



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL



PRE MID TEST 2026-27

I.T. – SET – 1 (QUESTION PAPER)

Class : XII

Date :

Admission No.:

Duration: 1 Hrs

Max. Marks : 25

Roll No.:

General Instructions:

Try to attempt all questions as per given order.

All questions are compulsory.

The Question Paper is divided into Three sections Section A to C.

- Section A has 10 questions attempt 7 and carry 1 mark each.
- Section B has 8 questions attempt 6 and carry 2 marks each.
- Section C has 4 questions attempt 2 and carry 3 marks each.

SECTION – A

Q1. Choose the correct answer from the given options (do any 7)

(7x1 = 7)

1. Self-management is also referred to as _____:
(a) Self Control (b) Personality (c) Stress (d) None of these
2. _____ is the feeling of being overwhelmed or unable to cope with mental or emotional pressure.
(a) Stress (b) Positive Attitude (c) Self-management (d) Motivation
3. The 'O' in the acronym 'OCEAN' for personality traits stands for _____:
(a) Openness (b) Obedient (c) Oblige (d) None of these
4. In the acronym SMART used for goal setting, what does 'S' stand for:
(a) Simple (b) Specific (c) Smart (d) Standard
5. An individual's motivation that comes from within is called _____ motivation.
(a) Extrinsic (b) Intrinsic (c) External (d) None of these

6. The intersection point between a row and a column is called a _____.
 (a) Row (b) Column (c) Table (d) Cell
7. Formulae in a Spreadsheet must always begin with a _____ sign.
 (a) \$ (b) @ (c) # (d) =
8. The file extension of an OpenOffice Calc file is _____t?
 (a) .doc (b) .odx (c) .odp (d) .ods
9. What kind of software are Adobe Spark and Keynote:
 (a) Documentation (b) Presentation (c) Spreadsheet (d) DBMS
10. What is the keyboard shortcut to open a new presentation from an open Impress window?
 (a) Ctrl + N (b) Ctrl + O (c) Ctrl + E (d) Shift + N

SECTION – B:

Short Answer Questions (do any 6)

(2x6 =12)

- Q2.** Define the term "Motivation"
- Q3.** Write the full form of the acronym S.M.A.R.T. used in goal setting.
- Q4.** What is "Stress"?
- Q5.** Define Self-management.
- Q6.** Define "Row" and "Column" in a spreadsheet.
- Q7.** What is an "Active Cell" in OpenOffice Calc?
- Q8.** Write a short note on uses of Spreadsheet.
- Q9.** Give the names of any four presentation software packages.

SECTION – C:

Long Answer Questions (do any 2)

(3x2 =6)

- Q10.** What is a Positive Attitude? List any two simple ways to maintain a positive attitude in life.
- Q11.** Explain any 3 broad personality traits that form the acronym OCEAN.
- Q12.** What is a spreadsheet? Write any two advantages or features of using a spreadsheet program.
- Q13.** Write the two different ways/steps to easily insert a new slide into a presentation file.

******* END OF QUESTION PAPER – SET 1 – ALL THE BEST *******