



# NOIDA PUBLIC SCHOOL

(Affiliated to CBSE, New Delhi)

Class: X

Sub: I.T. (402)

## WORKSHEET-1 (As per PT-1)

Teacher Incharge: Mr. Rahil Shrivastav



- Q1. Explain the Methods of Communication.
- Q2. Explain 7C's of Communication.
- Q3. Explain the types of barrier in Communication.
- Q4. Write the Short Notes on:-
- a) Communication
  - b) Feedback
  - c) Decoding Message
- Q5. What is Goal Setting?
- Q6. Differentiate between the two types of Motivation. Also give an example of each.
- Q7. How can Self-Awareness and Adaptability help you to succeed in life?
- Q8. List the problems that can occur due to stress.
- Q9. In SMART goals, what does 'S, M, A, R and T' stand for?
- Q10. Explain Self-Management and Meditation.
- Q11. Write the steps "To apply font and font size" in MS-Word.
- Q12. Write the steps "To create a table" in MS-Word.
- Q13. What is the difference between Page Styles and Frame Styles?
- Q14. What do you understand by cropping image? How do you crop an image?
- Q15. Write the steps "To insert an scanned image" in a document.
- Q16. Difference between Styles and Templates in MS-Word/ Digital Documentation?
- Q17. Give two advantages of:-
- a) Table of Contents
  - b) Labels
  - c) Grouping
  - d) Text Wrapping
- Q18. Difference between Arranging Images and Aligning Images.
- Q19. What is the purpose of mail merge? What are its two document?
- Q20. What does Anchoring images means? How many ways are there to Anchor images?