

The Wisdom School, Sirsa

Summer Holiday Homework

Session 2026 – 27

Grade –9th

Subjects	Syllabus
English	<ol style="list-style-type: none"> 1. Writing task on pg. -50 and 51 on assignment sheet. 2. Mini- Project on pg. - 95 and 96. 3. Project on Pg. - 32 (Learning Beyond the Text - part II) 4. Revise and learn the syllabus covered till date to ensure better understanding and retention of concepts.
Hindi	<ol style="list-style-type: none"> 1. अपने मनपसंद कवि या लेखक का चित्र लगाकर उसका जीवन वृत्तांत लिखिए।(colourful assignment sheets) 3. पर्यावरण विभाग की ओर से जल संरक्षण का आग्रह करते हुए एक विज्ञापन तैयार कीजिए।(A4 sheet) 4. आप अपने विद्यालय के क्रीडा -विभाग के छात्र सचिव हैं। विद्यालय में नई खेल सामग्री मँगवाने का अनुरोध करते हुए प्रधानाचार्य जी को पत्र लिखिए। 5 'योग भगाए रोग' विषय पर अनुच्छेद लिखिए।(colourful assignment sheet) 6. पिता और पुत्र/ पुत्री के बीच अनुशासन विषय को लेकर संवाद लेखन तैयार कीजिए।(colourful assignment sheet)
Mathematics	<p>Do examples of Ch – 1 Coordinate Geometry, Ch – 2 Linear Polynomial, Ch – 3 Number System.</p> <p>Project Work -</p> <p>Ch – 1 Number System (Roll no 1 to 17)</p> <p>Make a 3 D model of spiral to represent $\sqrt{2}$, $\sqrt{3}$, $\sqrt{5}$, $\sqrt{7}$ with the help of cardboard and nails.</p> <p>Ch – 3 Coordinate Geometry (Roll no 17 – 35)</p> <ol style="list-style-type: none"> 1) Plot 10 points on the Cartesian plane 2) Make a shape (House, tree or Kite) by plotting specific. 3) Coordinates and joining them. <p>Do the examples & given Worksheet on Separate Notebook.</p>

Science

1. Revise the following chapters:
 - * Physics – Describing Motion around us.
 - * Chemistry – Exploring mixtures and their Separation
 - * Biology – Cell: The building block of life
 2. Complete all three worksheets (Physics, Chemistry and Biology) neatly in your fair notebook.
 3. Make a Project report on the A4 SIZE SHEET with atleast 8-10 pages with proper Title Page, acknowledgement and Index according to the following roll no.
 - * Roll No. 1–10 (Physics):
“Equations of Motion and its Applications in Daily Life”
 - * Roll No. 11–20 (Chemistry):
“Solution, Suspension and Colloid”
Explain their properties, differences, examples and uses in daily life with suitable diagrams.
 - * Roll No. 21 onwards (Biology):
Cell organelles and microscope with diagram explaining their functions.
 4. 3D Model (According to Roll Numbers):
 - * Roll No. 1–10: Chromatography Technique showing separation of colours using paper chromatography.
 - * Roll No. 11–20: Plant Cell and Animal Cell model.
 - * Roll No. 21 onwards: Graphical Representation of Motion (Distance-Time / Velocity-Time Graphs).
- Note:**
- * Maintain neatness and creativity in all work.
 - * Use charts, colours and labelled diagrams wherever required.

S.SC.

- **Activity 1:**
Prepare a weather report of consecutive two weeks in your notebook/file.
Include:
 - * Date
 - * Temperature
 - * Humidity
 - * Weather condition (sunny/cloudy/rainy etc.)
 - * Wind condition
- **Activity 2:**
Prepare a project on Chapter 5 – “State and Society”.
Include:
 - * Introduction
 - * Important points/topics
 - * Pictures/maps (if possible)
 - * Conclusion
- **Revision Task:**
Revise all notebook work and complete any pending classwork or homework.
- **Map Practice:**
Practice important locations, states, rivers,

