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FOR GOA CLASS 10 PREPARATION

Goa Board Class 10 Sample Paper 2027 Domestic Data Entry Operator

EXAM	YEAR	TYPE
Goa Class 10	2027	Sample Paper

Time : 1½ Hours **Subject : DOMESTIC DATA ENTRY OPERATOR**

STD X **Subject Code - 1100**

Total No. of Questions : 33 **(Printed Pages: 05)** **Maximum Marks :30**

INSTRUCTIONS:

(i) All questions are compulsory.
(ii) Figures to the right indicate full marks.
(iii) Write the question numbers clearly
(iv) Each question, including multiple- choice questions, shall be answered only once. Multiple responses to the same answer book shall render the response invalid and no marks shall be awarded.

Select the most appropriate alternative given below each statement and rewrite the complete sentence:

1. In non-verbal communication, sitting straight while resting is a good_____ ½

- Expression
- Gesture
- Posture
- Eye contact

2. The key combination _____ is used to select the entire document. ½

- Ctrl + A
- Ctrl + V
- Ctrl + X
- Ctrl + P

3. The Entrepreneur is _____ for his own decisions. ½

- Sorry
- Helpful
- Responsible
- Unhappy

4. Farming that avoids the use of chemical pesticides and fertilizers is known as_____ farming. ½

- Organic
- Commercial
- Industrial
- Conventional

Answer the following in one sentence each:

5. How does effective communication help us? 1

6. Define open-source software. Give one example. 1

Answer the following in *two* sentences each:

7. Explain time management and give any two examples. 2

State whether the following statements are true or false:

8. Maintaining eye contact is a positive facial expression. ½

9. Tons of plastic are found in the seas, helping marine life. ½

Give a single term for the following:

10. A device that allows to select an item on the screen. ½

- Monitor
- Speaker
- Mouse
- Printer

11. The process of starting and running a business by identifying opportunities, using innovation, and taking risks is called _____. ½

- Enterprise
- Entrepreneurship
- Employment
- Business plan

Answer the following in *one* sentence each:

12. What is the purpose of a What-If Scenario in LibreOffice Calc? 1

13. Name any two examples of DBMS software. 1

Answer the following in *two* sentences each:

14. Differentiate between : Number and Decimal data type (two points) 2

15. Explain Resize and Crop with respect to an image in a Document (two points) 2

Select the most appropriate alternative given below each statement and rewrite the complete sentence:

16. _____ option in LibreOffice Writer is used to change page size. ½

- Insert > Page
- Format > Page Style
- Tools > Page Settings
- View > Layout

17. _____ is NOT a type of text data type. ½

- Memo
- Varchar
- Float
- Char

18. The SUM() function is used to _____ ½

- Add numbers
- Find the average
- Count numeric values in a range
- Count the number of characters in a range.

19. The Design view of Table Creation window in LibreOffice Base is divided into _____ sections or panes. ½

- 2
- 3
- 4
- 5

Answer the following in *one* sentence each:

20. Name any two types of formatting tools in LibreOffice Writer. 1

21. Define absolute cell referencing in LibreOffice Calc. 1

Answer the following questions:

22. Explain "Paragraph Formatting" in LibreOffice Writer. 2

23. What is a digital image and how can you create one? 2

Match the following items in Column A with the correct items in Column B and write the correct pair: 1

	ColumnA		ColumnB
24.	Foreign key	(*a*)	Finding out the input for the Specific output
25.	Goal Seek	(b)	Finding the sum
		(c)	Uniquely identify Records of another table
		(d)	Unique identity of table

Compare the Co-ordination in first pair and complete the second pair:

26. Key that uniquely identifies a row in a table → Primary Key

Key that builds a relation between two tables → ..... ½

27. Ctrl + O → Open

Ctrl + X→ ..... ½

Select the most appropriate alternative given below each statement and rewrite the complete sentence:

28. This helps us to jump to a document stored at a different location from within a document. ½

- Copying link
- Absolute referencing
- Hyperlink
- Relative referencing

29. Details of your document like Page No, No of Pages are displayed on the _____ ½

- Standard toolbar
- Status bar
- Title bar
- Formatting toolbar

Answer the following in *one* sentence each:

30. State the use of Goal Seek in LibreOffice Calc. 1

31. Give one point of difference between a Candidate Key and an Alternate Key? 1

32. Name any two image filters in LibreOffice Writer. 1

Answer the following in two sentences each:

33. Radha is a Sales person, who wants to plan sales for the next quarter. She has to decide how many units of each car model she expects to sell.

(i) Which analysis tool do you think will help her? 1

(ii) How will it help her in analysis? 1

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MODEL ANSWER KEY

1. Posture ½
2. Ctrl + A ½
3. Responsible ½
4. Organic ½

5. Communication is important because it helps in sharing ideas, thoughts and information effectively. 1

6. Open-source software is software whose source code is freely available for users to view, modify, and distribute. Example: Linux, Mozilla Firefox, Scratch, Blender. 1

7. Time management is the process of planning and organizing how to divide time effectively between different activities to increase productivity.
Example: Making a daily timetable or to-do list and following it helps to complete tasks on time and avoid stress. 2

8. True ½
9. False ½
10. Mouse ½
11. Entrepreneurship ½

12. A What-If Scenario in LibreOffice Calc is used to analyze how changing different input values affects the result of a formula. 1

13. Two examples of DBMS software are LibreOffice Base and MySQL. 1

14. Number Data Type -Stores numerical values, generally whole numbers. 2
Example: 25, 100, 500
Decimal Data Type - Stores numerical values that contain decimal/fractional values.
Example: 25.50, 100.75, 500.25

15. **Resize** changes the height and/or width of an image while retaining the image content. 2
Crop removes unwanted portions of an image to show only the required part.

16. Format > Page Style. ½
17. Float. ½

18. Add numbers ½

19. 2 ½

20. Two types of formatting tools in LibreOffice Writer are Character Formatting and Paragraph Formatting. **1**

21. Absolute cell referencing is a cell reference that remains fixed when a formula is copied to another cell, represented using the $ symbol, such as $A1$. **1**

22. Paragraph Formatting refers to changing the appearance and layout of a paragraph, such as alignment, indentation, spacing, line spacing, and borders. It helps organize the text and improve the readability of a document. **2**

23. A digital image is a picture made up of tiny dots called pixels, stored in electronic form. You can create one using a digital camera, scanner, smartphone or graphic software like MS- Paint, Photoshop or Gimp. **2**

24. Uniquely identify records of another table. ½

25. Finding out the input for the specific output. ½

26. Foreign Key ½

27. Cut ½

28. Hyperlink ½

29. Status bar ½

30. Goal Seek in LibreOffice Calc is used to find the required input value to achieve a desired output. **1**

30. All the field values that are eligible to be the primary key are the candidate keys, the keys that do not become the Primary keys are the Alternate keys for that table. **1**

32. Two image filters in LibreOffice Writer are Invert, Grayscale and Aging. (Any 2) **1**

33. (i) The analysis tool that she can use is the What-if Scenario. **2**

(ii) What-if Scenario makes it easy to compare different results. This tool helps in decision making and planning by allowing users to consider multiple possibilities.