HOLIDAY HOMEWORK FOR WINTER BREAK (X CLASS IT 402)

Part - A

Employability Skills

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.

Unit – 2
Word Processing (Intermediate)

SESSION 1: MODIFYING LAYOUT OF A PARAGRAPH

Fill in the blanks

1. _____ can be used to break continuous text to one or more sentences.

2. Paragraph group is available under _____.

3. Default tab stop position is _____

SESSION 2: MANAGING HEADERS

Fill in the blanks

1. _____ can be used for inserting information at the top of each page automatically.

2. Header option is available under _____ group in Insert Tab.

Short and Long Questions

1. List any five items that can be added to the header area.

SESSION 3: MANAGING FOOTERS

Fill in the blanks

1. _____ can be used for inserting information at the bottom of each page automatically.

2. The Footer option is available under _____ group in the Insert Tab.

SESSION 4: MANAGING STYLES

Fill in the blanks

1. _____ are customized options for creating professional looking documents with the minimum efforts.

2. You can change styles by using the _____ group under the Home tab.

SESSION 5: DOCUMENT TEMPLATE

Fill in the blanks

1. Templates or document templates refer to a _____ document.

2. Creating a new document based on a _____ can save you _____ because _____.

Short and Long Questions

1. Write the names of website that provide free templates.

2. What do you mean by Document Template?

SESSION 6: WORKING WITH PAGE & SECTION BREAKS

Fill in the blanks

1. _____ & _____ breaks can be used to separate a document into sections.

2. Using page breaks, you can create different _____.

3. A section break controls the _____ of the document content that _____ it, until it reaches another

section break.

4. To see a section/page break, click the _____ button.

Short and Long Questions

1. Differentiate Page & Section Break.

SESSION 7: APPLYING CHARACTER FORMATS

Fill in the blanks

1. After selecting the text you need to click the _____ in the Font group to make the font size larger than the

current font size.

2. To remove the character formatting, select the text and click on _____in the Font group.

3. On selecting _____, the first character in the first word of the selected sentence will be

converted to Capital Letter.

4. On selecting _____, the first character in all the words of the selected sentence will be

converted to Capital Letter.

Short and Long Questions

1. Explain Change Cases.

2. Write any 5 character formatting features.

SESSION 8: INSERT GRAPHICAL OBJECTS AND ILLUSTRATIONS

Fill in the blanks

1. Embedding an object _____ the document while linking an object does_____ into the

document files.

2. Readers trying to access the linked object must also have _____ file that forms that object.

3. Clip Art can help in making a document look _____and_____.

4. Clip Art is available under _____ Illustrations group in Insert Tab.

Short and Long Questions

1. List any 4 websites that offers free clip arts.

2. What are Objects in a Word processing software?

SESSION 9: TEXT WRAPPING

Fill in the blanks

1. To search for a picture, place the cursor _____ the text, click Insert Tab, and click _____under

Illustrations.

2. After you have inserted the picture, you can wrap the text by using the _____ option.

Short and Long Questions

1. List any three-word wrapping options available in a word processing software.

SESSION 10: INSERTING OBJECTS

Fill in the blanks

1. To open an embedded document, _____ it.

2. Embedded objects _____ be printed.

3. When you embed objects in a document, you may have trouble emailing it because
_____.

SESSION 11: INSERT SHAPES, SYMBOLS AND SPECIAL CHARACTERS

Fill in the blanks

1. You can insert lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and

callouts using the _____ option.

2. Symbol option is available under _____ group in the Insert tab.

Unit – 3
Spreadsheet (Intermediate)

SESSION 1: USE AUTOSUM IN CELLS

Fill in the blanks

1. _____of formulas is one of the most powerful features of electronic

spreadsheets.

2. _____ is used for adding the values given in cells automatically without writing the formula.

3. AutoSum option is available in _____ group under the Home tab.

4. AutoSum automatically selects the values around the cells either _____ or_____.

SESSION 2: CONDITIONAL FORMATTING

Fill in the blanks

1. _____conditional formatting allows you to change the formatting (font color, border, shading)

of the cells based on the values in it.

2. Conditional formatting is available under _____ Styles group in Home tab.

Short and Long Questions

1. List any five conditions/formats/items that can be used for conditional formatting.

Or

Explain Conditional formatting with a help of suitable example.

SESSION 3: HIDE / UNHIDE / FREEZE ROWS AND COLUMNS

Fill in the blanks

1. When you freeze a row, _____ remains constant.

2. Freeze Panes option is available under _____ group in _____ tab.

3. The panes are formed where your _____ is placed.

SESSION 4: SET PAGE BREAKS

Fill in the blanks

1. To insert a _____ page break, select the row below where you want to insert the page break.

2. To insert a _____ page break, select the column to the right of where you want to insert the page

break.

