# St. Mary's School, Dwarka <br> Holiday Homework <br> Class X <br> Week 3 <br> Worksheet 3 

## Subject: English

## Q1. Read the passage given below.

If you are addicted to coffee and doctors warn you to quit the habit, don't worry and just keep relishing the beverage, because it's not that bad after all! In fact, according to a new study, the steaming cup of Java can beat fruits and vegetables as the primary source of antioxidants. Some studies state that coffee is the number one source of antioxidants in the American diet and both caffeinated and decaf versions appear to provide similar antioxidant levels.

Antioxidants in general have been linked to a number of potential health benefits, including protection against heart diseases and cancer. But Sandra Vinson, a dietitian, said that their benefits ultimately depend on how they are absorbed and utilised in the body. The research says that coffee outranks popular antioxidant sources like tea, milk, chocolate and cranberries. Of all the food and beverages studies, dates actually have the most antioxidants based solely on serving size, but since dates are not consumed anywhere near the level of coffee, the drink comes as the top source of antioxidants, Vinson said.

Besides keeping you alert and awake, coffee has been linked to an increasing number of potential health benefits, including protection against liver and colon cancer, type 2 diabetes and Parkinson's disease according to some recently published studies.

The researchers, however, advise that one should consume coffee in moderation, because it can make you jittery and cause stomach pains.

On the basis of your understanding of the passage, answer ANY TEN questions from the twelve that follow.
(a) ...........have the most antioxidants among all the food and beverages.
(i) Dates
(ii) Cranberries
(iii) Tea and milk
(iv) Coffee
(b) .......... is an important source of antioxidants in American diet.
(i) tea
(ii) coffee
(iii) milk
(iv) chocolate
(c) According to dietitian Sandra Vinson, the benefits of coffee ultimately depend on:
(i) how it is relished
(ii) how they are absorbed and utilised in the body
(iii) how they are served and consumed
(iv) whether it keeps us alert and awake
(d) What is the correct order of the information given below?
I. Antioxidants are linked to a number of health benefits
II. One should consume coffee in moderation
III. Decaf versions of coffee provide good antioxidants levels
IV. Dates have the most antioxidants based solely on serving size
(i) III, I, IV, II
(ii) III, IV, I, II
(iii) III, I, II, IV
(iv) II, I, IV, III
(e) Coffee provides a large number of health benefits including protection against:
(i) liver and colon cancer
(ii) type 2 diabetes
(iii) Parkinson's disease
(iv) All of the above
(f) Besides keeping us alert and awake, coffee provides us protection against:
I. liver and colon cancer
II. stomach ache
III. type 2 diabetes
IV. lung diseases
(i) I and II
(ii) II and III
(iii) I and IV
(iv) I and III
(g) Find a word in para 4 which means the same as 'nervous'.
(i) alert
(ii) awake
(iii) moderation
(iv) jittery
(h) Consumption of coffee in excess:
(i)is a suggestion from doctors
(ii)doesn't call the utter need to quit it
(iii)provides the richest source of maximum antioxidants
(iv)will make one feel jittery and cause stomach pains
(i) Which of the following is the primary source of antioxidants?
(i) java
(ii) fruits
(iii) vegetables
(iv) both (i) and (ii)
(j) What does the author mean when he uses the word 'absorbed'?
(i) solely
(ii) immersed
(iii) utilised
(iv) potential
(k) Which word in para 1 conveys the opposite of 'sober'?
(i) decaf
(ii) quit
(iii) addicted
(iv) primary
(l) The word .......... in para 3 is an antonym of 'inattentive'.
(i) alert
(ii) potential
(iii) awake
(iv) linked

Q2. Read the extract given below and attempt the questions that follow.
The way a crow
Shook down on me
The dust of snow
From a hemlock tree

Has given my heart
A change of mood
And saved some part
Of a day I had rued.
(i) Of the many symbols the hemlock tree represents,
a) longevity.
b) togetherness.
c) healing
d) protection.
(ii) Choose the option that lists the possible feelings of the poet prior to the experience shared in the poem.

