

Government of Karnataka

Karnataka Secondary Education Examination Board

Question Paper

ANSWER KEY

A

CCE RF
Revised Syllabus

NSQF LEVEL-2

KARNATAKA SCHOOL EXAMINATION AND ASSESSMENT BOARD,
MALLESHWARAM, BENGALURU – 560 003
NSQF LEVEL-2, MARCH/APRIL 2025 EXAMINATION-1

MODEL ANSWERS

Date : 04. 04. 2025] **CODE NO. : 86-EK**

Subject : Information Technology

(English Medium)
(Regular Fresh)

[Max. Marks : 60

Qn. Nos.	Value Points	Total	
	PART-A		
I.	***Four* alternatives are given for each of the following questions / incomplete statements. Choose the correct alternative and write the complete answer along with its question number and alphabet :** **3 × 1 = 3**		
1.	"Sham bought a pen; he has a great pen collection." The pronoun in this sentence is (A) Sham (B) bought (C) he (D) has **Ans.** (C) he		1
2.	Ravi works hard to get the best student award at the end of year. What type of motivation is this ? (A) Internal (B) External (C) Emotional skill (D) Overconfidence **Ans.** (B) External		1

Qn. Nos.	Value Points	Total	
3.	The valid file extension for notepad file is (A) .jpg (B) .doc (C) .text (D) .txt **Ans.** (D) .txt		1
II.	**Answer the following questions : 2 × 1 = 2**		
4.	Why is 'enter key' used in computer ? **Ans.** It is the one of the most important functional key in the computer to move the cursor to the beginning of a new line.		1
5.	Write any two basic ways in which people can help for sustainable development goals. **Ans.** i) Quality education ii) Clean water and sanitation iii) Affordable and clean energy iv) Decent work and economic growth v) Reduce in equalities. (any *two*)	½ ½	1
III.	**Answer the following questions : 2 × 2 = 4**		
6.	What is time management ? **Ans.** Time management is the ability to plan and control, how you spend the hours of your day well and do all that you want to do. **OR** How do you find your weakness ? **Ans.** i) Point out the areas, where you struggle and the things you find difficult to do. ii) Be open to feedback and accept your weakness without feeling low about it. Take it as an area of improvement. iii) Look at the feedback others usually give you.	2 1 1	2 2

Qn. Nos.	Value Points	Total	
	(any *two*)		
7.	Mention four qualities one should have to become a successful entrepreneur.		
	Ans.		
	i) He/she must believe in her/him self.		
	ii) He/she should be confident and take business decisions.	½	
	iii) If the idea did not work but it is okay then keep trying new ideas.	½	
	iv) Running his/her business is difficult, but he/she is patient because he/she knows that success will come soon.	½	
	v) He/she gives a creative and different solution to the problem that is why she/he is successful.	½	
	(any *four*)		2
IV.	**Answer the following question : 1 × 3 = 3**		
8.	Explain the meaning of verbal communication. Write its advantages and disadvantages.		
	Ans.		
	Verbal communication includes sounds, words, language and speech speaking is one of the most effective and commonly used way of communicating.	1	
	Advantages :		
	i) It is an easy mode of communication in which you can exchange ideas by saying what you want and get a quick response.	1	
	ii) Verbal communication also enables you to keep changing your interaction as per the other person's response.		
	Disadvantages :		
	It depends on written or spoken, words, sometimes the meaning can be confusing and difficult to understand if	1	3

Qn. Nos.	Value Points	Total
	the right words are not used.	
	PART-B	
V.	***Four* alternatives are given for each of the following questions / incomplete statements. Choose the correct alternative and write the complete answer along with its question number and alphabet :** **7 × 1 = 7**	
9.	Track changes option is available under the menu (A) File (B) Edit (C) View (D) Insert **Ans.** (B) Edit	1
10.	The file extension of spreadsheet is (A) .odb (B) .odt (C) .odg (D) .ods **Ans.** (D) .ods	1
11.	The option available in what-if analysis tool is (A) Data (B) Insert (C) Edit (D) Run **Ans.** (A) Data	1
12.	A DBMS software in the following is (A) Writer (B) Open office base (C) MS Excel (D) Calc **Ans.** (B) Open office base	1
13.	The object that refers to questions from the database is (A) Report (B) Table	1