	<p>mountains, and neighboring countries on the political and physical map of India.</p> <ul style="list-style-type: none"> • Note: <p>* Learn all the chapters thoroughly. * Practice all questions and exercises regularly in your rough copy.</p> <ul style="list-style-type: none"> • Complete all work neatly and sincerely.
<p style="text-align: center;">Punjabi</p>	<p>ਸਾਹਿਤ ਮਾਲਾ:-ਕਵਿਤਾ ਭਾਗ:- ਪਾਠ-1 ਅਤੇ 2 ਦੀ ਦੁਹਰਾਈ ਕਰੋ ਅਤੇ ਯਾਦ ਕਰੋ। ਵਾਰਤਕ-ਭਾਗ:- ਪਾਠ-1(ਵਹਿਮੀ ਤਾਇਆ) ਨੂੰ ਪੜ੍ਹੋ ਦੀ ਦੁਹਰਾਈ ਕਰੋ। ਵੰਨਗੀ -ਕਹਾਣੀ-ਜਨਮਦਿਨ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ ਉੱਤਰ ਯਾਦ ਕਰੋ। ਵਿਆਕਰਨ:- ਲੇਖ ਰਚਨਾ :- 1. ਗਲੋਬਲ ਵਾਰਮਿੰਗ ਜਾਂ ਧਰਤੀ ਤੇ ਦਿਨੇ -ਦਿਨ ਵੱਧ ਰਹੀ ਤਪਸ 2. ਆਨਲਾਈਨ ਪੜ੍ਹਾਈ ਅਤੇ ਨਵੇਂ ਸੰਚਾਰ ਦੇ ਸਾਧਨਾਂ ਦੀ ਭੂਮਿਕਾ ਗੈਰ-ਰਸਮੀ ਪੱਤਰ- ਮੰਨ ਲਓ ਤੁਹਾਡਾ ਨਾਂ ਰਮਨ ਕੁਮਾਰ ਹੈ ਤੇ ਤੁਸੀਂ 106, ਰਾਮ ਨਗਰ, ਲੁਧਿਆਣਾ ਦੇ ਰਹਿਣ ਵਾਲੇ ਹੋ। ਆਪਣੇ ਬੈਂਕ ਮੈਨੇਜਰ ਨੂੰ ਆਪਣੇ ਬੱਚਤ ਖਾਤੇ ਨੂੰ ਆਧਾਰ ਕਾਰਡ ਨਾਲ ਜੋੜਨ ਲਈ ਬਿਨੈ-ਪੱਤਰ ਲਿਖੋ। ਰਸਮੀ -ਪੱਤਰ:-ਅਖਬਾਰ ਦੇ ਸੰਪਾਦਕ ਨੂੰ ਲਾਊਡ -ਸਪੀਕਰਾਂ ਦੇ ਸ਼ੋਰ ਸ਼ਰਾਬੇ ਬਾਰੇ ਪੱਤਰ ਲਿਖੋ। ਮੁਹਾਵਰੇ- ਕ ਤੋਂ ਗ ਤੱਕ ਹਰ ਅੱਖਰ ਨਾਲ ਸਬੰਧਤ 10-10 ਮੁਹਾਵਰੇ ਲਿਖੋ। ਉਪਰੋਕਤ ਸਾਰਾ ਕੰਮ ਆਪਣੀਆਂ ਪੰਜਾਬੀ ਵਿਆਕਰਨ ਦੀਆਂ ਕਾਪੀਆਂ ਤੇ ਸੁੰਦਰ ਲਿਖਾਈ ਵਿੱਚ ਲਿਖੋ। ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ ਦੀ ਦੁਹਰਾਈ ਕਰੋ, ਅਗੇਤਰ-ਪਿਛੇਤਰ (1 – 30) ਤੱਕ ਲਿਖੋ ਅਤੇ ਯਾਦ ਕਰੋ। ਰਚਨਾਤਮਕ ਗਤੀਵਿਧੀ:-ਸੋਸ਼ਲ ਮੀਡੀਆ ਦੇ ਫਾਇਦੇ ਤੇ ਨੁਕਸਾਨ ਬਾਰੇ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ ਅਤੇ ਇਸ ਨਾਲ ਸੰਬੰਧਤ ਤਸਵੀਰਾਂ ਵੀ ਲਗਾਓ। (A4 size sheets)</p>
<p style="text-align: center;">I.T.</p>	<ol style="list-style-type: none"> 1. Revise ch-5,6 (Part A) 2. Revise Ch-4,5,6(Part B) 3. Draw mind map for each unit in fair notebook. 4. Solve the question answers given in pdf and do it in the IT notebook only.