1) reassured
2) disappointed
3) curious
4) demotivated
5) thankful
6) disheartened
7) impulsive
a) $1,3 \& 7$
b) $2,4 \& 6$
c) $5 \& 7$
d) $1 \& 3$
(iii) Identify the option that DOES NOT use the word 'rue' correctly.
a) The film was a disaster and he rued his decision to act in it.
b) I am sure she rued the day she listened to a fortune-teller.
c) It wasn't long before I rued my disobedience and my deceit.
d) Others finally rue the one who is dishonest and heartless
(iv) Choose the option showing the reason NOT corresponding with "... a crow/Shook down on me / The dust of snow".
a) The crow's landing on the branch of the tree.
b) The shivering of the crow, due to the cold.
c) The readjustment of position of the crow on the branch.
d) The cawing of the crow hidden in the foliage.
(v) Choose the correct poetic device used in the second stanza.
a) personification
b) alliteration
c) anaphora
d) onomatopoeia

Q3. Fill in the blanks by choosing the correct options.
(a) He never......... help me when we were in Delhi.
(i) should
(ii) need
(iii) used to
(iv) have to
(b) They as well as I...... leaving for Mumbai.
(i) am
(ii) was
(ii) have
(iv) are
(c) She has.........books on this topic.
(i) little
(ii) much
(iii) a few
(iv) any
(d) She met........ M.L.A. yesterday.
(i) a
(ii) the
(iii) an
(iv) any
(e) A pair of cotton trousers ....in the cupboard.
(i) were
(ii) is
(iii) are
(iv) have been
(i)The woman asked the tailor, 'Will you have the dress ready by tomorrow evening?'
a) The woman asked the tailor if she would have the dress ready by next evening.
b) The woman asked the tailor that she would have the dress ready by next evening.
c) The woman asked the tailor that if she will like to have the dress by next evening.
d) The woman asked the tailor that she will have the suit ready by next evening.
(ii) They said, 'Let us come in'.
a) They told that let them be allowed to come in.
b) They requested that they might be allowed to come in.
c) They said that if they are allowed to come in.
d) They requested me to let them come in.
(iii) Reshma said to Priya, 'Why are you sketching on the wall?'
a) Reshma asked Priya why was she sketching on the wall.
b) Reshma asked Priya why had she been sketching on the wall
c) Reshma asked Priya that why is she sketching on the wall.
d) Reshma asked Priya why she was sketching on the wall.
(iv) 'Jacob fell as he'd have wished', the father said.
a) The father said that Jacob has fallen as he would have wished.
b) The father said that Jacob had fallen as he would have wished.
c) The father said that Jocob had fallen as he had wished.
d) The father said that Jacob had been fallen as he would have been wished.
(v) Arya said to Tara, 'David will leave for his mother's place tomorrow'.
a) Arya told Tara that David will leave for his mother's place tomorrow.
b) Arya told Tara that David will leave for his mother's place the next day.
c) Arya told Tara that David would leave for his mother's place the next day.
d) Arya informed Tara that David would be leaving for his mother's place the next day.

## Q5. Fill in the blanks with suitable words.

( $1 / 2 \times 5=2.5$ )
a) You $\qquad$ consult a physician, (should, ought to)
b) You $\qquad$ exercise daily, (ought to, need)
c) They $\qquad$ not send the letter now. (need, would)
d) Sahil ran fast so that he $\qquad$ catch the train, (could, needs)
e) You. $\qquad$ not use the office phone for private calls, (must, have to)

Q6. You are Riya/Ryan Sharma, a resident of 456, Rajouri Garden, New Delhi. Write a letter, in about 100-150 words, to the Editor of a national daily, drawing the attention of the concerned authorities to the deteriorating law and order situation in the city.

Q7. Where was the poet and what had happened to him?
Q8. What do you think the poet uses hemlock tree and crow in the poem?
Q9. Summarise the inaugural speech given by Nelson Mandela (Page No18) in your own words. (2.5)
Q10.Solve this interesting puzzle based on 'Nelson Mandela-A Long Walk To Freedom' that you have done in the class.

