

NOTES

- (f) For heading(s) and sub heading(s) use Heading 2 and Heading 4, in the newsletter.
- (g) On the first leaf, while displaying information about school, use character styling of your choice to make it attractive.
- (h) Use table to style Board Results, using grid rows and columns.
- (i) Each row of the table should have a number – in Roman, prefixed to content.
- (j) Organise school achievements in frames, where individual frame is to be styled using Frames of Paragraph category.
- (k) Using selection method, save the style in respective category, so that the same can be used to publish future newsletters to maintain consistency.

Check Your Progress

A. Multiple choice questions

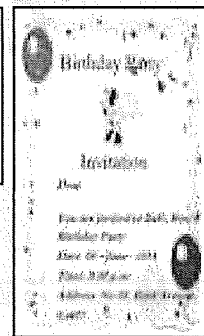
1. Which of the following features in LibreOffice Writer is/are used to create the given document?

- (a) Page borders
- ☒ (b) Envelope
- (c) Picture from File
- (d) Indexes and Tables



2. Styles menu (from sidebar) in Writer provide options to work on

- (a) Paragraph Styles
- (b) Frame Styles
- (c) Page Styles
- ☒ (d) All of the above



3. What is style template in LibreOffice Writer?

- (a) Pre-determined form and mode of document file
- ☒ (b) One kind of model style
- (c) One type of document
- (d) Cluster of documents in Writer

4. Which of the following gives the status of your document like page numbers, number of pages?

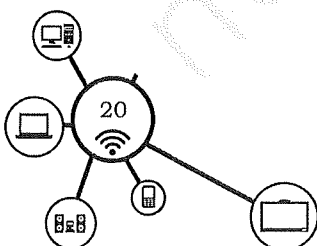
- ☒ (a) Status bar
- (b) Standard toolbar
- (c) Formatting
- (d) Title bar

5. Which of the following can be used to access a style menu?

- (a) F11 function key
- (b) Sidebar Menu
- (c) Formatting toolbar
- ☒ (d) All of these

B. Fill in the blanks

- 1. A style is a collection of different formats
- 2. Styles are especially handy in Libre office

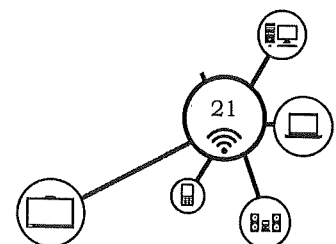


3. Proper use of styles improves consistency in a document.
4. The first five buttons at the top of the Styles window select the category of styles.
5. Using predefined heading style creates Bookmark in the document.
6. On opening a new file default Style is used for formatting the document.
7. In page layout documents, you can arrange objects like text boxes and graphics.
8. Character styles are often integrated in Paragraph Style.
9. Fill format allows to apply style at different places in the document.
10. Predefined Style cannot be updated by Drag and Drop method.

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C. Short answer questions

1. What do you understand by styles in LibreOffice writer document?
2. Write advantages of using Style over manual formatting, for designing a document.
3. What are the different categories of style in LibreOffice writer document?
4. Write down the steps to update a style.
5. What do you understand by custom styles in LibreOffice writer?
6. In a document Introduction paragraph is to be designed extensively by setting its font (face, size, weight, colour), space above it and giving number to heading. Given below are the steps used to do so.
 - (i) Select the Introduction (paragraph)
 - (ii) Open Font list from Toolbar
 - (iii) Select the font
 - (iv) Open Font size from Toolbar
 - (v) Select the desired font size
 - (vi) Select Font weight (Bold) from the toolbar
 - (vii) Open Font color from Toolbar
 - (viii) Select desired color
 - (ix) Using Format menu option, select **Spacing > Paragraph > Indent and Spacing**
 - (x) Edit space above paragraph
 - (xi) Add number by Selecting Numbered list from Toolbar.
7. Give two examples, where instead of Style, using manual formatting will be beneficial.
8. Give one situation, in which you will prefer to use Fill Format for styling your document.
9. Write steps to load style(s) from a template.



Check Your Progress**NOTES****A. Multiple choice questions**

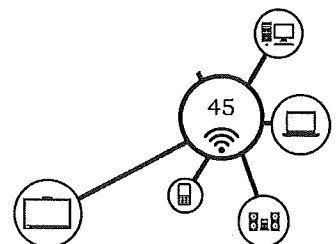
- The text or image which appears faintly in the background of a page is called _____.
☒ (a) Water mark (b) Trade mark
 (c) Copyright (d) Embossing
- JPG or JPEG in image format stands for _____.
☒ (a) Joint Photographic Experts Group
 (b) Joint Picture Experts Group
 (c) Joint Photographic Experts Graph
 (d) Joint Photographic Experts General
- In Drawing Object Properties toolbar, Grouping options provided are _____.
 (a) Exit Group (b) Ungroup
 (c) Enter Group ☒ (d) All of these
- Which of the following is not the correct file extension for an image file?
 (a) GIF (b) JPEG
☒ (c) Odt (d) PNG
- Image toolbar does not provide a tool for _____.
 (a) filtering (b) cropping
☒ (c) copying (d) flipping

B. Fill in the blanks

- crop tool cuts off non-desirable part of the image.
- To change both brightness and contrast of the image gamma corrector tool can be used.
- To simulate the effect of time on picture aging tool is used.
- send back place image at the bottom of all objects.
- An image can be deleted by selecting it and pressing DELETE key.
- In drawing tools, basic shapes list provide 25 shapes.
- Anchor act as reference point for a drawing.
- There are three options for aligning an image horizontally.
- The corner handles of image are used for rotating it.
- Changing properties of an object before its creation, retain them throughout the session

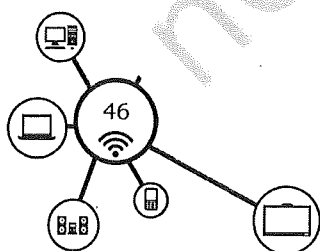
C. Short answer type questions

- What is a digital image? How can you create one?
- Write steps to insert an image from the gallery using Drag and Drop method.



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3. How is resizing of image different from cropping it?
4. What are the tools available in drawing toolbar? Describe any five tools.
5. How is linking of an image different from embedding? Give a situation in which you would prefer to link an image.
6. Write steps to change properties for drawing objects.
7. What are the benefits and drawbacks of grouping drawing objects?
8. Describe any two tools from Drawing Object Properties toolbar.
9. Write steps to insert an image in a basic drawing shape.
10. Write factors controlling positioning of an image in a document.



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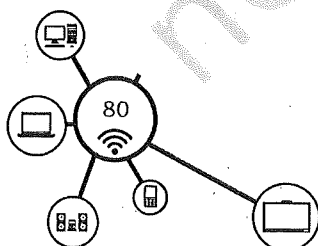
2. After the ToC was inserted, Rajnikant made some changes in the report but the changes were not reflected in the ToC. Will he have to again insert a new ToC? Suggest him a better way to update the ToC.
3. Rukhsat has just downloaded a template from libreoffice.org. Now she wants to import it in My templates category of the Templates folder. How can she complete her task?
4. Rimit loves to create cards on his computer. This time he decided to make his own Christmas cards and send them to his friends. He wants to do the task using the templates feature of Writer. He has already saved and imported the desired template(card.ott). Help him to create cards for at least five of his friends.
5. Teena is a member of the editorial team of her school. She wants to set the newspaper template as her default template. Write the steps to help Teena complete the task.
6. Venkat has created a document on India's Trade Review. He wants two of his friends, Rinky and Sujoy to review his document and if required, add comments to it. But none of them know how to use the Track Changes feature of Writer. Help them to complete the task.
7. Venkat has received the reviewed file with modifications and comments. What steps will he follow now to accept or reject the changes done by his friends.
8. Write steps to compare the original document created by Venkat and the edited document sent by Rinky and Sujoy.

Check Your Progress

A. Multiple choice questions

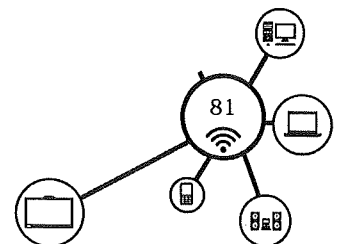
1. Which of the following is NOT true about Table of Contents, Index or Bibliography dialog box?
 - ☒ (a) It has four tabs
 - (b) On the Type tab, by default, the checkbox for Protected against Manual Changes option will be selected.
 - (c) The Styles tab contains options to change the background colour.
 - (d) None of the above
2. Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?

