?
- (A) An entrepreneur should be confident and should be able to take decisions.
 - (B) Every business idea must be unique or special.
 - (C) An entrepreneur should keep trying new ideas.
 - (D) An entrepreneur should be creative and should have different solutions to the problem.
- (vi) Which one of the following is the most important factor for sustainable development and helps us become aware of our role as a responsible citizen ?
- (A) Sports
 - (B) Education
 - (C) Business
 - (D) Illiteracy

2. Answer any 5 out of the given 6 questions.

5×1=5

- (i) Ravi has to prepare a project report. He wants to save certain formatting features and then apply them on the project report. He can use the _____ feature of OpenOffice Writer.
- (A) Styles (B) Image
(C) Mail Merge (D) Preview
- (ii) During a recent excursion, Roshni has taken some pictures for making a report in Writer. She wants to increase the contrast of the images. Which one of the following image filters should she use in Writer ?
- (A) Aging (B) Mosaic
(C) Sharpen (D) Smooth
- (iii) Which one of the following image arrangement options in Writer sends the drawing object behind the text ?
- (A) To background (B) To foreground
(C) Behind the text (D) Back one
- (iv) _____ feature of Writer is based on different types of heading styles and is used to give the listing of the contents of the document.
- (A) Table of Heading (B) Index
(C) Label of Contents (D) Table of Contents
- (v) _____ is the default template for the files being created in Writer.
- (A) Resume template (B) Project Report
(C) Blank document (D) Chapter
- (vi) Shanta is creating a project report in Writer and wants to apply the same style on headings / titles in the entire document as she has done at the beginning of the document. She can use the _____ feature of Writer to apply the same format on each line / word, wherever needed.
- (A) Fill Style (B) Fill Format
(C) Apply Feature (D) Apply Character



3. Answer any 5 out of the given 6 questions.

5×1=5

- (i) To add your own comments in Calc, select _____ → Track changes → Comment.
- (A) File (B) Edit
(C) Insert (D) Data
- (ii) To add a new sheet in the spreadsheet, click on the _____ sign located at the left bottom of the spreadsheet.
- (A) * (B) /
(C) % (D) +
- (iii) _____ is a set of values that can be used within the calculations in the spreadsheet to explore and compare various alternatives depending on changing conditions.
- (A) Sort (B) Filter
(C) What-if Scenarios (D) Comments
- (iv) The recorded macros are actually stored as _____.
- (A) a set of instructions in a programming language.
(B) a sequence of data cells
(C) a document
(D) a list of values
- (v) Which creating a hyperlink in calc, if the complete path along with filename is given then it is an example of _____.
- (A) Relative hyperlink (B) Mixed hyperlink
(C) Absolute hyperlink (D) Folder hyperlink
- (vi) This tool in Calc allows you to create a group of cells automatically and apply common functions like sum, average on the grouped data. It is known as _____ tool.
- (A) Sum (B) Subtotal
(C) Function (D) Common



- (i) _____ is the database software that is used to create, manipulate and manage data.
- (A) Ingress (B) Writer
(C) Paint (D) Windows
- (ii) The process of arranging data in ascending or descending order is known as _____ .
- (A) Filtering (B) Tracking
(C) Purification (D) Sorting
- (iii) With reference to LibreOffice Base, which of the following is a valid data type to indicate the monetary values ?
- (A) Money (B) Currency
(C) Rupee (D) Dollar
- (iv) Data can be retrieved and displayed from one or more tables in a DBMS using a _____ .
- (A) Referential integrity (B) Domain
(C) Query (D) Field
- (v) While designing a form, it is suggested to get the date input by adding the _____ to the date field to prevent entering invalid dates.
- (A) Calendar (B) Text input
(C) Timer (D) Number input
- (vi) While designing a form, titles, headings or sub-headings may be added using _____ tool available on the Form Controls tool box.
- (A) Textbox (B) Label
(C) Title (D) Heading



