

# Part - A

## Employability Skills

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### Fill in the blanks/Very Short Questions

1. Not stating instructions clearly is an example of \_\_\_\_\_.
2. If you have a totally different viewpoint from your team mates on the way a training programme is to be planned, you have a \_\_\_\_\_.
3. Identify the position of the taskbar on the desktop. Is it at the top, bottom, left or right?
4. What is the name given to the screen that appears after Windows operating system is loaded?
5. Small images on the desktop are called \_\_\_\_\_.
6. Name the icon that provides access to all the drives, files and folders on a computer \_\_\_\_\_.
7. Name the button to the left of the taskbar \_\_\_\_\_.
8. Picture for the desktop background is called \_\_\_\_\_.
9. How can you delete a folder?
10. Mention any two features of word processors.
11. Name the three buttons present to the right of the Title bar. \_\_\_\_\_
12. How can you select entire document using the keyboard?
13. Name the command used to reverse the last action.
14. Physical exercise in the form of \_\_\_\_\_, \_\_\_\_\_ to relieve stress as they stabilize mood, improve self-esteem and induce sleep.
15. An \_\_\_\_\_ is a person who establishes a business or a venture that generates some value to the customer and proves to be profitable for him.
16. An economy is called Green economy when it is based on the principles of \_\_\_\_\_.
17. \_\_\_\_\_ serves as an interface between the user and computer.
18. Vacationing helps in \_\_\_\_\_ individuals.

### Short Questions

1. What is communication?
2. What is writing?
3. What do you mean by Phrase and write the types of phrases?
4. What is a sentence?
5. Write the types of sentences.
6. Define Part of Speech and explain any two parts of speech.
7. What is a paragraph and how to construct a paragraph?
8. Describe the format of article writing.
9. What are the Barriers to Effective Communication?
10. What do you mean by communication barrier?
11. Define any 2 communication barrier.
12. How to handle barriers to communication?
13. Explain any two 7Cs of Communication. **(Imp)**
  
14. What do you mean by an Operating System?

15. write the types of an Operating system.
16. Mention any three functions of operating system.
17. Name any three mobile operating systems and computer operating systems.
18. Define any 2 types of an operating system.
19. What do you mean by File System?
20. How to create a folder and rename it?
21. Mention any one way in which can create a new folder.
22. Define following
  - a) Icon
  - b) Task bar
  - c) Recycle bin
23. What are the steps to permanent delete your files from computer?
24. How to restore Files/Folders from recycle bin?
25. What is the difference between moving and copying a folder?
26. Differentiate between file and folder.
27. What is the possible cause of slowing down of computer?
28. What general precautions should you take while cleaning the computer components?
29. List some of the maintenance activities for the computer system.
30. Define Computer Virus.
31. How to prevent virus infection?
32. What are the common signs of a virus attack?
33. What is the use of antivirus software? Name any two commonly used anti-virus software.
34. What are the steps to removing temporary files from the computer?
35. What do you mean by Word Processor?
36. Write the application names comes in Apache OpenOffice Package.
37. Explain the components of OpenOffice Writer Window.
38. Write Keyboard shortcuts for the following commands:
  - a) New
  - b) Open
  - c) Save
  - d) Cut
  - e) Copy
  - f) Paste
  - g) Bold
  - h) Italic
  - i) Underline
  - j) Find
  - k) Replace
  - l) Go to
  - m) Undo
  - n) Redo
  - o) Spelling & Grammar check
39. What is the difference between Save and Save As options of File menu?
40. Differentiate Delete and Backspace.
41. Define change case.

42. How many origins can have stress causal?
43. Define any two stress casual agents.
44. What is the importance of stress management?
45. Define any three Stress Management Techniques.
46. What are Importance of the Ability to Work Independently?
47. How to Enhancing Ability to Work Independently?
  
48. What do you mean by Entrepreneurship development?
49. What are the objectives of Entrepreneurship development?
50. Define any three Initiatives for Entrepreneurship Development.
51. Write some positive impact on society by Entrepreneurship.
52. Define any three types of Entrepreneurship.
53. Write some functions of an entrepreneur.
54. Define Role of Entrepreneurs in Economic Development.
55. What are the Importance of Entrepreneurs?
56. What are the myths about Entrepreneurship? Explain any two
57. What are the advantages and disadvantages of Entrepreneurship?
  
58. List down any four factors causing ecological imbalance.
59. What do you mean by sustainable development?
60. What are the main sectors of Green Skills? Define any two
61. What do you mean by Green Economy?
62. Who are the Stakeholders of Green Economy?
63. What are Role of Government and Private agencies in Greening Economy.