(a) Entries	(b) Background
(c) Styles	☒ (d) Type



3. Which of the following tabs contains options to set styles for various entries in the ToC?
 - (a) Entries
 - (b) Background
 - ✓(c) Styles
 - (d) Type
4. Which of the following can be added in the background of Table of Contents in LibreOffice Writer?
 - (a) Color
 - (b) Graphic
 - ✓(c) Both a and b
 - (d) Neither a nor b
5. Which of the following is NOT true about templates?
 - (a) The styles and formatting features can be reused.
 - (b) LibreOffice provides online templates
 - ✓(c) We cannot create our own templates.
 - (d) None of the above.
6. Which of the following is the shortcut key to open the Templates dialog box?
 - (a) Ctrl+Alt+N
 - ✓(b) Shift+Ctrl+N
 - (c) Ctrl+Alt+T
 - (d) Shift+Alt+T
7. Which of the following buttons, in the Templates dialog box, will be clicked to save a template displayed in the list of templates?
 - (a) Export
 - ✓(b) Import
 - (c) Move
 - (d) None of the above
8. Which of the following is the shortcut key to select the entire document?
 - (a) Ctrl+S
 - ✓(b) Ctrl+A
 - (c) Ctrl+D
 - (d) Ctrl+B
9. Which of the following is the correct sequence of options to open the Templates dialog box?
 - (a) File > Manage Templates > Templates
 - ✓(b) File > Templates > Manage Templates
 - (c) Insert > Templates > Manage Templates
 - (d) Insert > Manage Templates > Templates
10. Which of the following is true about Track Changes feature of Writer?
 - (a) You cannot record a change made in the document.
 - (b) A comment of a particular author only can be deleted
 - (c) Any change made to the document is permanent.
 - ✓(d) None of the above
11. Which of the following menus contains the Track Changes option?
 - (a) File
 - ✓(b) Edit
 - (c) View
 - (d) Insert
12. Which of the following is the shortcut key to start recording the changes being made in the document?
 - ✓(a) Ctrl+Shift+C.
 - (b) Alt+Shift+C
 - (c) Ctrl+Alt+C
 - (d) Shift+C+F2

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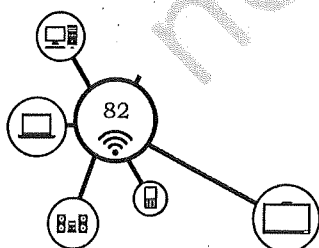
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B. Fill in the blanks

1. To navigate to the topic from the ToC, press ctrl key while clicking the mouse button on that topic.
2. To remove the applied paragraph styling in the ToC, select the outline level in the Levels list box, and then click the default button.
3. If the checkbox for Protect against manual change option is selected, the ToC is protected from any accidental change.
4. To update the ToC manually, right click and select update index option from the pop up menu.
5. The columns tab contains options to set the number of columns that we want to have in our ToC.
6. A Template is a preset layout that helps us to create professional and formal documents easily.
7. The default template in Writer is Blank document template.
8. To find the template that is being used in the current document, select properties option from the File menu.
9. The browse online templates button is clicked in Templates dialog box to view online templates.
10. The Track changes feature of Writer offers us an alternative method to keep a record of all the changes made in the original document.
11. The shortcut key to start recording the changes is ctrl + Shift + C.
12. After the Track Changes feature is ON, the added characters are shown as coloured text.

C. State whether the given statements are True or False

1. The topics in Table of Contents are hyperlinked.
2. The Table of Contents in LibreOffice Writer can be updated automatically.
3. TABLE of Contents can be inserted even if the section headings are not styled.
4. Once a ToC is created, it cannot be edited.
5. We cannot add a graphic as a background of ToC.
6. A single template can be used for multiple documents.
7. A template cannot contain graphics.
8. All documents in Writer are based upon templates.
9. The online templates cannot be added to the list of templates in the templates dialog box.
10. A template once created can be edited again and again.
11. The changes recorded have to be accepted by the original author.
12. We can delete the comments added in a document by the user.



D. Answer the following questions

1. What is the need of table of contents?
2. What will happen if the 'Protected Against Manual Changes' option is not selected in the Type tab of Table of Contents, Index or Bibliography dialog box?
3. Name the five tabs present in the Table of Contents, Index or Bibliography dialog box.
4. What do you mean by customization of ToC?
5. How headings and sub-headings of a document differentiated in ToC?
6. Define a template.
7. Give any one advantage of using a template for your document.
8. What is the difference between importing and exporting a template?
9. Name any two categories of templates.
10. When is exporting of templates useful? Give any one reason.
11. What is the difference between Accept Track Change and Accept All Tracked Changes buttons?
12. How do we prepare a document for review?
13. Identify and label the *Record button*, *Insert Comments button*, *Accept All Tracked Changes*, *Reject Track Change* buttons in the following figures of Track Changes toolbar (shown in Fig 3.41).
14. Identify and label "*Browse Online Templates button*, *Export button*, *Import button*" in the following Templates dialog box.

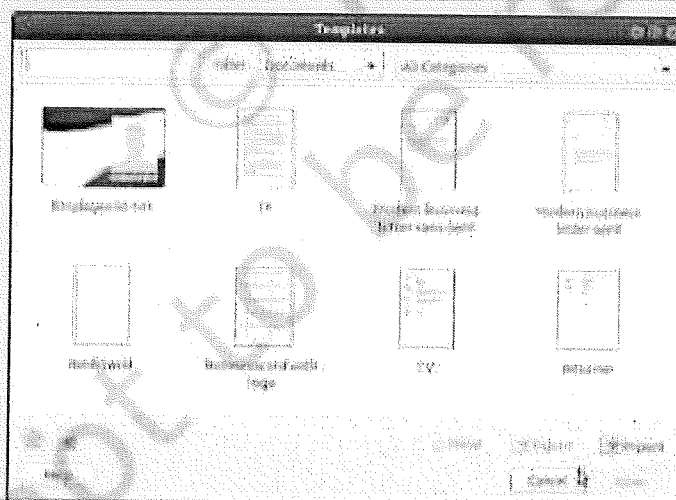
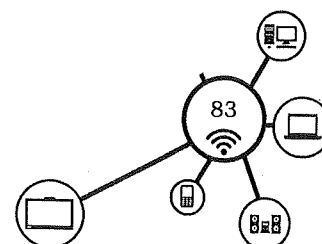


Fig. 3.41: Track Changes Toolbar

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Practical Activity 4.10

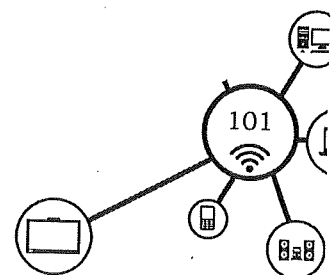
Create the following spreadsheet (Fig. 4.33) to find out the quantity to be sold for the item Talc so as to get the total amount of 50000.

Item	Unit Price	Quantity sold	Amount
Soap	750	100	75000
Shampoo	620	80	49600
Talc	550	0	0
Total Amount			124600

Fig. 4.33: Practical Exercise

NOTES**Check Your Progress****A. Multiple choice questions**

- Which of the following feature is not used for data analysis in spreadsheet?
 - Consolidating data
 - Goal Seek
 - Subtotal
 - Page layout
- Which of the following office tool is known for data analysis?
 - Writer
 - Calc
 - Impress
 - Draw
- Which of the following operations cannot be performed using LibreOffice Calc?
 - Store and manipulate data
 - Create graphical representation of data
 - Analysis of data
 - Mail merge
- What is the extension of spreadsheet file in Calc?
 - .odb
 - .odt
 - .odg
 - .ods
- The default function while using Consolidate is _____.
 - Average
 - Sum
 - Max
 - Count
- Group by is used in _____ tool to apply summary functions on columns.
 - Consolidate function
 - Group and Outline
 - What-if scenario
 - Subtotal tool



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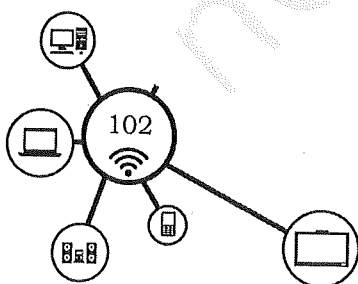
7. Which tool is used to predict the output while changing the input?
 - (a) Consolidate function
 - ☒ (b) What-if scenario
 - (c) Goal seek
 - (d) Fine and Replace
5. Which of the following is an example for absolute cell referencing?
 - (a) C5
 - ☒ (b) \$C\$5
 - (c) \$C
 - (d) #C
5. _____ analysis tool works in reverse order, finding input based on the output.
 - (a) Consolidate function
 - ☒ (b) Goal seek
 - (c) What-if analysis
 - (d) Scenario

B. State whether the following statements are True or False

- ☒ 1. Consolidate function is used to combine information from two or more sheets into one.
- ☒ 2. Consolidate function cannot be used to view and compare data.
- ☒ 3. Link to source data is checked updates the target sheet if any changes made in the source data.
- ☒ 4. Using subtotal in Calc needs to use filter data for sorting.
- ☒ 5. Subtotal tool can use only one type of summary function for all columns.
- ☒ 6. Only one scenario can be created for one sheet.
- ☒ 7. What-if analysis tool uses one array of cells.
- ☒ 8. Goal seek analysis tool is used while calculating the output depending on the input.
- ☒ 9. The output of What-if tool is displayed in the same cell.