3. The Breaks option is available under_____ group in the Page Layout tab.

4. To return to Normal view after you finish working with the page breaks, you need to click _____ in

the _____ group under the View tab.

Short and Long Questions

1. Define Page Break and Section Break.

SESSION 5: SET PAGE LAYOUT

Fill in the blanks

1. Spread sheet software provides various page layout options for organizing pages using the_____ View.

2. Margins option is available under_____ group in the _____ tab.

3. Two types of page orientation are _____ & _____.

Short and Long Questions

1. How can you set Print Area?

SESSION 6: MANAGE WORKBOOK VIEWS

Fill in the blanks

1. Different types of views are available under _____ in the View tab.

2. The five types of views available are _____, _____, _____, _____ & _____.

3. The _____ helps you to view a selected area of a workbook.

Short and Long Questions

1. Define any three types of views available in Spreadsheet.

Or

Elaborate the five types of Views available in a spreadsheet.

SESSION 7: APPLY CELL AND RANGE NAMES

Fill in the blanks

1. Assigning names to cells in a worksheet help you to _____ specific cells.

2. The Define Name option is available under _____ group in the _____tab.

SESSION 8: CREATE MODIFY AND FORMAT CHARTS

Fill in the blanks

1. A chart is a _____ _____ of data, in which the data is represented by symbols, such as

____ in a bar chart, _____ in a line chart, or _____ in a pie chart.

2. The three tabs that are available after inserting the chart in the spreadsheet are_____ ,

_____ & _____ _____.

Short and Long Questions

1. What do you mean by chart?

2. Define 7 chart elements.

3. Define 5 chart types.

SESSION 9: SORT AND FILTER DATA

Fill in the blanks

1. Sort helps you arrange the selected data either in an_____ or _____ order.

2. Using filter you can extract data based on _____.

3. Sort option is available in _____ group under the Data tab.

4. Filter option is available in _____ group under the Data tab.

Short and Long Questions

1. Differentiate Sort & Filter.

SESSION 10: CALCULATE DATA ACROSS WORKSHEETS

Short and Long Questions

1. What are the steps to calculate data across worksheet?

SESSION 11: USING MULTIPLE WORKBOOKS AND LINKING CELLS

Fill in the blanks

1. Switch Windows option is available in _____ group under the View tab.

2. Linking cells from different _____ / _____ helps you to summarize data from different sources.

3. Linking data helps you help to keep information _____ without editing at multiple locations.

Short and Long Questions

1. What are the steps to link cells from different worksheet?

SESSION 12: SHARING WORKSHEET DATA

Fill in the blanks

1. Share Workbook option is available in _____ group under the Review tab.

2. Shared workbooks don't allow _____, _____ & inserting_____ or _____.

Short and Long Questions

1. What are the steps to share the spreadsheet?

Unit – 4
Digital Presentation (Intermediate)

SESSION 1: INSERTING A MOVIE CLIP

Fill in the blanks

1. Presentation allows the user to add _____ _____ to the presentation in order to make the presentation

colourful and meaningful.

2. You can use two options to insert a movie clip the _____ &_____.

3. The two options available under Movie option are _____ &_____.

4. Movie option is available in _____ group under the Insert tab.

Short and Long Questions

1. What are the steps to insert a video clip in a slide?

SESSION 2: INSERTING A AUDIO CLIP

Fill in the blanks

1. You can include _____ to a presentation similar to that of videos.

2. Audio Clips are used for playing _____ while making presentations.

3. Sound option is available in the Media Clips group under the _____ tab.

Short and Long Questions

1. What are the steps to insert an audio clip in a slide?

SESSION 3: WORKING WITH TABLES

Fill in the blanks

1. _____ are used to represent the statistical data meaningfully in a presentation.

2. T able option is available in _____ group under the Insert tab.

3. T wo ways to create a table are: _____ & _____.

4. Additional tabs that will be available for editing and formatting the table are _____ &_____.

Short and Long Questions

1. What are the steps to insert a table in a slide?

Or

State the purpose of creating Tables in a digital Presentation. Mention two ways to insert a table in a

presentation.

SESSION 4: WORKING WITH CHARTS

Fill in the blanks

1. Presentation enables the user to insert _____ in slides to present statistical table data in a pictorial representation.

2. Chart option is available in _____ group under the Insert tab.

Short and Long Questions

1. What are the steps to insert a chart in a slide?

SESSION 5: INSERTING TRANSITIONS

Fill in the blanks

1. _____ effects can help in increasing audience's interest during a presentation.