Qn. Nos.	Value Points	Total
	(C) Query (D) Forms	
	Ans. (C) Query	
14.	The menu that contains the relationship option in the following is	
	(A) Edit (B) File	
	(C) Tools (D) View	
	Ans. (A) Edit	1
15.	If eyes get dry while working with computers, then we should	
	(A) not blink the eye	
	(B) continue working	
	(C) do simple exercise of eyes	
	(D) sit and sleep in front of computer	
	Ans. (C) do simple exercise of eyes	1
VI.	**Fill in the blanks with suitable answer : 4 × 1 = 4**	
16.	The shortcut key to open template dialog box is	
	Ans.	
	Ctrl + Shift + N	1
17.	"IDE" stands for	
	Ans.	
	Integrated Development Environment	1
18.	The details associated with an entity is called	1

<table>
<tr><th>Qn. Nos.</th><th>Value Points</th><th colspan="2">Total</th></tr>
<tr><td></td><td>Ans.
Attributes</td><td></td><td></td></tr>
<tr><td>19.</td><td>The pH value of water can be measured through ..... analysis.
Ans.
Chemical</td><td></td><td>1</td></tr>
<tr><td>VII.</td><td>Data types are given in Column-A and their examples are given in Column-B. Match them and write answers with alphabet : 4 × 1 = 4</td><td></td><td></td></tr>
<tr><td>20.</td><td>
<table>
<tr><th>Column-A</th><th>Column-B</th></tr>
<tr><td>i) Numeric</td><td>a) True / False</td></tr>
<tr><td>ii) Varchar</td><td>b) 22/05/2019</td></tr>
<tr><td>iii) Boolean</td><td>c) $ 100</td></tr>
<tr><td>iv) Binary</td><td>d) Address</td></tr>
<tr><td></td><td>e) Arithmetic operation</td></tr>
<tr><td></td><td>f) Digitized images and sounds</td></tr>
<tr><td></td><td>g) Memo</td></tr>
</table>
Ans :
i) e) Arithmetic operation
ii) d) Address
iii) a) True / False
iv) f) Digitized images and sounds</td><td>1
1
1
1</td><td>4</td></tr>
<tr><td>VIII.</td><td>Answer the following questions : 4 × 1 = 4</td><td></td><td></td></tr>
<tr><td>21.</td><td>What is the use of fill format ?</td><td></td><td>1</td></tr>
</table>

Qn. Nos.	Value Points	Total	
	Ans.		
	Fill format is used to style scattered – Pages, tables, frames in a document.	1	
22.	Mention the use of Goal seek in spreadsheet.		
	Ans.		
	Goal seek helps in finding out the input for the specific output.	1	1
23.	Write any two types of data models.		
	Ans.		
	❖ Hierarchical Data Model		
	❖ Network Data Model	½	
	❖ Relational Data Model. (Write any *two*)	½	1
24.	What is primary fire emergency telephone number ?		
	Ans.		
	101	1	1
IX.	**Answer the following questions : 4 × 2 = 8**		
25.	Write the steps to insert an image to a document using drag and drop option.		
	Ans.		
	Step1: Open the document to insert an image in writer	½	
	Step 2: Open a file browser window (Win + E) and select the image file to be inserted.	½	2

Qn. Nos.	Value Points	Total	
	Step 3 : Drag the image into the document.	½	
	Step 4: Drop it, where you want it to appear in the document.	½	
26.	Mention any four categories of style.		
	Ans.		
	❖ Page		
	❖ Paragraph	½	
	❖ Character	½	
	❖ Frame	½	
	❖ List	½	
	❖ Table (Write any *four*)		2
27.	Name the four components of user interface in LibreOffice base.		
	Ans.		
	❖ Title bar	½	
	❖ Menu bar	½	
	❖ Standard tool bar	½	
	❖ Status bar	½	2
	OR		
	Mention any four advantages of DBMS.		
	Ans. :		
	❖ Organized storage	½	
	❖ Data analysis	½	
	❖ Data sharing	½	
	❖ Minimal data redundancy	½	
	❖ Data consistency		2