C. Fill in the blanks

1. Consolidate function is used to combine information from multiple sheets to summarize the information.
2. Data can be viewed and compared in a single sheet for identifying trends and relationships using consolidate function.
3. sub-total under Data menu can be used to combine information from multiple sheets into one sheet to compare data.
4. The subtotal tool in Calc creates the group automatically and applies functions on the grouped data.



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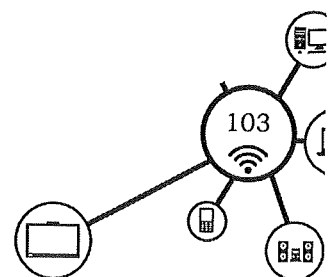
5. what-if scenario is used to explore and compare various alternatives depending on changing conditions.
6. what-if is a planning tool for what-if questions.
7. What-if analysis tool uses two array of cells, one array contains input values and the second uses the formula and display output
8. Goal seek helps in finding out the input for the specific output.

D. Answer the following questions

1. Define the terms
 - (a) Consolidate function
 - (b) What-if analysis
 - (c) Goal seek
2. Give one point of difference between
 - (a) Subtotal and What-if
 - (b) What-if scenario and What-if tool
3. Give any two advantages of data analysis tools.
4. Name any two tools for data analysis.
5. What are the criteria for consolidating sheets?
6. Which tool is used to create an outline for the selected data?

Lab Exercise

1. Mr Gurdeep has to take a loan of Rs. 10 lakhs to buy a house. After assessing his situation, he has realized that he can pay the loan in 15 years by paying out an EMI of 20,000.
 - (a) Use Goal seek to find out the interest rate at which he can borrow the loan.
 - (b) Use What If Scenario to depict payment of loan in 25 years by paying out an EMI of 10,000.
 - (c) Use Scenario manager to find the best case.
2. Power Motors has 3 branches all over Bhopal. Each branch maintains monthly sales of different models of electric scooter and at the end of month mails it to the State Head. Prepare a consolidated sheet that shows total and average sales made for each model of the electric scooter with respect to the spreadsheet sent by the branches to the head office. You are required to identify the column headings for the various branches, enter data in three different spreadsheets indicating different branches and consolidate data to find total sales and average sales for each model.



Step 6. Use fill handle to drag the function for other cells. The final sheet is shown in Fig. 5.18.

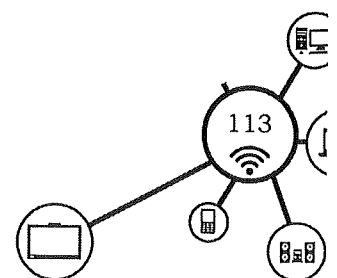
Length of the room (in feet)	Width of a room (in feet)	Length of a tile (in feet)	Width of a tile (in feet)	Number of tiles required for the room
10	8	2	2	20
12	10	2	2	30
15	12	3	3	20
20	15	3	3	33

Fig. 5.18: Displaying Number of tiles using Macro as a function

Check Your Progress

A. Multiple choice questions

- Macro Recordings can be enabled from the _____ option in the menu bar.
 - Sheet
 - Data
 - ☒ Tools
 - Window.
- Which of the following is an invalid Macro Name?
 - 1formatword
 - format word
 - format*word
 - ☒ Format_word.
- Which of the following Libraries contains modules with prerecorded macros and should not be changed?
 - My Macros
 - ☒ LibreOfficeMacros
 - Untitled1
 - Test.
- Identify which of the following is a programming Language?
 - Calc
 - ☒ BASIC
 - Writer
 - Macro.
- The Module can be executed from the IDE by pressing _____.
 - F3
 - F4
 - ☒ F5
 - F6
- Which of the following is the default name of the Macro _____.
 - Default
 - ☒ Main
 - Macro1
 - Main_Macro



NOTES

B. Fill in the blanks

1. standard library is automatically loaded when the document is opened.
2. IDE stands for Integrated Development Environment.
3. Macro as a function is capable of accepting argument/values and returning a result/value.
4. Macro Organizer allows us to add, delete a module.
5. The code of macro begins with sub followed by the name of the macro and ends with end-sub.
6. By default a macro is saved in the standard library.

C. State whether the following statements are True or False

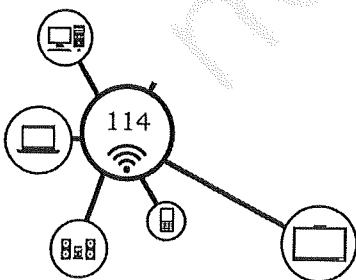
1. Macro is a group of instructions executing a single instruction. **F**
2. Once created, Macro can be used any number of times. **T**
3. By default, the Macro recording feature is turned on. **F**
4. It is not possible to stop recording of a Macro. **F**
5. Every Macro should be given a unique name. **T**
6. A macro once created can be edited later. **T**

D. Answer the following questions

1. What is a Macro? List any two real life situations where they can be used.
2. List the actions that are not recorded by a macro.
3. How is LibreOffice Macros Library different from my Macros?
4. Differentiate between predefined function in Calc and Macros as a function
5. List the rules that should be kept in mind while naming a macro.
6. Give any one advantage of macros.

Lab Exercises

1. Record a Macro that performs Bold, Underline on the Heading in Cell A1. Give macro the name BoldunderlineA1 and save it in a New Module named Basic Formatting which is created in a New Library named DocumenHeadingA1.
2. Record a Macro that creates a bar chart for data stored in cells A2 – A9 and K2 to K9.
3. Run the macro recorded in (i) and display a barchart for the following data showing Minimum and Maximum temperature from 2010-2017.



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Step 3. Enter the location of the database file, or click **Browse** to open a file browser and select the database file.

Step 4. Type a name to use as the registered name for the database and click **OK**. The database is added to the list of registered databases.

Note – The **OK** button is enabled only when both fields are filled in.

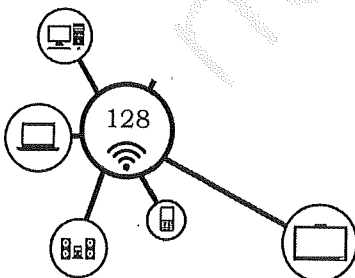
Check Your Progress

A. Multiple choice questions

1. Insert Sheet dialog can be invoked from _____.
☒ (a) sheet
 (b) insert
 (c) tools
 (d) Windows
2. _____ refers to cell G5 of sheet named My Sheet.
 (a) \$My Sheet.'G5'
 (b) \$My Sheet_'G5'
☒ (c) \$ 'MySheet'.G5
 (d) \$ 'MySheet'_G5
3. The path of a file has _____ forward slashes.
 (a) four
☒ (b) three
 (c) two
 (d) one
4. Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?
 (a) Macro
☒ (b) Hyperlink
 (c) connect
 (d) Copy

B. Fill in the blanks

1. A relative hyperlink stores the location with respect to the current location.
2. While inserting tables from a webpage HTML-All selects the entire HTML document.
3. The extension of LibreOffice base is .odb.
4. single quotes ('') are used to enclose sheet names as there might be a space within sheet names.
5. The From file option of Insert Sheet Dialog box allows to insert sheet from another file.