2. A _____ is the visual motion when one slide changes to the next during a presentation.

3. The list of transition effects will be available under _____ tab.

4. Transition effects are available in _____ group under the Animations tab.

5. _____, _____, _____, _____, _____ are some of the transition effects available in a presentation software.

Short and Long Questions

1. What do you mean by slide transition?

SESSION 6: INSERTING ANIMATIONS

Fill in the blanks

1. _____ enables you to put slide elements, such as text and graphics, in motion within a slide.

2. _____ are helpful way to make your slides look more dynamic.

3. To apply an animation, select the Animate option available in _____ group under the Animations tab.

Short and Long Questions

1. What are the effective uses of animation effects?

2. What do you mean by animation?

SESSION 7: GROUPING OBJECTS

Fill in the blanks

1. Assigning names to cells in a worksheet help you to _____ specific cells.

2. The Define Name option is available under _____ group in the _____tab.

SESSION 8: INSERTING SPEAKER NOTES

Fill in the blanks

1. _____ are guided text used by the presenter during a presentation.

2. _____ can be short or long texts that can be used as a reference by the presenter.

3. Notes page option is available in _____ group under the View tab.

Short and Long Questions

1. What do you mean by Speaker Note?

SESSION 9: REVIEWING CONTENT

Fill in the blanks

1. Set Up Slide Show option is available in _____ group under the Slide Show tab.

2. The _____ option should be used while presenting the presentation to an audience.

3. The _____ option should be used while presenting the presentation to an audience.

4. A _____ is a computer terminal featuring specialized hardware and software designed within a public

exhibit that provides access to information and applications for communication, commerce, entertainment, and

education.

SESSION 10: PREPARING TO DELIVER A PRESENTATION

Fill in the blanks

1. Presentation software includes options such as _____ spell checks for correcting errors in a

presentation.

Short and Long Questions

1. Write the tips to making an effective presentation.

Or

Write the points to be kept in mind to make an effective presentation for the audience (Mention any 5 Points).

SESSION 11: PRINT A PRESENTATION

Fill in the blanks

1. Print option is used to print _____, _____ & _____ of a presentation.

2. Handouts option is available under _____ dropdown list.

3. The _____ option is used to print only the text part of the presentation.

Short and Long Questions

     1.   What are the steps to print a presentation?

Unit – 5
Email Messaging (Intermediate)

SESSION 1: WORKING WITH CALENDAR

Fill in the blanks

1. _____ is the act of planning to stay organized that will result in increased efficiency and

productivity.

2. A _____ software provides the user an electronic version of a calendar.

3. The three view supported by a calendaring software are _____, _____ & _____.

Short and Long Questions

1. What do you mean by Time management?

2. What do you mean by calendaring software?

3. Define Outlook express.

SESSION 2: SCHEDULE AN APPOINTMENT

Fill in the blanks

1. The two ways to schedule an appointment are: _____ &_____.

2. Calendar software prompts with an _____ based on entries scheduled in the calendar.

3. _____ appointments can be used for scheduling repetitive tasks.

Short and Long Questions

1. What are the steps to schedule an appointment?

2. What do you mean by Appointment Recurrence?

SESSION 3: CATEGORIZE AN APPOINTMENT

Fill in the blanks

1. You can categorize appointments in time management software by giving specific _____ to

appointments.

Short and Long Questions

1. Write Some of the categories in the time management software.

2. How to categorize an appointment?

SESSION 4: SHARE A CALENDAR

Fill in the blanks

1. _____ your calendar helps to share various segments of your time-centric life with your
spouse,

family, and others.

2. _____ is the last frontier for true collaboration and social networking.

3. To share a calendar you have to select _____ option available in the Navigation Pane.

Short and Long Questions

1. What are the steps to share a calendar?

2. How to send a calendar via email?

SESSION 5: PRINT A CALENDAR

Fill in the blanks

1. Print option is available under _____ menu.

2. To print the details of private appointments you have to uncheck _____checkbox.

SESSION 6: CREATING A MEETING REQUEST

Fill in the blanks

1. A _____ is an appointment to which you invite people or reserve resources.

2. You can specify _____, _____ & _____ while sending a meeting request.

Short and Long Questions

1. How to create a meeting request?

SESSION 7: RESPOND TO A MEETING REQUEST

Fill in the blanks

1. Calendar software allows the user to _____ to other users meeting requests.

2. Responses to your meeting request appear in your _____.

3. Some of the response options for meeting request are _____, _____, _____& _____.

4. You have received a meeting request for which the schedule is not convenient to you; however, you would like to reschedule this meeting. Which option should be used when responding to this meeting request? _____.

Short and Long Questions

1. How to respond a meeting request?

SESSION 8: CREATE AND EDIT A TASK

Fill in the blanks

1. _____ refers to actions that can be performed by a user.