Qn. Nos.	Value Points	Total	
	❖ Increases efficiency		
	❖ Increasers validity		
	❖ Security. (write any *four*)		
28.	Write the steps for Resizing an image in LibreOffice.		
	Ans.		
	Step 1 : Click on the image inserted in the previous activity.		
	Step 2: Position the pointer over one of sizing handler. The pointer changes shape indicating the direction of resizing.		
	Step 3: Click and drag to resize the image.	½	
	Step 4: Release the mouse button when satisfied with new size and observe that the size of the image is reduced.	½ ½ ½	2
X.	**Answer the following questions : 3 × 3 = 9**		
29.	In LibreOffice writer, explain the steps to load styles from a document.		
	Ans.		
	❖ Step 1: Click on load styles in styles menu.	½	
	❖ Step 2 : Choose the category of your document.	½	
	❖ Step 3 : Find and select desired template to copy styles.	½ ½	
	❖ Step 4 : Select types of styles such as character, frame, pages.	½	3

Qn. Nos.	Value Points	Total	
	❖ Step 6: Select desired document from the computer.	½	
	OR		
	Explain the steps to create a template.		
	Ans.		
	❖ Step 1 : Open the document in LibreOffice.		
	❖ Step 2 : Select File → Templates → Save	½	
	❖ Step 3 : Type name of the new template	½	
	❖ Step 4 : Select the category of template.	½	
	❖ Step 5 : Click and select set as default template	½	
	❖ Step 6 : Click ok button to save the template.	½	3
30.	Explain any three settings that control the position of an image in a document.		
	Ans.		
	❖ <u>Arrangements</u> :		
	In overlapping objects arrangements determine the portion of the current drawing with respect to other drawings or text.	1	
	❖ <u>Anchoring</u> :		
	It acts as a reference point for image or drawing. Anchoring allows an image to retain its position to a page, paragraph, character or frame.	1	
	❖ <u>Alignment</u> :		
	It allows vertical or horizontal placement of the image with respect to its anchor.		
	❖ <u>Text wrapping</u> :		
	It allows the placement of image in relation to text. Text wrapping tools are available under drawing		3

Qn. Nos.	Value Points	Total	
	object properties toolbar. These are six choices, namely wrap off, page wrap, optional page wrap, wrap left, wrap right, wrap through, in the order of their appearance from the left to right.(write any	1	
31.	Explain the following emergency handling procedures :		
	a) First aid		
	b) Electrical safety		
	c) Evacuation		
	Ans.		
	a) <u>First Aid</u> :		
	Should be quickly accessible to the employees. It should contain all the important items for first aid required to deal with common problems such as cuts, burns, headaches and muscle cramps.	½ ½	
	b) <u>Electrical safeties</u> :		
	Employees must be provided with instructions about electrical subjects such as keeping water and food items away from electrical equipment.	½ ½	
	c) <u>Evacuation</u> :	½	
	It is critical for employee to know who is the coordinator or authority to make decisions during emergencies.	½	3
XI.	**Answer the following questions : 3 × 4 = 12**		
32.	Explain the steps to apply subtotal tool in spreadsheet.		
	Ans.		
	❖ Step 1 : Open the LibreOffice calc.	½	
	❖ Step 2 : Click on data menu and choose subtotals	1	
	❖ Step 3 : Choose the column in the group by subtotal in the list.	1 ½	4