## ACROSS

3. Union building in Pretoria is made up of $\qquad$ .
4. The poet favours $\qquad$ as a weapon to end the world.

## DOWN

1. Nelson Mandela pledged to $\qquad$ the constitutional values.
2. The poet sat under the $\qquad$ tree.
3. Ice is also $\qquad$ to lead humanity towards destruction.


## Subject: Hindi

प्रश्न 1 'पोथी पढ़ पढ़ जग मुवा' का कबीर के दोहो के आधार पर व्यंग्य स्पष्ट कीजिए।
प्रश्न 2 'बडे भाई साहब' पाठ से हमें क्या संदेश मिलता है ? 2
प्रश्न 3 लेखक अपने को किस बंधन में जकड़ा पाता है और क्यो ?
प्रश्न 4 बड़े भाई साहब अंग्रेजी के बारे में क्या नसीहत देते थे ?क्या आपको भी किसी भाषा को सीखने में कोई कठिनाई हुई है ? उसके विषय में लिखिए।

प्रश्न 5 सच्चे मन में राम बसते है । कबीर के दोहो के आधार पर स्पष्ट कीजिए।
प्रश्न 6 मीठी वाणी से संबंधित कोई अन्य दोहा लिखते हुए उसका भाव स्पष्ट कीजिए।
प्रश्न 7 निम्नलिखित विषय पर 80 से 100 शब्दों में अनुच्छेद लिखिए।
दुर्लभ होता है अच्छा मित्र

## संकेत बिन्दु- 1 मित्र का चुनाव 2 अच्छा मित्र कौन 3 मित्र का महत्व्व ।

प्रश्न 8 'जीवन रक्षक हेलमेट' के लिए एक सुन्दर-सा विज्ञापन तैयार कीजिए। 4
प्रश्न 9 'मेहनत की कमाई' विषय पर लगभग 100 से 120 शब्दों में लघुकथा लिखिए।

## शोध व परियोजना कार्य

विज्ञापन के विभिन्न प्रक्रार्रों की जानक्रारी प्राप्त करके निम्नलिखित विज्ञापन बनाइए।
1 विश्रव पुस्त्तक्र मेले हैतु विज्ञापन
2 अपने थानर की हरा - भरा और स्वच्छ रखखने हेतु विज्ञापन
3 दिव्यांगों के उपक्करणों की प्रदर्शनी हेतु विज्ञापन

## Subject- Mathematics

## No. of questions: $\mathbf{2 0}$

Q-1. Show that every positive even integer is of the from 2 q and that every positive odd integer is of the form $2 \mathrm{q}+1$ for some integer q .
Q-2. Show that any number of the form $4^{\mathrm{n}}, \mathrm{n}$ e N can never end with the digit 0 .
Q-3. Use Euclid's Division Algorithm to find the HCF of 4052 and 12576.
Q-4. Given that HCF of two numbers is 23 and their LCM is 1449 . If one of the numbers is 161 , find the other.
Q-5. The HCF of two numbers is 23 and their LCM is 1449 . If one of the numbers is 161 , find the other.

Q-6. Prove that the square of any positive integer of the form $5 \mathrm{~g}+1$ is of the same form.
Q-7. Use Euclid's Division Algorithm to find the HCF of 4052 and 12576.
Q-8. Find the largest number which divides 245 and 1029 leaving remainder 5 in each case.
Q-9. 144 cartons of coke can and 90 cartons of Pepsi can are to be stacked in a canteen. If each stack is of the same height and is to contain cartons of the same drink. What would be the greater number of cartons each stack would have?
Q-10. Show that $\left(\mathrm{n}^{2}-1\right)$ is divisible by 8 , if n is an odd positive integer.
Q-11. Show that the square of odd integer is of the form $8 \mathrm{q}+1$, for some integer q .
Q-12. 25 chocolates and 32 biscuit packets have been donated for a school fete. These are to be packed in several smaller identical boxes with the same number of pastries and biscuit packets in each. How many biscuit packets and how many pastries will each box contain?