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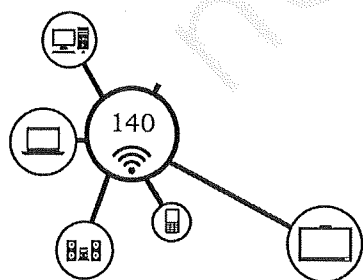
Check Your Progress

A. Multiple choice questions

- Sharing allows to edit the spreadsheet by
 - single user
 - ☒ different users simultaneously
 - one by one users
 - one after other users
- Sharing spreadsheet feature allows to save the changes in
 - ☒ multiple sheets
 - user's sheet
 - in a same sheet
 - in different sheet
- The Recording Changes feature of LibreOffice Calc provides different ways to record the changes made by _____ in the spreadsheet.
 - one user
 - other user
 - the user
 - ☒ one or other users
- In Calc, the comments are added
 - automatically
 - by author
 - by reviewer
 - ☒ all of above
- The changes by team members in the spreadsheet can be accepted or rejected by
 - the team members
 - any of the user
 - ☒ owner
 - other users

B. State whether the following statements are True or False

- ☒ 1. Spreadsheet cannot be shared to work with more than one user?
- ☒ 2. Some of the features becomes unavailable when the spreadsheet is in shared mode.
- ☒ 3. You can record changes in the spreadsheet when the spreadsheet is opened in shared mode.
- ☒ 4. File menu is used to Record changes for the spreadsheet.
- ☒ 5. You can add a note or suggestion in the spreadsheet using Insert Comment.
- ☒ 6. Formatting comment can be used to change the font colour of the comment.



NOTES

C. Fill in the blanks

1. The title bar of the document shows shared along with the filename for the shared mode of the spreadsheet.
2. The shared mode spreadsheet allows many users to access and edit the spreadsheet at the same time.
3. Recording changes automatically turn off the shared mode of a spreadsheet.
4. Click on Edit menu, Track Changes and then select record to record the changes in the spreadsheet.
5. The border color of the changed cell will be red.
6. comment is used to add notes or suggestions to a cell in a spreadsheet.
7. The comment box can be formatted just like formatting the cell contents (cell contents).

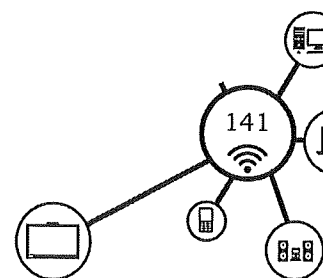
D. Answer the following questions

1. Define the terms
 - (a) Sharing Spreadsheet
 - (b) Record changes
2. Write the commands to perform
 - (a) Sharing Spreadsheet
 - (b) Record changes
3. Which menu is used to perform the functions
 - (a) Track Changes
 - (b) Saving Spreadsheet
4. What do you understand by reviewing the changes in the spreadsheet?
5. Differentiate between Merging and Comparing Spreadsheet.

Lab Exercise

Anushka and Niyaz have been made the class representative. Anushka has been asked to collect the class assignments for the various subjects. Create a spreadsheet to store the roll number, name of the students and subject names. Perform the following operations so that Niyaz can access the file:

1. Enable Track changes
2. Add comment to show the date on which the assignment has been submitted.
3. Share the document with the class teacher.

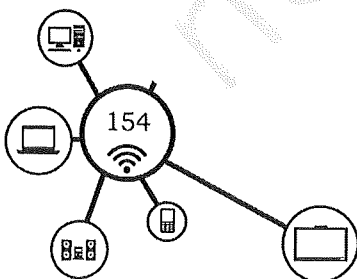


NOTES

- Out of the candidate keys, one or two are made as primary keys. The others are the alternate keys.
- An object in a database is a structure or a feature that is used to store, represent or retrieve data. The various objects in a database are tables, forms, reports and queries.
- A form is a feature of a database using which we can enter data in a table in an easy and user friendly manner.
- A query is used to retrieve the desired information from the database.
- The output of a query may be displayed in the form of reports.

Check Your Progress**A. Multiple choice questions**

1. Which of the following can be considered as an example of a database?
(a) Dictionary
(b) Telephone directory
(c) Marks Register
☒ (d) Newspaper
2. Which of the following is NOT a DBMS?
(a) MS Access
(b) Open Office Base
☒ (c) MS Excel
(d) MySQL
3. DBMS stands for _____.
(a) Data and Books Management System
☒ (b) Database Management System
(c) Duplicate Books Management System
(d) Data Management Multi System
4. Which of the following data models sets a relation between the two or more tables?
☒ (a) Relational Data Model
(b) Network Data Model
(c) Hierarchical Data Model
(d) Connection Data Model
5. The details associated with an entity are called _____.
(a) Table
☒ (b) Attributes
(c) Records
(d) Primary key



NOTES

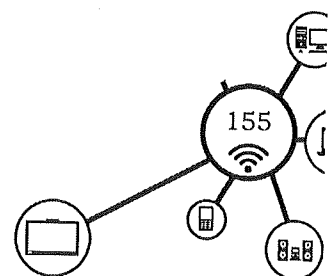
6. A _____ is represented as rows in a table.
 - (a) field
 - (b) attribute
 - (c) record
 - ✓(d) candidate key
7. In which of the following forms can a data value be represented?
 - (a) Numeric
 - (b) Character
 - (c) Alphanumeric
 - ✓(d) All of the above
8. Which of the following uniquely identifies a row in a table?
 - ✓(a) Primary key
 - (b) Alternate key
 - (c) Foreign key
 - (d) Candidate key
9. A _____ is a feature of a database using which we can enter data in a table in an easy and user friendly manner.
 - (a) query
 - (b) report
 - ✓(c) form
 - (d) field
10. A _____ is a question asked from a database.
 - ✓(a) query
 - (b) report
 - (c) form
 - (d) field

B. State whether the following statements are True or False

- F 1. A database cannot be organised.
- T 2. Data is the collection of raw facts.
- F { 3. A table can be created without a primary key.
4. Two tables can be related in a network data model.
5. MS Access is an example of a database.

C. Fill in the blanks

1. The raw facts constitutes Data.
2. An entity is a real world object about which information is to be stored in a database
3. The output of a query may be displayed in the form of report
4. The data values for all the fields related to a person or object is called a record
5. All the field values that are eligible to be the primary key are the candidate keys for that table



NOTES

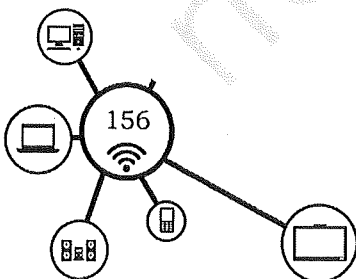
D. Answer the following questions

1. Define the terms
 - (a) Database
 - (b) Data redundancy
 - (c) Report
2. Give one point of difference between
 - (a) Data and Information,
 - (b) Form and Query,
 - (c) Network and hierarchical data model
3. Give any four advantages of a DBMS.
4. Consider the table given below and answer the questions that follow

Table: Library

Book Id	Book Name	Author Name	Price	Publisher
F001	Pride and Prejudice	Jane Austen	550	ABC
S004	Amazing Astronomy	E. Shane	1050	ABC
C005	IT and Mankind	MHA Diwaan	2500	HYM

- (a) Name the fields in the given table.
- (b) Which field should be made the primary key?
- (c) Is there any alternate key in the table?
- (d) How is primary key different from foreign key? Explain with example.



NOTES

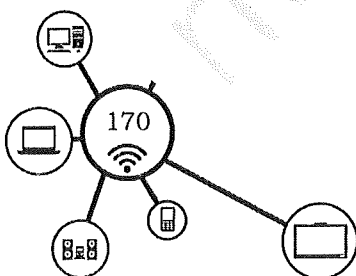
- Various in Base can be categorized into Text , Numeric, Currency and Date.
- LibreOffice Base is the collection of related data objects known as Tables, Forms, Queries, Reports and application modules.
- Depending on the object that is selected, the respective Task Pane and Object Area displaying the created object appears on the User Interface Window.
- A table in LibreOffice Base can be created using a wizard or using the Design view.

Practical Exercise

Ananthu wants to create a directory containing data – Serial No, Name, Mobile Number, Email id, Date of birth of his friends. Create a table using LibreOffice Base. Make Serial No as primary key. Enter minimum 5 records in the table. Sort the table in alphabetical order of name.