2. While creating a task you can define_____, _____, _____, _____ &_____ of a task.

Short and Long Questions

1. What do you mean Task?

2. How to create a task?

SESSION 9: CREATE AND EDIT A NOTE

Fill in the blanks

1. _____ are short text messages that can be used for taking quick notes.

2. To view the list of notes you select the _____ option in the Calendar application.

Short and Long Questions

1. What do you mean by Note?

2. How can you create a note?

3. How can you edit a note?

SESSION 10: CREATE AND EDIT A JOURNAL ENTRY

Fill in the blanks

1. _____ creates a timeline of transactions that can be linked to a contact.

2. _____, _____, _____, _____ are some of the items

that can be automatically recorded by the Calendar Software.

Short and Long Questions

1. What do you mean by Journal entry?

2. List the activities automatically recorded under Journal entry.

Unit – 6
Database Development (Basic)

SESSION 1: DATABASE CONCEPTS

Fill in the blanks

1. A _____ is an organized collection of data.

2. A _____ is a software package that can be used for creating and managing databases.

3. A _____ is a database management system that is based on the relational model.

4. Three popular DBMS software are _____, _____, &_____.

Short and Long Questions

1. What do you mean by Database?

2. What do you mean by DBMS?

3. Define Flat File & Relational database.

4. What do you mean by Database Server?

5. Define RDBMS.

6. How is data organized in a RDBMS?

SESSION 2: DATA STORAGE

Fill in the blanks

1. A _____ is a set of data elements that is organized using a model of vertical columns and horizontal

rows.

2. A _____ is a set of data values of a particular simple type, one for each row of the table.

3. A _____ represents a single, data item in a table.

4. _____ are used to identify which type of data we are going to store in the database.

5. A _____ is a unique value that identifies a row in a table.

Short and Long Questions

1. Define following:

a) Table

b) Column or field

c) Rows or records or tuples

2. What do you mean Data Type? Explain.

3. Define 4 data types.

4. Define following:

a) Primary Key

b) Foreign Key

c) Candidate key

d) Alternate key

SESSION 3: MANIPULATING DATA

Fill in the blanks

1. Types of languages used for creating and manipulating the data in the Database are_____ & _____.

2. A _____ is a standard for commands that define the different structures in a database.

3. A _____ is a language that enables users to access and manipulate data in a database.

4. A _____ is a part of DML involving information retrieval only.

5. A popular data manipulation language is _____.

6. Common DDL statements are _____, _____ and _____ .

Short and Long Questions

1. Differentiate DDL and DML commands with example.

2. Define types of DML commands?

SESSION 4: CREATING A DATABASE OBJECT

Short and Long Questions

1. What is the file extension for databases created using OpenOffice.Org Base?

2. List any 3 file formats that can be managed using OpenOffice.Org Base?

SESSION 5: CREATING A TABLE

Fill in the blanks

1. _____ are the basic building blocks of a database.

2. To design a table, you need to select _____ _____in _____ _____ option available under Task.

Short and Long Questions

1. What do you mean by Table?

2. How to create a table in design view?

SESSION 6: BUILDING FORMS

Fill in the blanks

1. A _____ helps the user to systematically store information in the database.

2. A _____ enables users to view, enter, and change data directly in database objects such as tables.

3. To create a form you need to select _____ option available under Database section.

Short and Long Questions

1. How to create a meeting request?

SESSION 7: CREATE AND MANAGE QUERIES

Fill in the blanks

1. A _____ is helps to collect specific information from the pool of data in the database.

2. _____ statement retrieves zero or more rows from one or more database tables or database views.

3. _____ statement is used to add one or more records to a database.

4. _____ statement is used for modifying records in a database.

5. _____ statement is used to remove one or more records in a database.

6. _____ statement is used for creating a database or a table in any RDBMS Software.

Short and Long Questions

1. What do you mean by Query?

2. Explain the following queries with example (USE WHERE CLAUSE ALSO)

a) SELECT b)UPDATE c) INSERT d) ALTER e) CREATE f) DELETE

3.

a) Write a Query to create a Table with the following structure

Table Product

b) Consider the following Vendor table and write the queries

(i) Write a Query to display all records

(ii) Write a Query to add a new row with the following details („V005", „Vadilal", „2010-03-20", „Pune")

(iii) Write a query to modify the location of V003 from Kolkata to Gujrat

SESSION 8: DESIGN REPORTS

Fill in the blanks

1. A _____ is used to generate the overall work outcome in a clear format.

2. To create reports you need to select _____ option available under Tasks.

Short and Long Questions

1. What do you mean Report?

2. How to create a report?