Q-13. Find the largest number which exactly divides 280 and 1245 leaving remainders 4 and 3, respectively would you need to buy?
Q-14. Two brands of chocolates are available in packs of 24 and 15 respectively. If I need to buy an equal number of chocolates of both kinds, what is the least number of boxes of each kind I would need to buy?

Q-15. Determine the number nearest to 110000 but greater 100000 which is exactly divisible by each of 8 , 15 and 21.
Q-16. Find the least number that is divisible by all the numbers between 1 and 10 (both inclusive).(3)
Q-17 A circular field has a circumference of 360 km . Three cyclists start together and can cycle 48, 60 and 72 km a day, round the field.
When will they meet again?
Q-18. Prove that $2 \sqrt{ } 3-1$ is an irrational number.

Q-19. Prove that $\sqrt{5}+\sqrt{3}$ is irrational.
Q-20. 105 goats, 140 donkeys and 175 cows have to be taken across a river. There is only one boat which will have to make many trips in order to do so. The lazy boatman has his own conditions for transporting them. He insists that he will take the same number of animals in every trip and they have to be of the same kind. He will naturally like to take the largest possible number each time. Can you tell how many animals went on each trip.

## Projects

1.Verify that two figures (objects) having the same shape (not necessarily the same size) are similar figures. Extend the criteria for similarity of triangles.
2. To draw different parabolic curves using $x$-axis and $y$-axis.

## Subject: Science

## Objective:

Ø Revision of concepts
Ø Application of the concepts to real life situations.
Ø Skills to carry out research work and develop scientific aptitude

## Instructions:

*Neatly write all the answers in your science notebook.
*Attempt the questions keeping in mind the weightage of each question.
*Assignment 'Summer Holiday Homework' will be created on TEAMS. PDF of handwritten work should be uploaded on it.

## Worksheet 3-Physics

No. of questions; 10
M.M. 25

Visible light is electromagnetic radiation within the portion of the electromagnetic spectrum that can be perceived by the human eye. You have studied about the basic concepts and phenomena shown by light in class VIII. Let's recapitulate!

Q1. Radha and Megha were given one mirror each by their teacher. Radha found her image in the mirror given to her to be erect and of the same size whereas Megha found her image in the mirror to be erect and smaller in size. Identify the mirrors given to radha and megha respectively.
Q2. List the four characteristics of the image formed by a plane mirror.
Q3. Write the two laws of reflection of light.
Q4. Write two points of difference between a real and a virtual image.
Q5. a) Name the mirror which always forms a same size image.
b) Complete the table given below.

| S. No. | Type of mirror/ lens | Use in real life |
| :--- | :--- | :--- |
| 1 | Concave mirror |  |
| 2 | Convex mirror |  |
| 3 | Concave lens |  |
| 4 | Convex lens |  |

Q6. a) Name the mirror used as a side mirror in a car.
b) Why is this type of mirror chosen?
c) The side mirror of a car broke. The mechanic replaced it with a plane mirror. Mention any inconvenience that the driver of the car will face while using it?

Q7. a) Observe the given figures carefully.


A


B

The given figures show the path of light through lenses of two different types, represented by rectangular boxes A and B . What is the nature of lenses A and B ?
b) List two points of difference between concave and convex lenses.

Q8. a) A narrow beam of sunlight through a small hole in the window of a dark room was made to fall on one face of the prism. The light coming out of the other face of the prism was observed on a white sheet of paper. Identify the correct sequence of the colours thus observed.

b) Ria made light from a laser torch to fall on a prism. Will she be able to observe a band of seven colours? Explain with a reason.

Q9. Asha read an activity from a book and tried to conduct it by following the steps written. She held a convex lens in her hand and directed the sunlight towards a sheet of paper. A sharp bright image of the sun was formed. She tried to look at the sun directly through the lens. Her mother stopped her and told that doing so can damage her eyes.
a) What is the nature of the image formed on the paper?
b) What would happen to the image of the Sun, if Asha holds the lens in the same position for a longer duration?
c) What will happen to the image obtained on the paper if the convex lens is replaced by a concave mirror?