Check Your Progress**A. Multiple choice questions**

1. Which of the following is NOT a type of text data type?
 - (a) Memo
 - (b) Varchar
 - ✓ (c) Float
 - (d) Char
2. A currency data type can only store monetary data that is in dollars.
 - (a) True
 - ✓ (b) False
 - (c) Neither a nor b
 - (d) Both a and b
3. Which of the following data can a date data type store?
 - (a) Date
 - (b) Time
 - ✓ (c) Both date and time
 - (d) Neither date nor time
4. Which of the following is true about LibreOffice Base?
 - (a) It is a spreadsheet software
 - ✓ (b) It is free and open source software
 - (c) It can store only character data
 - (d) It is a licensed software.

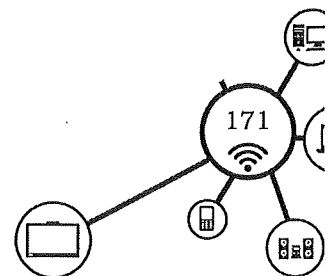


NOTES

5. Which of the following methods can be used to create a table in Base?
 - (a) Using a table wizard
 - (b) Design View
 - ✓ (c) Both a and b
 - (d) Neither a nor b
6. The related objects of a database can be seen in _____ pane of the Base Database window.
 - ✓ (a) Database
 - (b) Task
 - (c) Title Bar
 - (d) Menu Bar
7. Which is the shortcut key to open an existing database?
 - (a) Ctrl+ D
 - ✓ (b) Ctrl+O
 - (c) Ctrl+E
 - (d) Ctrl+F
8. The Design view of Table Creation window in LibreOffice Base is divided into _____ sections or panes.
 - ✓ (a) 2
 - (b) 3
 - (c) 4
 - (d) 5
9. While entering records in a table, we can move to the next field by pressing the _____ key.
 - ✓ (a) Tab
 - (b) Ctrl
 - (c) Enter
 - (d) Shift
10. Which of the following is true about primary key of a table?
 - (a) Every table must have a primary key
 - (b) The data values in primary key field cannot be duplicated.
 - (c) A primary key field cannot be left blank
 - ✓ (d) All of the above

B. State whether the following statements are True or False

- ✓ T 1. The text data can contain special characters.
- ✓ T 2. Memo data type can be used to store descriptive data.
- ✓ F 3. A Boolean data type can have two or more than two values.
- ✓ F 4. We cannot store audio data in LibreOffice Base.
- ✓ T 5. The properties of a field change according to the data type selected.
- ✓ T 6. Field description may or may not be entered while designing a table.
- ✓ F 7.  is pressed to move to the last record.
- ✓ T 8.  appears when the record is being edited.



NOTES

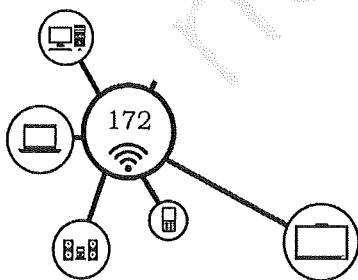
9. A table once created in a database cannot be edited.
10. Sort dialog box can only help to sort data in ascending order.

C. Fill in the blanks

1. A data type refers to the type of data that will be stored in that particular field.
2. The Text data is a combination of letters, numbers or special characters.
3. Text data type can be used to store Aadhar number.
4. The binary data type used to store digitized images.
5. The shortcut key to save a table is Ctrl + S.
6. Taskpane on the Base Interface Window displays information about the type of view of the object in the database.
7. A key icon appears before the field name indicating that it is a primary key.
8. The data can be entered in a table only in datasheet view.
9. The black pointing arrow just before the field name in a table is called record pointer.
10. The process of arranging the records in particular order on any filed is called sorting.

D. Answer the given questions

1. Differentiate between:
 - (a) Memo and Varchar data type
 - (b) Number and Decimal data type
 - (c) Design View and Datasheet view of a table
2. Name the menu items present on the Base User Interface,
3. Label the components – Title Bar, Database Pane, Tasks Pane, Status Bar of the LibreOffice Base User Interface.
4. How can we define a primary key in a table?
5. Write steps to sort the table in descending order of primary key.
6. What is the use of navigation box with respect to tables in a database?



NOTES

Contact No_ guardian

Room No

Table: Room Details

Room No

Floor (data value can be first, second or third)

Category (data value can be AC / Non- AC)

Student Id

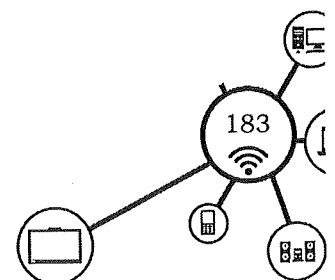
DOO (Date of occupancy)

Monthly Rent

Check Your Progress

A. Multiple choice questions

- Which of the following actions can be performed once the tables are created in a database?
 - Add a field in a table
 - Rename a table
 - Delete a table
 - ☒ All of the above
- Which of the following is checked by a DBMS?
 - Redundancy
 - Inconsistency
 - ☒ Both (a) and (b)
 - Neither (a) nor (b)
- Which of the following is required to set a relationship between the two tables?
 - Both the tables must be in different databases
 - ☒ Both the tables must have a common field
 - Both the tables must have the same name
 - Both tables must be stored in documents folder only.
- If a record is added in a master table, which of the following is NOT true for transaction table
 - The record in the master table is called the master record
 - ☒ The corresponding record in transaction table can only be entered once.
 - The record in the transaction table is called the transaction record.
 - It is possible to add a record in the master table
- Which type of relationship exists between a student and the subjects studied by him/her?
 - One-to-one
 - ☒ One-to-many
 - Many-to-many
 - All of the above



NOTES

6. Consider the following tables. Which type of relationship can be established between the two tables?
- (a) One-to-one
 - ☒ (b) One-to-many
 - (c) Many-to-many
 - (d) None of the above

Table 1: Item

Item_Code
Item_Name
Price
Qty
Category_Code

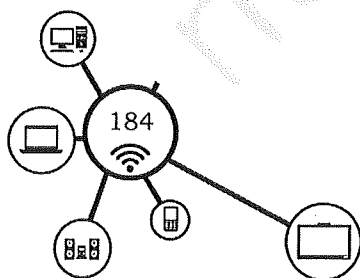
Table 2: Item_Category

Category_Code
Cat_Name
Item_Code
Cat_Disc

7. Which of the following menus contains the Relationship option?
- (a) Edit
 - (b) File
 - ☒ (c) Tools
 - (d) View
8. The list of tables to be added is displayed in the _____ dialog box in the Relationship Screen.
- ☒ (a) Add Tables
 - (b) Add Databases
 - (c) Both (a) and (b)
 - (a) Neither (a) nor (b)
9. In the relationship design screen, the relationship between the two tables is done using _____ operation.
- (a) Click
 - (b) Double Click
 - ☒ (c) Drag and Drop
 - (d) Right click
10. Which of the following is NOT an option that can be used to maintain referential integrity in a database?
- (a) No Action
 - (b) Set NULL
 - (c) Set Default
 - ☒ (d) Set Value

B. State whether the following statements are True or False

- ☒ 1. Redundancy is preferred in a database.
- ☒ 2. In a table, a record for a particular entity should not be repeated.
- ☒ 3. A single field should always have only one data value.
- ☒ 4. If a table is edited, the records already entered in it are deleted.
- ☒ 5. The record in master table should be entered before the corresponding record is entered in the transaction table.



NOTES

- T 6. In one-to-many relationship, one specific record of the master table has more than one corresponding records in the related transaction table.
- F 7. The Relationship option is present in the Widows menu.
- F 8. In a database, the referential integrity is maintained by the user.
- T 9. A relationship is always set between the tables based on a common field.
- F 10. If the master record is deleted, the transaction records will always be deleted.

C. Fill in the blanks

1. A table to be edited is displayed in Design view.
2. The most important prerequisite for setting a relationship between the two tables is that there must be a common field between them.
3. In One to one relationship, one specific record of a master table has one and only one corresponding record in the transaction table.
4. One to many is one of the most common types of relationship between the tables in a database.
5. A record being entered in a transaction table must always exist in a master table.
6. The principle of referential integrity helps prevent missing data by keeping deleted data from getting out of synch.
7. Creating relationships between tables restricts the user from entering invalid data in the referenced fields.
8. Data integrity is maintained by DBMS.
9. A relationship between customers and products is an example of many to many relationship.
10. The Window window is used to set relationships between the tables.