MATHEMATICS WORKSHEET

Chapter: Number System

Class: IX

- Q1.** Is zero a rational number? Justify your answer
- Q2.** Write two irrational numbers between 3 and 4.
- Q3.** Represent $\sqrt{5}$ on the number line.
- Q4.** Express 0.6 in the form $\frac{p}{q}$ where p and q are integers and $q \neq 0$.
- Q5.** State whether $\sqrt{9}$ is rational or irrational. Give reason.
- Q6.** Find the value of $8^{\frac{2}{3}}$.
- Q7.** Simplify: $(\sqrt{3} + \sqrt{5})^2$.
- Q8.** Write the decimal expansion of $\frac{1}{7}$ and state its nature.
- Q9.** Find three rational numbers between $\frac{1}{3}$ and $\frac{1}{2}$.
- Q10.** Rationalize the denominator: $\frac{1}{\sqrt{7} - \sqrt{2}}$.
- Q11.** Simplify: $(5 + \sqrt{3})(5 - \sqrt{3})$.
- Q12.** Represent $\sqrt{7}$ on the number line using the Pythagorean method. Write the steps.
- Q13.** If $x = 2 + \sqrt{3}$, find the value of $x + \frac{1}{x}$.
- Q14.** Show that $0.\overline{3} = \frac{1}{3}$.
- Q15.** Express 2.47 (where 47 repeats) in the form $\frac{p}{q}$.
- Q16.** Simplify: $(16)^{\frac{3}{4}} \div (8)^{\frac{2}{3}}$.
- Q17.** Find five irrational numbers between $\sqrt{2}$ and $\sqrt{3}$.
- Q18.** Prove that $\sqrt{2}$ is irrational.
- Q19.** Rationalize the denominator of: $\frac{\sqrt{5} + \sqrt{3}}{\sqrt{5} - \sqrt{3}}$ and simplify.
- Q20.** Express the following in the form $\frac{p}{q}$: (i) 0.47 (ii) 1.23 (iii) 0.003
- Q21.** Arjun draws a number line and marks $\sqrt{2}$, $\sqrt{3}$, $\sqrt{5}$, and $\sqrt{7}$ on it. He says: 'Every point on the number line represents a real number.' Is he correct? Classify each of these as rational or irrational. Also state the property of real numbers that makes the number line
- Q22.** A square has side $\sqrt{2}$ cm. (a) Find its area and perimeter. (b) Are these values rational or irrational? (c) If the side is doubled, how does the area change? Is the new area rational or irrational? Justify all answers.

MATHEMATICS WORKSHEET

Chapter 3: Coordinate Geometry

Class: IX

- Q1.** Write the coordinates of the origin.
- Q2.** In which quadrant does the point $(-4, 7)$ lie?
- Q3.** A point lies on the negative y -axis at a distance of 5 units from the origin. Write its coordinates. _
- Q4.** What is the abscissa of the point $(0, -9)$?
- Q5.** Name the axis on which the point $(6, 0)$ lies.
- Q6.** The point $(-3, -5)$ lies in which quadrant? Write the signs of its x and y coordinates.
- Q7.** Write the mid point of the point $(2, -3)$ and $(3, 6)$.
- Q8.** If the ordinate of a point is zero, on which axis does it lie?
- Q9.** Plot the points $A(3, 4)$, $B(-3, 4)$, $C(-3, -4)$ and $D(3, -4)$ on a coordinate plane and name the figure $ABCD$. (Draw and label clearly.)
- Q10.** Find the distance of the point $P(5, -12)$ from the origin. (Use the distance formula or Pythagoras theorem.)
- Q11.** In which quadrant or on which axis do the following points lie? (a) $(-2, 0)$ (b) $(7, -3)$ (c) $(0, 0)$ (d) $(-5, -1)$
- Q12.** Write the coordinates of a point that is: (a) 6 units to the left of the y -axis and 4 units above the x -axis. (b) 3 units to the right of the y -axis and 5 units below the x -axis.
- Q13.** The vertices of a triangle are $P(1, 3)$, $Q(4, 3)$ and $R(4, 7)$. Plot these points and find the area of the triangle.
- Q14.** A point lies on the x -axis at a distance of 7 units from the y -axis on the negative side. What are its coordinates? Also write the coordinates of its reflection in the y -axis.
- Q15.** If the point $(k, 3)$ lies on the line joining $A(1, 1)$ and $B(4, 4)$, find the value of k .
- Q16.** Show that the points $A(1, 1)$, $B(5, 1)$, $C(5, 5)$ and $D(1, 5)$ form a square. Find its perimeter.
- Q17.** The x -coordinate of a point is twice its y -coordinate. If the point lies on the line $x - 2y = 0$, verify that all such points satisfy this equation and give two examples.
- Q18.** Name the quadrilateral formed by the points $(0, 3)$, $(4, 0)$, $(0, -3)$ and $(-4, 0)$. Justify.
- Q19.** Plot the following points on a single Cartesian plane and join them in order. Name the shape formed: $A(-4, 0)$, $B(0, 3)$, $C(4, 0)$, $D(0, -3)$.
- Q20.** The vertices of a rectangle are at $(2, 3)$, $(-2, 3)$, $(-2, -1)$ and $(2, -1)$. Find: (a) The length and breadth of the rectangle. (b) Its perimeter and area.
- Q21.** Points $A(3, 0)$, $B(0, 4)$ and $C(0, 0)$ form a right triangle. Verify that C is the right angle and find the area of the triangle.
- Q22.** Without plotting, determine whether the points $P(1, 5)$, $Q(2, 3)$ and $R(-2, -1)$ are collinear. (Use the area of triangle method.)
- Q24.** A quadrilateral has vertices $A(1, 1)$, $B(4, 1)$, $C(4, 4)$ and $D(1, 4)$. Find: (a) The diagonals and check if they bisect each other. (b) The type of quadrilateral formed.
- Q25.** The mid-point of the line segment joining $A(x, 4)$ and $B(3, y)$ is $M(2, 3)$. Find x and y .