Q10. Identify the parts of a human eye.


## Worksheet 3- Chemistry

No. of questions; 10
M.M. 25

1. Name the products formed when zinc reacts with silver nitrate.
2. Write a chemical equation of a reaction in which change of state is observed.
3. A student burnt a metal 'A' found in the form of ribbon in chemistry laboratory. The ribbon burnt with a dazzling flame and a white powder ' $B$ ' is formed which is basic in nature. Identify A and B.
4. Grapes hanging on the plant do not ferment but after being plucked from the plant can be fermented. Under what conditions do these grapes ferment? Is it a chemical or a physical change?
5. Write the chemical formulae of the following compounds-
(i) Ammonium phosphate
(ii) Calcium carbonate
(iii) Lead nitrate
(iv) Magnesium chloride
6. Which of the following are exothermic processes?
(i) reaction of water with quicklime
(ii) dilution of an acid
(iii) evaporation of water
(iv) sublimation of camphor crystals
(a) (i) and (ii)
(b) (ii) and (iii)
(c) (i) and (iv)
(d) (iii) and (iv)

Justify your answer.
7. What happens when a strip of lead metal is placed in a solution of copper chloride? Write the balanced chemical equation for the reaction along with the colour changes observed during the reaction.
8. Identify the following changes as chemical change or physical change-
(i) a crumpling a sheet of aluminium foil
(ii) baking a cake
(iii) shredding of paper
(iv) the sublimation of dry ice
(v) rusting of iron
(vi) burning of paper
9. Write an activity to show photochemical decomposition of silver chloride under the following sub-headings-Objective, Material required, Theory/Concept, Procedure, Observation, Conclusion with the chemical equation involved, Diagram.
10. You have studied in class 9 about the law of conservation of mass which states that mass can neither be created nor destroyed in a chemical reaction. It means that the total mass of the elements present in the products of a chemical reaction has to be equal to the total mass of the elements present in the reactants. To justify the law of conservation of mass, a skeletal chemical reaction should be balanced i.e, the number of atoms of each element remains the same before and after the chemical reaction. Let's watch these videos to understand/revise the 'Hit and Trial method' of balancing the chemical equations.

## https://youtu.be/fER9cUko41M

## https://terpconnect.umd.edu/~wbreslyn/chemistry/reactions/index.html

Balance the following chemical equations -
(i) $\mathrm{Fe}+\mathrm{Cl}_{2} \longrightarrow \mathrm{FeCl}_{3}$
(ii) $\mathrm{Fe}+\mathrm{O}_{2} \longrightarrow \mathrm{Fe}_{2} \mathrm{O}_{3}$
(iii) $\mathrm{FeBr}_{3}+\mathrm{H}_{2} \mathrm{SO}_{4} \longrightarrow \mathrm{Fe}_{2}\left(\mathrm{SO}_{4}\right)_{3}+\mathrm{HBr}$
(iv) $\mathrm{C}_{4} \mathrm{H}_{6} \mathrm{O}_{3}+\mathrm{H}_{2} \mathrm{O} \longrightarrow \mathrm{C}_{2} \mathrm{H}_{4} \mathrm{O}_{2}$
(v) $\mathrm{C}_{2} \mathrm{H}_{4}+\mathrm{O}_{2} \longrightarrow \mathrm{CO}_{2}+\mathrm{H}_{2} \mathrm{O}$

## Worksheet -Biology

No. of questions; 10
M.M. 25

1. Why do Plants look green in colour?
2. Even when we are not doing any apparent activity, we need energy. Justify giving reason. (1)
3. List the role of each of the following in our digestive system:
(a) Muscles of stomach wall
(b) Mucus.
4. Assume that you are a veterinary surgeon and you had removed a good length of the small intestine of a bear that was suffering from an intestinal tumor. Now, which type of diet you would suggest for the bear after its recovery? Give reason.
5. Bile juice does not contain any enzyme, but bile salts are important for digestion and absorption of fats. Why?
6. In the experimental set up to establish that one of the atmospheric gases is essential for photosynthesis in plants
(i) Name the atmospheric gas which is essential for photosynthesis.
(ii) What is kept in watch glass in figure a and why?
(iii) State the difference between the plants in the pots a and b after a few days.