D. Answer the following questions

1. Give any two advantages of relating a table in a database.
2. How is redundancy or inconsistency controlled in a database? Explain with an example.
3. Define referential integrity. Who maintains referential integrity in a database?
4. Differentiate between one to one relationship and one to many relationship. Give suitable examples to explain your answer.
5. Explain many to many relationship with an example.

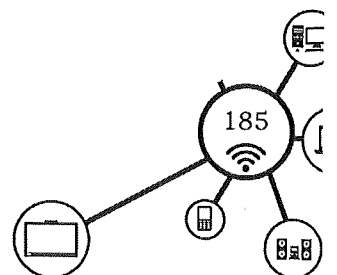


Table: Student_Details

Student_Id

Name

DOB

Course

Father's Name

Contact No_student

Contact No_guardian

Room No

Table: Room Details

Room No

Floor (data value can be first, second or third)

Category (data value can be AC / Non- AC)

Student Id

DOO (Date of occupancy)

Monthly Rent

Create a query to display the following tabular format

Room No	Student Name	Category	Monthly Rent
---------	--------------	----------	--------------

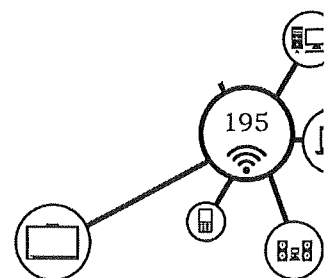
Create a query that displays total monthly rent collected for each category.

Project Work

Use the internet to study the process of working of hostels. See, what all tables/fields/queries should be further added to the existing database so that it is able to fully automate the working of the boys hostel explained in the above exercise. Thereafter make changes in the database created by you in LibreOffice Base.

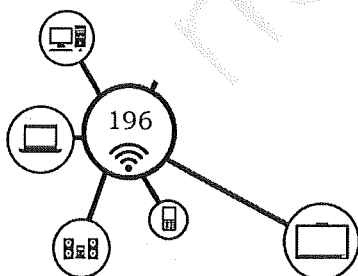
Check Your Progress**A. Multiple choice questions**

- Which of the following is refer to asking questions from the database?
 - Report
 - Table
 - ☒ Query
 - Database
- Which of the following are the ways to design a query?
 - Wizard
 - Design View
 - SQL
 - ☒ All of the above
- Which is a flexible way to create a query?
 - Wizard
 - ☒ Design View
 - Both (a) and (b)
 - Neither (a) nor (b)



NOTES

4. Into how many parts is the query design window divided?
 - (a) One
 - ☒ (b) Two
 - (c) Three
 - (d) Four
5. Which of the following is NOT true about queries?
 - (a) It can be created using multiple tables
 - (b) Multiple queries can be created in a database
 - (c) A query can run multiple times
 - ☒ (d) A query once created cannot be edited
6. Which of the following is the shortcut key to run the query?
 - (a) F3
 - (b) F4
 - ☒ (c) F5
 - (d) F6
7. Which of the following functions can be performed on numerical data while designing a query?
 - (a) Sum
 - (b) Minimum
 - (c) Maximum
 - ☒ (d) All of the above
8. In a Query Design wizard, which of the following buttons is clicked to move a field from 'Available fields' list box to 'Fields in the query' list box?
 - ☒ (a) >
 - (b) <
 - (c) v
 - (d) ^
9. Which of the following relational operators can be applied to set the criterion while designing a query in LibreOffice Base?
 - (a) >
 - (b) =
 - (c) !=
 - ☒ (d) Add Form
10. Which of the following dialog box is present when the Query Design window is opened for the first time to design a query?
 - (a) Add Table
 - (b) Add Query
 - ☒ (c) Add Table or Query
 - (d) None of the above
11. Which of the following step is not performed if there is no numerical data to be worked upon in a query?
 - (a) Selection of fields
 - (b) Giving Aliases
 - ☒ (c) Summarizing
 - (d) Selection of tables

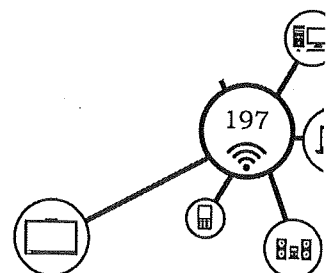


B. State whether the following statements are True or False

1. You can run a query only once
2. A query cannot be created from multiple tables
3. The shortcut key to run a query is F5.
4. LibreOffice Base provides us with two ways to create a query.
5. A query with numerical data cannot be saved.
6. By default the query result is not sorted.
7. A query can be used to display the average value of a numerical field.
8. While designing a query, the criterion can be set on only one field.
9. Alias is an alternative name for a field in a query.
10. In query Design window, the visible check box is selected by default.
11. A query once created using a wizard can only be edited in the Design view.

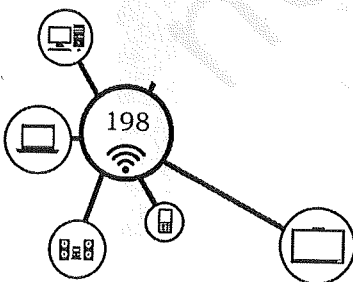
C. Fill in the blanks

1. A Query is a sort of question asked from a database.
2. The result of the query is displayed in Report form with field names in columns
3. A query can be created in three ways.
4. The Query Design window is divided into two sections.
5. The shortcut key to run the query is F5.
6. The conditions to filter the records are set in the criterion row.
7. When a table is selected in a Query wizard, the corresponding fields are displayed in the Available fields list box.
8. The result of the query can be displayed in ascending or descending order of any particular field of the table.
9. At the most three search conditions can be given in the query wizard.
10. The last step of the Query wizard displays the entire overview of the query.
11. The design view is a more flexible method to create a query.
12. To edit any query, right click on the Query icon of the query that has to be edited.
13. In the Alias row of the Query Design grid, we can type the column heading that will be displayed instead of field name when we run the query.



NOTES**D. Answer the given questions**

1. Define a query? What is the need of creating a query in a database?
2. Rearrange the steps given below so as to create a query using a wizard.
3. Give Alias
4. Select the fields
5. Set the criterion
6. Set the sorting order
7. Give table name
8. What all information is seen in the overview (last step) of the Query wizard?
9. What is the use of Alias row in the Design grid of the Query Design window?
10. Name any four mathematical functions that can be applied to numerical data in a query.
11. Name the three ways of creating a query in LibreOffice Base?



NOTES

2. Uzair manages a boys hostel in an engineering college. To manage the records of the people staying in his hostel, he created a database with the following related tables.

Table : Student_Details

Student_Id
Name
DOB
Course
Father's Name
Contact No_student
Contact No_guardian
Room No

Table: Room Details

Room No
Floor (data value can be first, second or third)
Category (data value can be AC / Non- AC)
Student Id
DOO (Date of occupancy)
Monthly Rent

Create a query to display the following tabular format

Room No	Student Name	Category	Monthly Rent
---------	--------------	----------	--------------

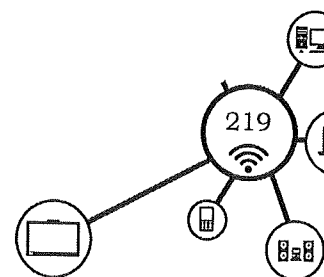
Create a query that displays total monthly rent collected for each category.

Create a form for data entry of both the tables.

Generate a report the displays information retrieved from both the queries in a presentable manner.

