

12. What is the term for text that appears in the top margin of a page? 1  
a) Heading b) Header c) Footer d) Pagination

13. Which of the following is not a legal type of break in Writer? 1  
a) line b) page c) column d) text

14. Autosum is exactly same as sum (). True/False? 1

15. Where do you find the conditional formatting Command? 1  
a) Edit menu b) Format menu c) View menu d) Insert menu

16. Page breaks once inserted cannot be removed. True/False? 1

17. A chart placed in a worksheet is called a ----- Chart. 1  
a) Inside b) Embedded c) Outside d) Sheet

18. By default a workbook comes with \_\_\_\_\_ worksheets. 1  
a) 3 b) 5 c) 7 d) 9

19. Showing data as per a specific condition is known as \_\_\_\_\_ of data. 1  
a) Showing  
b) limiting  
c) trimming  
d) filtering

20. Expand DBMS. 1

21. \_\_\_\_\_ is used to uniquely identify the record in a table. 1

22. A BASE database is made up of all the following components Except: 1  
a) tables  
b) queries  
c) forms  
d) formula bars

23. There can be multiple primary keys in a table. ( State True or False) 1

24. What is a form? 1

**Q4.** Answer any 4 questions out of the given 6 questions of 2 marks each: 1

1. What is a network? Why is it needed? 2
2. What is the purpose of anti-virus software? 2

3. How is a header different from footer? 2

4. Write any two advantages of using Templates? 2

5. What are the similarities and differences between sum and autosum functioning? 2

6. What is the difference between a flat database and a relational data base? 2

**Q5.** Answer any 3 questions out of the given 5 questions of 4 marks each: 4

1. a). What are the reports?

Consider the following database.

Lastname	Firstname	Dept.	payroll no.	Salary(Rs.)	Job Title
Sahfia	Ahmed	Finance	A101	19,500	Accountant
Malothra	Aman	Sales	B101	35,000	Clerk
Arora	Anil	Finance	A102	18,500	Sales Rep
Sen	Devansh	Factory	F132	24,000	manager
Walkar	Johnny	Purchase	M134	39,000	Secretary
Bedi	Mahender	Human Resource	H219	20,000	Payroll clerk

b) The job Title of the employee with Payroll Number M134 is?

c) Which department has maximum employees and what are their payroll numbers?

2. a) Define Sorting. 4

b) Name two types of filers mostly used in Calc.

c) How many types of Worksheet views does Calc provide?

3. Define data Redundancy. Mention any three advantages of Databases 4

4. What do you mean by network topology? Explain Linear and ring Topology. 4

5. What are Styles? Mention the different categories of styles in Writer. 4