Q26. Draw the graph of the linear equation $2x + y = 6$. Find the points where the line meets the x-axis and y-axis. Also find one more point on the line.

Q27. A city map is drawn on a coordinate plane. The positions of four landmarks are: Library: L(-3, 4), Park: P(5, 4), School: S(5, -2), Market: M(-3, -2). (a) Plot all four points and join them in order. (b) What shape is formed? Find its perimeter and area. (c) The Town Hall is at the centre of this shape. Find its coordinates. (d) A road is built from L to S (diagonally). Find the length of this road.

Q28. Rohan draws three points A(0, 0), B(4, 0) and C(2, $2\sqrt{3}$) on a coordinate plane. (a) Find the lengths AB, BC and CA. (b) What type of triangle is ABC? Justify your answer. (c) Find the area of triangle ABC using the coordinate formula. (d) If D is the mid-point of BC, find the coordinates of D and the length AD.

Q29. A farmer has a rectangular field with corners at P(1, 2), Q(7, 2), R(7, 6) and S(1, 6). (a) Find the area of the field (each unit = 10 m). (b) He divides the field into two equal triangles by a diagonal PR. Find the area of each triangle. (c) He plants a tree at the centroid of triangle PQR. Find the centroid. (d) Another tree is planted at the point that divides PS in the ratio 1 : 3. Find its coordinates.

Q30. The table below shows the number of hours studied (x) and marks obtained (y) by 5 students: (x, y): (1, 20), (2, 35), (3, 50), (4, 65), (5, 80) (a) Plot all five points on a coordinate plane. (b) Do these points appear to lie on a straight line? Join them. (c) Find the equation of the line passing through (1, 20) and (5, 80). (d) Using the equation, predict the marks of a student who studies for 6 hours. (e) What does the slope of this line represent in real life?

Science (Chemistry)

Choose the correct option :

1. A solution is a:
 - a) Heterogeneous mixture
 - b) Homogeneous mixture
 - c) Pure substance
 - d) Compound
2. Which of the following shows the Tyndall effect?
 - a) Salt solution
 - b) Sugar solution
 - c) Milk
 - d) Copper sulphate solution
3. Which method is used to separate cream from milk?
 - a) Filtration
 - b) Evaporation
 - c) Centrifugation
 - d) Sublimation
4. The particles of a suspension:
 - a) Cannot be seen
 - b) Do not settle down
 - c) Scatter light
 - d) Are very small
5. Which separation technique is used to obtain common salt from seawater?
 - a) Filtration
 - b) Distillation
 - c) Evaporation
 - d) Chromatography

Answer the Following

6. Define a mixture.
7. What is a solution?
8. Name the solute and solvent in salt solution.
9. What is meant by sedimentation?
10. Define colloid.

Answer the Following Questions

11. Differentiate between homogeneous and heterogeneous mixtures.
12. State any two properties of a suspension.
13. Explain the Tyndall effect with one example.
14. What is chromatography? Mention one use of it.
15. Differentiate between solution and colloid.