Check Your Progress**A. Multiple choice questions**

- Which of the following toolbars contains the Label tool?
 - Standard Toolbar
 - ☒ Forms Controls Toolbar
 - Records toolbar
 - Formatting toolbar
- The Record toolbar has the buttons to move to the
 - first record
 - second record
 - last record
 - ☒ all records
- Which of the following is NOT true about forms?
 - It is the front end for data entry
 - ☒ It can contain only text fields
 - Graphics can be inserted on the form
 - It can contain only fixed number of records

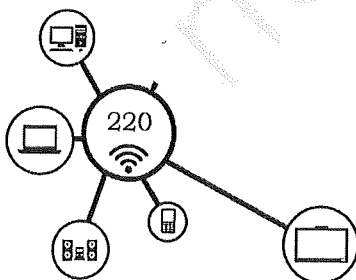


NOTES

4. Which of the following keys is pressed to select only textbox on the form?
 - (a) Alt
 - (b) Shift
 - ✓ (c) Ctrl
 - (d) Tab
5. Which of the following properties in the Properties: Label Field text box is used to insert a tool-tip on the form?
 - (a) Tool Text
 - ✓ (b) Help Text
 - (c) Tool Tip
 - (d) Help Tip
6. Which of the following objects of LibreOffice Base is used to display data retrieved from one or more tables in a presentable manner?
 - (a) Query
 - ✓ (b) Form
 - (c) Report
 - (d) Panel
7. Which of the following values of Date Format property is selected to view a calendar on the form?
 - (a) Standard (short)
 - ✓ (b) Standard (long)
 - (c) Default
 - (d) Standard (Medium)
8. Which of the following commands on the Forms Control toolbar is used to toggle between Design View and Form view?
 - ✓ (a) Design Mode
 - (b) Toggle Mode
 - (c) View Mode
 - (d) Print mode
9. Using which of the following objects in a database, can a report be generated?
 - (a) Tables
 - (b) Queries
 - ✓ (c) Both a and b
 - (d) Neither a nor b
10. Which of the following components open along with the Report Wizard?
 - (a) Report Builder
 - (b) Add Fields dialog box
 - ✓ (c) Both (a) and (b)
 - (d) Neither (a) nor (b)

B. State whether the following statements are True or False

1. Report is an object of a database but form is not.
- ✓ 2. We can choose the layout of the form.



NOTES

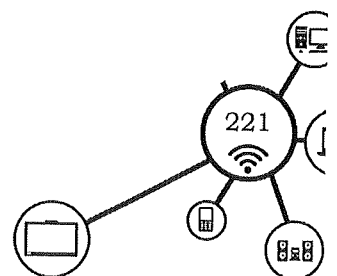
3. We have to add all fields of the table on the form.
- T④ There are two ways in which a form can be created.
- T⑤ A report is generated in a separate window.
6. Once a control is added on to the form, it cannot be re-positioned.
- T⑦ The Record toolbar has the button to add a new record.
8. We can create a report only using a table.
9. By default, the records in a report are sorted in descending order.
- T⑩ We can group data based on a particular field in a report.
11. A report can have data only in row and column format.
- T⑫ We can insert both date and time of generation of report.
13. A report once created cannot be edited.

C. Fill in the blanks

1. A form can be used for enter and view data.
2. Each field control consists of a label and field value.
3. A label is a piece of text that specifies the data that should be entered in the field value text box.
4. By default the border of the field text value is displayed in 3-D.
5. A tool tip is a small piece of text that is displayed when the mouse pointer is placed on a particular control on the form.
6. The default orientation option for a report is landscape.
7. A layout is the manner in which the labels, field values, titles etc. will be displayed in the report.
8. The option to insert date and time in the report is present in insert menu.
9. A Report Wizard contains six steps.
10. A dynamic type of report changes automatically as the field values in the base table or query change.

D. Answer the following questions

1. Give one difference between a form and a report.
2. What is a field control with respect to forms?
3. Which tool on the Forms Record toolbar is used to insert text on the form?
4. Name the two ways to create a form in LibreOffice Base.
5. What is the difference between a static and a dynamic report?
6. Write the function of Forms Controls toolbar and Records toolbar.

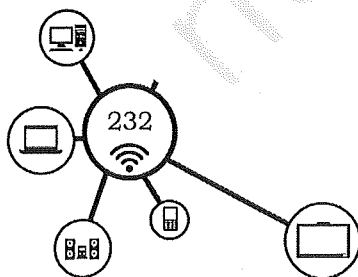


NOTES

9. Do not operate machines or equipment until you have been properly trained and allowed to do so by your supervisor.
10. Repair torn wires or broken plugs before using any electrical equipment.
11. Do not use equipment if it smokes, sparks or looks unsafe.
12. Cover all food with a lid, plastic wrap or aluminium foil.
13. Do not smoke in 'No Smoking' areas.
14. Report any unsafe condition or acts to your supervisor.

Check Your Progress**A. Multiple choice questions**

1. Workplace safety is essential in organisation _____.
(a) to avoid the accident and injury
(b) to increase the productivity
(b) to improve the work environment
☒ (d) All of the above
2. Which of the following is not mandatory to keep the good health of an employee?
(a) Cleanliness
☒ (b) Food court
(c) Clean and fresh air
(d) Clean washroom
3. The security department is not responsible for _____.
(a) personal safety
(b) computer system and equipment safety
(c) electrical safety
☒ (d) personal belongings
4. The proper security procedures will increase _____.
(a) liabilities
(b) insurance
☒ (c) business revenue
(d) operational charges of the company
5. Which kind of hazards can occur in IT industry?
(a) Biological
(b) Chemical
(c) Physical
☒ (d) Ergonomic



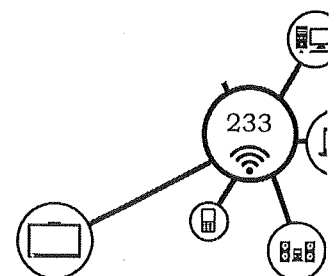
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6. Which of the following can cause hazards while using computers?
 - (a) Poor sitting postures or excessive duration of sitting in one position
 - (b) Lifting heavy object
 - (c) Mishandling of tools and equipment
 - (d) Improper handling of office equipment
7. Which of the following statements is likely to result in an injury to the operator?
 - (a) Selecting the right tool for the job
 - (b) Wearing safety goggles or glasses
 - (c) Using a tool with loose handles
 - (d) Keeping cutting tools sharp
8. What are the potential cause of hazards at workplace?
 - (a) Poor ventilation
 - (b) Poor lighting
 - (c) Poor housekeeping
 - (d) All of the above

B. Fill in the blanks

1. Health of an employee is the state of the physical, mental and social well being.
2. The work places must be cleaned in the morning before the people start working.
3. A proper air conditioning provide clean and cool air at the workplace.
4. A fresh food cafeteria helps to maintain the health of the employee.
5. The work environment of the organisation must be safe and free from hazards and risk.
6. The proper security procedures will increase the business revenue and will reduce the operational of the company. charges
7. Injuries and illness of the employees is prevented through national policy on Occupational health & safety.
8. Physical hazards occurs due to Physical work environment.
9. Electrical hazards mostly caused due to coming in direct contact with live wires, or indirect contact through a conductors.
10. Hazards while using computers occurs due to poor sitting posture or excessive duration of sitting in one position.

MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT



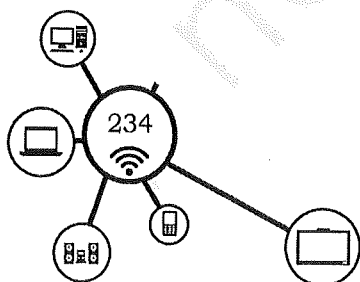
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C. State whether the following statements are True or False

1. The employer and employees are responsible for workplace safety.
2. Any injury at work should be reported to the supervisor immediately.
3. No matter how big or small the injury; the injured person should receive medical attention.
4. While working with machines and equipment, employees must follow the safety guidelines set by the company.
5. Bright light sources behind the display screen can create contrast problems.
- False* 6. Exposure to bright lights and toxic fumes and vapour could damage the mouth and ears.
7. The use of personal protective clothing and equipment can control the hazards at workplace.
8. Do not throw rubbish daily.
- False* 9. Proper handling of office equipment can result in injuries.
10. Stress at workplace can cause hazard in today's organisation.

D. Short answer questions

1. Briefly explain the concept of health, safety and security at workplace.
2. State the most important reasons for health, safety and security programs in workplace
3. List out the various workplace safety hazards.
4. List out the potential sources of hazards in an organisation.
5. List some of the IT workplace hazards.
6. What are the examples of potential hazards?
7. Describe information technology workplace hazards.
8. What are the workplace safety rules?
9. List out different safety guidelines?
10. Describe type of emergency with example.



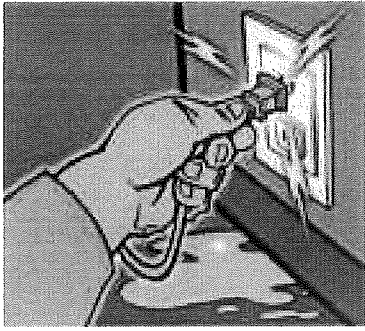


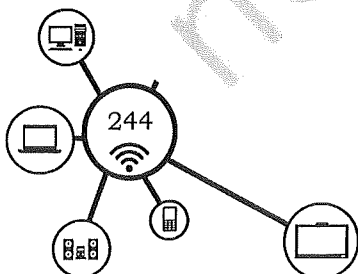
Fig. 14.7: Avoid water while working with electricity

Avoid water at all times when working with electricity. Never touch or try repairing any electrical equipment or circuits with wet hands. It increases the electrical conductivity of the body for the flow of electric currents.