7. Draw a neat and labelled diagram of cross-section of a leaf.
8. Draw a diagram of human alimentary canal and label the following parts:
(i) Largest gland.
(ii) Gland that secretes digestive enzymes and hormones.
(iii) Part where HCl is produced.
(iv) Part where digested food is absorbed.
9. Name any four glands associated with digestion in humans. Write the names of enzymes secreted by them.
10. Observe the given diagram carefully and answer the following questions:

a. Identify the structure?
b. Where is it located?
c. How is it adapted to perform its functions?

## Subject: Social Science

## Worksheet 3 - History

## No. of questions: 10

M.M. 20

Q1. Who was the writer of the book 'Hind Swaraj'?
(a) Rabindranath Tagore (b) B.R. Ambedkar (c) Mahatma Gandhi (d) Jawahar Lai Nehru

Q2. Khilafat Committee was formed in 1919 in the city of
(a) Bombay (b) Calcutta (c) Lucknow (d) Amritsar

Q3. Which of the following was the reason for calling off the Non-cooperation Movement by Gandhiji?
(a) Pressure from the British Government
(b) Second Round Table Conference
(c) Gandhiji's arrest
(d) Chauri-Chaura incident

Q4. The 'Simon Commission' was boycotted because
(a) there was no British Member in the Commission.
(b) it demanded separate electorates for Hindus and Muslims.
(c) there was no Indian Member in the Commission.
(d) it favoured the Muslims over the Hindus.

Q5. Explain the effects of 'worldwide economic depression' on India, towards late 1920s.
Q6. Explain the circumstances under which Gandhiji decided to call off the Civil Disobedience movement in 1931.
Q7. Explain the reaction of Indian people against the Rowlatt Act passed through the Imperial Legislative Council in 1919.
Q8. How did the plantation workers understand the idea of 'Swaraj'? Explain.
Q9. What was Khilafat Movement? What were the circumstances led to Khilafat Movement and Noncooperation Movement?
Q10. Describe the main features of the 'Salt March'.

## Worksheet 3 - Political Science

## No. of questions: 10

Q. $1 \quad$ What is Federalism? 1
Q. 2 In 1993, what change in the form of government took place in Belgium?
Q. $3 \quad$ State any two subjects included in the Union List. 1
Q. 4 Which are two aspects that are crucial for the institutions and practice of federalism? 2
Q. 5 What is basic to the structure of the constitution? How amendment/change can be
made in this part of the constitution?
Q. $6 \quad$ Which are the local bodies in the urban areas? What is their composition? 2
Q. 7 Describe the role of judiciary in federalism. 2
Q. 8 How and why federalism in India has succeeded? 2
Q. $9 \quad$ What are residuary subjects? Who can make law on these subjects? 2
Q. 10 What are the key features of federalism?

## Worksheet 3 -Economics

No. of questions: 10

Q1. One of the best ways to reduce over usage of ground water is $\qquad$ .
Q2. The number of deaths of children less than one year of age per 1000 live births is referred as $\qquad$ _.
Q3. Which of the following neighbouring countries has better performance in terms of human development than India?
(i) Bangladesh (ii) Sri Lanka (iii) Nepal (iv) Pakistan

Q4. Write a short note on natural resources.
Q5. What is the most appropriate base of measuring development of a country?
Q6. Why is literacy essential for economic development? Explain.
Q7. Kerala, with lower per capita income, has a better human development ranking than Punjab. Hence, per capita income is not a useful criterion at all and should not be used to compare States. Do you agree? Discuss.
Q8. On the basis of which three indicators of HDI 2004 Sri Lanka has better rank than India?
Q9. Conflicting goals can also be developmental goals'. Elaborate with examples.
Q10. What are common developmental goals? Give any two suitable examples of common developmental goals.
M.M. 20

## Worksheet 3 -Geography

## No. of questions: 10

(a) It is black in colour
(b) It is formed by leaching
(c) It is suitable for the cultivation of cotton
(d) It is found in areas of low rainfall.