Long Answer Questions

16. Explain the following separation techniques with suitable examples:
 - a) Filtration
 - b) Distillation
 - c) Sublimation
17. Differentiate between solution, suspension and colloid on the basis of:
 - * Nature of mixture
 - * Particle size
 - * Visibility of particles
 - * Stability
18. Describe an activity to prepare:
 - a) A solution
 - b) A suspension
 - c) A colloid

Worksheet (Physics)

CH: Describing Motion Around us

Q.1 In which of the following cases is the object said to be at rest?

- a) Moving along a circular path
- b) Moving with constant speed
- c) No change in its position with time
- d) Increasing speed continuously

Q.2 What does the equation $v = u + at$ represent?

- a) Relationship between velocity and time
- b) Relationship between position and time
- c) Relationship between acceleration and time
- d) Relationship between displacement and time

Q.3 Define the following:

(i) Distance (ii) Displacement (iii) Speed (iv) Velocity (v) Acceleration (vi) Uniform

motion

Q.4 Draw a graph between the Distance and Time of a car moving with a constant speed in a straight line.

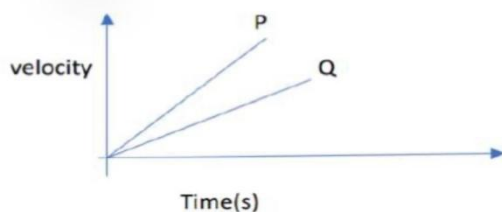
Q.5 State the necessary condition for distance and displacement to be equal.

Q.6 Calculate the distance and displacement of a car as it travels along a circular track of radius 28 m and completes: (i) $\frac{1}{4}$ round of circular track. (ii) half the round of the circular track. (iii) $\frac{3}{4}$ round of the circular track.

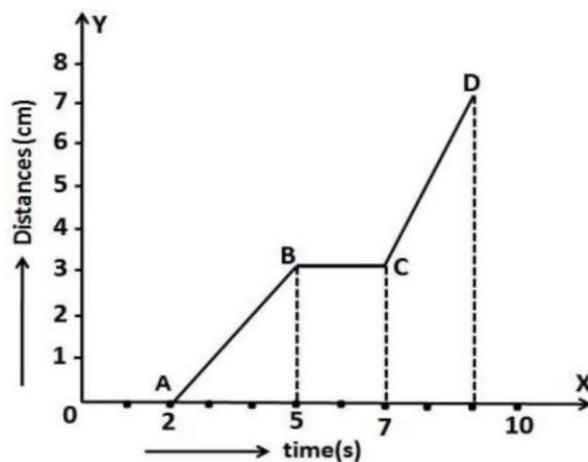
(iv) Ten complete rounds of the circular track.

Q.7 The length of minutes hand of a clock is 5 cm. Calculate its speed.

Q.8 The velocity-time graph of two different cars, P and Q, is as shown. Which line P or Q represents the motion of the car with greater acceleration? Justify your answer.



Q.9 Q.9 The graph in below figure shows the positions of a body at different times. Calculate the speed of the body as it moves from (i) A to B (ii) B to C and (iii) C to D.



Q. 10 State the three kinematic equations of motion for uniform acceleration.

Q.11 A child on a merry-go-round of radius 2 m completes one revolution in 8 seconds. Find the average speed of the child.

Q.13 Define the term 'reference point'. Why is it necessary to specify a reference point when describing the position of an object?

Q. 14 A car starts from rest and its velocity reaches 24 m s^{-1} in 6 seconds. Find (i) the average acceleration, (ii) the distance travelled in these 6 seconds

Q. 15 What is uniform circular motion? Is it an accelerated motion? Justify.

Worksheet (Biology)