Check Your Progress

A. Multiple choice questions

1. To provide healthy and safety working environment, every organisation must have _____.
 (a) Cleanliness
 (b) Filtered water
 (c) Clean wash-room
☒ (d) All of the above
2. Air pollution is mostly caused by production of the _____ in the surrounding air.
 (a) dust
 (b) mixture of solid particles
 (c) gases
☒ (d) All of above
3. Repetitive use of muscle may feel pain in your _____.
 (a) neck
 (b) shoulder
 (c) wrist or fingers
☒ (d) All of the above
4. The security department organisation is not responsible for _____.
☒ (a) other safety
 (b) computer system safety
 (c) electrical safety
 (d) transport safety
5. For an organisation, the proper security procedures will reduce _____.
☒ (a) liabilities
☒ (b) insurance
 (c) business revenue
 (d) operational charges of the company
6. Do not wear _____ when working with machines.
☒ (a) jewellery
 (b) safety glasses
 (c) masks
 (d) gloves
7. Sore lower back is caused due to _____.
 (a) reaching forward frequently
☒ (b) no lumbar support
 (c) no upper back support from chair
 (d) reaching forward for long periods



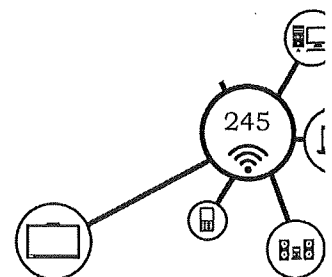
8. What should you do with the problem of dry eyes?
- (a) Forget to blink
 - ✓ (b) Rest eyes periodically and do simple eye exercises
 - (c) Do exercise
 - (d) Blink the eyes
9. If light is coming directly behind or in front of you then you may suffer from _____.
- (a) eye strain
 - (b) sore eyes
 - (c) dry eyes
 - ✓ (d) eye strain and sore eyes

B. Fill in the blanks

1. Air and water pollution can be analysed by using - physical, chemical and biological analysis.
2. The PH value of the water can be measured through chemical analysis.
3. The microbial indicators are used to monitor the health of the ecosystem.
4. Ergonomics is the science concerned with designing and arranging things.
5. Working with wrists extended too much repetition can cause arching wrists.
6. The repetition of a seemingly innocuous task over a period of time can cause an injury.
7. If a cord or wire will cross a pathway safety it should be mark it with hazard tape.
8. Loose cords and wires can cause electrical hazard.
9. Glare and reflections on the screen should be prevented.
10. The keyboard should have a matt surface to avoid reflective glare.

C. State whether the following statements are True or False

- T (1) The work environment of the organisation must be free from hazards and risk.
- T (2) Practice a no vehicle day in every week to avoid air pollution.
- T (3) Applying ergonomics can improve performance and productivity.
- 4. Wear rings, watches and necklaces while working on the computer.
- T (5) Never touch or try repairing any electrical equipment or circuits with wet hands.
- 6. Unplug all power sources and cables from computer while working on computer.

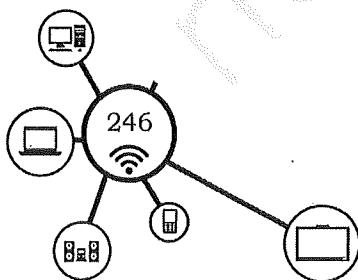


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- T (7) Occupational overuse syndrome, also known as repetition strain injury.
- T (8) The work chair must be stable and allow the user to move easily.
- T (9) Artificial lighting from computer screens can cause sleeping problems.
10. The keyboard and mouse should not be kept at the same level.

D. Short answer type questions

1. What causes the water pollution?
2. What is occupational overuse syndrome?
3. What are musculoskeletal problems?
4. What cautions to be taken while working on the computer?
5. Why there is no right way to use a laptop?
6. What causes eye strain and how to avoid it?
7. What type of display screen is suitable to work on computer?
8. What type of keyboard is suitable to work on computer?



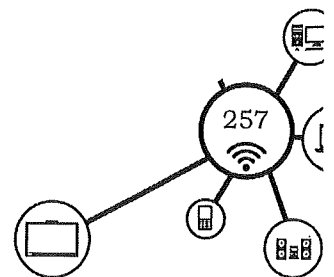
Check Your Progress**A. Multiple choice questions**

1. What are the steps necessary for operating a fire extinguisher?
 - (a) Identify the safety pin of the fire extinguisher which is generally present in its handle
 - (b) Break the seal and pull the safety pin from the handle
 - (c) Use the fire extinguisher by squeezing the lever
 - ✓(d) All of the above
2. Which of the following is an examples of ignition sources of open flames?
 - (a) Gas ovens
 - (b) Lighters in smoking areas
 - (c) Welding torches
 - ✓(d) All of the above
3. In fire classification, all liquid, grease, and gas material comes under _____.
 - (a) Class A material
 - ✓(b) Class B material
 - (c) Class C material
 - (d) Class A material
4. In fire classification, material magnesium, potassium, and sodium comes under _____.
 - (a) Class A material
 - (b) Class B material
 - (c) Class C material
 - ✓(d) Class D material
5. In fire classification, material wood, cloth, and paper comes under _____.
 - ✓(a) Class A material
 - (b) Class B material
 - (c) Class C material
 - (d) Class D material
6. In fire classification, electrical material and equipment comes under _____.
 - (a) Class A material
 - (b) Class B material
 - ✓(c) Class C material
 - (d) Class D material
7. When do we use a fire extinguisher?
 - (a) In case of flood
 - (b) In case of electric shock
 - ✓(c) In case of fire
 - (d) In case of burn injury
8. What is the primary fire emergency telephone number is?
 - (a) 011
 - ✓(b) 101
 - (c) 108
 - (d) 111

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MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT

2023-24



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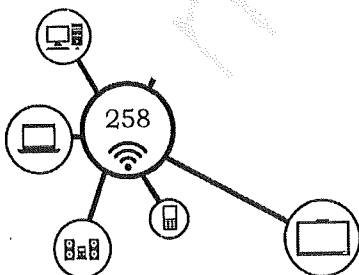
9. Which of the following contains everything you need to know about evacuating your facility safely?
- (a) Evacuation Diagram
 - (b) Emergency Action Plan
 - (c) Employee Directory
 - ✓ (d) Both (a) and (b)
10. The best course of action to take during a medical emergency is to _____.
- (a) Begin first aid immediately
 - (b) Activate the emergency plan for reporting injuries
 - (c) Notify the person's family about the situation
 - ✓ (d) Both (a) and (b)

B. Fill in the blanks

1. Emergency is a serious or crisis situation that needs immediate attention and action.
2. A wet floor sign will warn people to walk carefully on freshly mopped floors.
3. watch your step signs can prevent accidents on a staircase with a sharp bend or warn against a loose floor tile.
4. The coordinator should be responsible to handle evacuation process.
5. Workplace fires are commonly caused by improper storage of flammable material or combustible dust.
6. There should always be an emergency response plan for scheduled electrical maintenance or work.
7. If the victim is breathing and has a heartbeat, give first aid for injuries and treat for shock.
8. A fire extinguisher is a cylindrical pressure vessel containing an agent which can be discharged to extinguish a fire.

C. State whether the following statements are True or False

- T (1) The organisation's policies and guidelines is the best guide to handle emergency.
2. If someone is injured, act as per your impulse or gut feeling.
- T (3) Keep water and food items away from electrical equipment.
4. Always switch off the electrical circuits.
5. Always wear protective equipment, such as gloves and shoes.
- T (6) A fire extinguisher is a protection device used to extinguish fires.
7. Flammable materials can be placed around an door exit.
- T (8) You can determine possible evacuation routes from floor plan diagrams posted in your facility.



D. Short answer questions

1. What is a workplace emergency?
2. How do you protect yourself, your employees, and your business?
3. What is an emergency action plan?
4. What should your emergency action plan include?
5. How do you develop an evacuation policy and procedures?
6. How do you establish evacuation routes and exits?
7. What are the various types of fire extinguisher and their extinguishing material?
8. What are the steps for operating a fire extinguisher in case of a fire emergency.
9. Compare the different type of fire extinguisher.
10. List the different class of fire.
11. List out electrical rescue techniques.
12. What is the first aid for electrical emergencies?

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