Q2) Soils in Punjab has become $\qquad$ due to over-irrigation
(a)Saline
(b) Marshy
(c)Alluvial
(d) Red

Q3) Under which of the following type of resources can tidal energy be categorised?
(a) Replenishable
(b) Human-made
(c)Abiotic
(d) Non-recyclable
Q4) Why is resource planning important in the context of a country like India? ..... 2
Q5) Explain any four farming techniques which can be used for soil conservation. ..... 2
Q6) Classify resources based on ownership explain with examples with example. ..... 2
Q7) Distinguish between Khadar and Bhangar. ..... 2
Q8) What does land degradation mean? Which human activities have contributed significantly to land degradation? Suggest measures to solve the problems of land degradation. ..... 3
Q9) Describe alluvial and black soils in India on the basis of area of distribution, formations,compositions and suitability of crops.3
Q10) What is soil erosion? How do human activities and natural forces cause soil erosion? Suggestmeasures of soil conservation in hilly, mountains and in desert areas.3

## Subject: Information Technology

## Chapter -Digital Documentation (Advanced)

I Multiple Choice Questions:
1 Which of the style include header and footers, border, margins.
a. Character Style
b. Page Style
c. Frame style
d. Presentation Style

2 Which style affect the selected text such as font size, bold and italics format?
a. Cell Styles
b. Numbering Styles
c. Character Styles
d. Frame Styles

3 Area where cut and copied image stored is $\qquad$
a. Clipboard
b. RAM
c. ROM
d. Imageboard

4 Which of the following option is not available in Graphics mode of picture toolbar?
a. Grayscale
b. Black/White
c. Watermark
d. Original

5 Which filter makes the picture appear like painting?
a. Posterize
b. Poster
c. Postersize
d. poster like

6 Which of the following setting is not used for positioning of graphic?
a. Arrange
b. Alignment
c. Wrap
d. Caption

7 Alignment refers to vertical or horizontal placement of graphic.
a. True
b. False

8 Reshma wants that her company's logo should automatically appear on the top of the Writer document whenever she opens a new document. Which feature of Writer will help her to do so?
a. Style
b. Automatic
c. Template
d. All of the above

9 Table of Contents in Writer will automatically update when we add or remove any heading. (T/F)
a. True
b. False

10 Which of the following tab is not available in insert Index/Table dialog box?
a. Entries
b. Styles
c. Background
d. None of the above

11 Which of the following levels of headings can be indexed in Writer?
a. H1
b. H3
c. H7
d. All of the above

12 Which of the following feature of Writer help us to create a letter for multiple people with personalized touch?
a. Letter Merge
b. Template
c. Mail Merge
d. Style
13. Suman is celebrating inauguration ceremony of her new house. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again?
a) Wizard
b) Documentation
c) Mail Merge
d) Letter Merge

14 What is the shortcut to see non - printing characters in Writer?
a. $\mathrm{Ctrl}+\mathrm{F} 11$
b. $\mathrm{Ctrl}+\mathrm{F} 12$
c. $\mathrm{Ctrl}+\mathrm{F} 1$
d. $\mathrm{Ctrl}+\mathrm{F} 10$

15 Data Source in Writer can be created in $\qquad$
a. Spreadsheet
b. MySQL
c. Oracle
d. All of the above

## II Answer the following:

1. Write any two differences between styles and templates. 2
2. What are advantages of Mail Merge?
3. What do you mean by grouping object? Where is the 'Group 'option available in the Format tab? 2
4. Explain the steps of Mail Merge wizard as shown in the image given below:

## Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Insert address block
4. Create salutation
5. Adjust layout
6. Edit document
7. Personalise document
8. Save, print or send

## Select starting document for the mail merge

Select the document upon which to base the mail merge document
© Use the current documentCreate a new document
Start with existing document
Start from a template
Start with a recently saved document