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

5×1=5

- (i) _____ is a state of physical, mental and social well-being.
- (A) Richness (B) Popularity
(C) Health (D) Activity
- (ii) Which one of the following is a class B ignition material ?
- (A) Paper (B) Gas
(C) Electrical equipment (D) Potassium
- (iii) The _____ has prepared the policy to provide employees with a healthy and safe work environment.
- (A) GoIT (B) DoIT
(C) ToIT (D) SoIT
- (iv) RSI stands for :
- (A) Recurring Syndrome Injury (B) Repetition Symptom Injury
(C) Recessive Stress Injury (D) Repetitive Strain Injury
- (v) _____ is the science that deals with designing and arranging the things at workplace so that people can use them easily and safely.
- (A) Health science (B) Ergonomics
(C) Fixture science (D) Work Economics
- (vi) Which one of the following is a wrong safety guideline ?
- (A) Store all cleaning chemicals in tightly closed containers in separate cupboards.
(B) Never distract the attention of people who are working near a fire or with some machinery, tools or equipment.
(C) Wear loose clothing or jewellery while working with machines.
(D) Make sure all areas have proper lighting.
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Section B
(Subjective Type Questions)

(26 marks)

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

- 6.** Briefly explain the meaning of any 2 C's out of the 7 C's of effective communication.
- 7.** What is Stress management ?
- 8.** Give any four tips to keep the computer in perfect working condition.
- 9.** Mention any four main functions of an entrepreneur.
- 10.** Explain any two problems related to sustainable development.

Answer any **4** out of the given **6** questions in **20 – 30** words each.

4×2=8

- 11.** Out of various style categories provided by Writer, briefly explain Frame style category in brief.
 - 12.** What is a Macro ? Give any two rules that should be followed while naming a Macro or module in Calc.
 - 13.** What is the main purpose of Goal Seek in Calc ? Give an example to support your answer.
 - 14.** What are the important prerequisites for setting a relationship between two tables in LibreOffice Base ? Mention any two.
 - 15.** For a computer workplace, give any two health and safety requirements while using a keyboard.
 - 16.** Excessive use of computers might have a bad impact on your vision. Give any two eye-related problems that might arise due to long hours spent on a computer.
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17. (a) What is the benefit of grouping drawing objects in Writer ?
- (b) Differentiate between text wrapping and image alignment feature in Writer.
18. Mr. Amit, Sales Manager of ABC Sales Corporation has created a spreadsheet in LibreOffice Calc that lists Sales for different years in different regions in different worksheets. He wants to summarize and make certain decisions based on it.
- Help him by answering the following questions :
- (a) Which tool in Calc can be used to combine the sales data from multiple sheets into a single summary sheet ?
- (b) Name the Menu Option and Sub-Menu Option that can be used to generate combined summary of all the worksheets.
- (c) Name the function that can be used to display total of all sales.
- (d) He wants to open a summary document stored at a different location from within the sheet by clicking on a text stored in a cell. How can it be done ?
19. Imagine that you have been signed a contract of handling fire safety and emergency in a company. You need to spread awareness on fire safety and emergency handling to the employees.
- Answer the following questions :
- (a) Give any two fire prevention measures at the workplace.
- (b) Give any two basic emergency handling procedures at the workplace.
20. (a) Give any two advantages of relating two tables in a database.
- (b) Explain many-to-many relationship between the tables in a database.



21. Consider the following table :

Table : Student

Student_ID	Name	Age	Phone_Number
S001	Amit	15	9876543210
S002	Priya	16	8765432109
S003	Priya	15	7654321098

Answer the following questions :

- (a) You are given the task to design the student database for your school in LibreOffice Base. Based on the given table structure, suggest the datatype of student_id and age field that would be suitable to store student's-id and age respectively.
- (b) As a database administrator, you need to ensure each student has a unique identifier. Which field in the table would you choose as the primary key and why ?
- (c) Identify the field that can serve as an alternate key. Justify your answer.
- (d) How many attributes and records are present in the above shown table ?