Qn. Nos.	Value Points	Total	
	❖ Step 4 : Calculate subtotals	½	
	❖ Step 5 : Select the desired function	½	
	❖ Step 6 : click on ok button.		
33.	Write the steps for using what-if analysis tool in a spreadsheet.		
	Ans.		
	❖ Step 1 : Open LibreOffice calc.		
	❖ Step 2 : Enter the data in the cells and then enter formula to calculate result from values in other cells	½	
	❖ Step 3 : Create an array of input values on the basis of which the output is to be generated using the formula.	½	
	❖ Step 4 : Select the cell range of input array and output array	½	
	❖ Step 5 : Click on Data → Multiple	½	
	❖ Step 6 : Enter the cell address in the formula box	½	
	❖ Step 7 : Enter the cell address of the cell which is a variable and is used formula in column input cell box	½ ½	4

Qn. Nos.	Value Points	Total	
	❖ Step 8 : Click on ok will generate all the possible output.	½	
	OR		
	Write the steps to record macro in a spreadsheet.		
	Ans.		
	❖ Step 1 : Open LibreOffice calc		
	❖ Step 2 : Click on Tools →macro and then click on record macro	½	
	❖ Step 3 : recording of actions starts and small alert will be displayed	½	
	❖ Step 4 : Start taking actions that will be recorded.	½	
	❖ Step 5 : Open the basic Macros Window to save and run the created macro.	½	
	❖ Step 6 : To save the macro	½	
	❖ Step 7 : The name of the macro.	½	
	❖ Step 8 : Click on save button.	½	4
34.	Define the following terms in DBMS and give example for each of them :		
	i) Entity		
	ii) Table		
	iii) Field		
	iv) Record		
	Ans.		

Qn. Nos.	Value Points	Total	
	i) Entity :		
	It is a real world object about which information is to be stored in a database.	½	
	eg: Admission number, roll number, name, father's name, date of birth etc.	½	
		½	
	ii) Table :	½	
	A Table is a collection of logically related records.	½	
	eg.: Employee name, designation, department.		
	iii) Field :	½	
	A Field is the smallest entity in the database.		
	eg.: Employee name.	½	
	iv) Record :		
	The data values for all the fields related to a person or object is called record.	½	4
	eg.: Name, designation, Department.		
	OR		
	Define the following terms in DBMS and give example for each of them :		
	i) Primary key		
	ii) Foreign key		
	iii) Candidate key		
	iv) Alternate key		
	Ans.:		

Qn. Nos.	Value Points	Total	
	i) <u>Primary Key</u>:		
	A field that indentifies a row in a table.	½	
	e.g.: Roll number in a student table	½	
	ii) <u>Foreign Key</u> :		
	A field that identifies records to another table.	½	
	e.g.: Enrollment number in a student table.	½	
	iii) <u>Candidate key</u> :		
	A field value that are eligible to be the primary key are the candidate keys for that table.	½	
	e.g.: Student Marks in a student table	½	
	iv) <u>Alternate Key</u>:		
	Out of the candidate keys, one or two are made as primary keys.	½	
	e.g.: Roll number in student table.	½	4

AglaSem Earn While You Learn Program!

Share your recent question papers with us and get paid!
अपने हाल के प्रश्न पत्र हमें भेजें और कमाएँ!

To participate, email us with the following details:
भाग लेने के लिए हमें निम्न विवरण के साथ ईमेल करें:

- Your Name
- Your Class
- Your Board
- Details of the Question Papers you have
  आपके पास उपलब्ध प्रश्न पत्रों का विवरण

Our team will reach out to you with the next steps.
हमारी टीम आगे की प्रक्रिया के लिए आपसे संपर्क करेगी।

Email: **support@aglasem.com**

Study Materials

aglasem.com

Model Papers

Sample Papers

Half Yearly Sample Papers

Important Resources

Periodic Table

Writing Skills / Formats

Maps of India / World

Notes

- [ ] Class 6 Notes
- [ ] Class 7 Notes
- [ ] Class 8 Notes
- [ ] Class 9 Notes
- [ ] Class 10 Notes
- [ ] Class 11 Notes
- [ ] Class 12 Notes

Books and Solutions

NCERT Books

NCERT Book Solutions

HC Verma Chapter Wise Solutions

RD Sharma Solutions

CGBSE Solutions