1. Which of the following cell organelles contains its own DNA?
(a) Ribosome (b) Lysosome (c) Mitochondria (d) Golgi apparatus
2. The selectively permeable membrane in a cell is:
(a) Cell wall (b) Plasma membrane (c) Nuclear membrane (d) Cytoplasm
3. Which structure helps in packaging and secretion of materials in the cell?
(a) Ribosome (b) Golgi apparatus (c) Vacuole (d) Centrosome
4. Which of the following is true for prokaryotic cells?
(a) Membrane-bound nucleus present
(b) Well-developed organelles present
(c) Genetic material not enclosed by membrane
(d) Mitochondria present
5. The fluid content inside the nucleus is called:
(a) Cytoplasm (b) Nucleoplasm (c) Chromatin (d) Protoplasm
6. Which cell organelle is associated with intracellular digestion?
(a) Lysosome (b) Ribosome (c) Chloroplast (d) Centrosome
7. The site of photosynthesis in plant cells is:
(a) Vacuole (b) Chloroplast (c) Nucleus (d) Golgi body
8. Chromosomes are made up of
(a) DNA and proteins (b) Lipids and proteins (c) RNA and lipids (d) Starch and proteins
9. Which cell organelle modifies and transports proteins and lipids?
(a) Endoplasmic reticulum (b) Vacuole (c) Centrosome (d) Nucleolus

Assertion and Reason

1. Assertion (A): Cell wall is present in plant cells.

Reason (R): Cell wall is made up of cellulose.

- a) Both A and R are true and R explains A (b) Both A and R are true but R does not explain A (c) A is true but R is false (d) A is false but R is true

2. Assertion (A): Mitochondria are called powerhouse of the cell. Reason (R): They store water and food materials.

- a) Both A and R are true and R explains A (b) Both A and R are true but R does not explain A (c) A is true but R is false (d) A is false but R is true

3. Assertion (A): Ribosomes are called protein factories.

Reason (R): Ribosomes help in protein synthesis.

- a) Both A and R are true and R explains A (b) Both A and R are true but R does not explain A (c) A is true but R is false (d) A is false but R is true

4. Assertion (A): Plasmolysis occurs in hypotonic solution.

Reason (R): Water moves out of the cell in hypertonic solution.

- a) Both A and R are true and R explains A (b) Both A and R are true but R does not explain A (c) A is true but R is false (d) A is false but R is true

5. Assertion (A): Lysosomes are called suicidal bags.

Reason (R): Lysosomes contain digestive enzymes.

- a) Both A and R are true and R explains A (b) Both A and R are true but R does not explain A (c) A is true but R is false (d) A is false but R is true

Question And Answer

Higher Order Questions

1. Why do plant cells not burst when placed in a hypotonic solution whereas animal cells may burst?
2. A student kept raisins in water overnight and observed that they swelled up. Name the process involved and explain why it happened.
3. How does the plasma membrane help in maintaining the internal environment of the cell?
4. Why are lysosomes called "suicidal bags" of the cell?
5. Differentiate between prokaryotic and eukaryotic cells on the basis of nucleus, organelles, and size.

6. Explain the structure of nucleus and mention its role in inheritance.
7. Describe the functions of mitochondria and explain why they are important for cell survival.
8. How do diffusion and osmosis help in the movement of substances across the plasma membrane?
9. Describe the structure of a plant cell with the help of a labelled diagram. Mention the functions of cell wall, chloroplast, vacuole, and nucleus.
10. Explain the structure and functions of plasma membrane. Also describe what happens to a cell in hypertonic and hypotonic solutions.

Digital Documentation – Worksheet

Name: _____

Class/Sec: _____

Roll No.: _____

Date: _____

Section A – Multiple Choice Questions (1 mark each)

1. Which application is used for creating digital documents?

- A. LibreOffice Writer
- B. VLC Media Player
- C. Paint
- D. Calculator

2. Which shortcut key is used to open an existing document?

- A. Ctrl + N
- B. Ctrl + O
- C. Ctrl + P
- D. Ctrl + S

3. Which option is used to make text darker and thicker?

- A. Italic
- B. Underline
- C. Bold
- D. Superscript

4. What is the default file extension of LibreOffice Writer?

- A. .doc
- B. .jpg
- C. .odt
- D. .ppt

5. Which menu is used to insert a picture in a document?

- A. Format
- B. Insert
- C. View
- D. Tools

6. Which feature helps in correcting spelling mistakes?

- A. Spell Check
- B. Zoom
- C. Save As
- D. Print Preview

7. Which alignment places text equally between both margins?

- A. Left
- B. Right
- C. Center
- D. Justify

8. What is the purpose of a table in a document?

- A. To decorate pages
- B. To organize data in rows and columns
- C. To save files
- D. To print text

9. Which key combination is used to paste copied text?

- A. Ctrl + X
- B. Ctrl + V
- C. Ctrl + C
- D. Ctrl + Z

10. Which feature is used to create a list of items?

- A. Bullets and Numbering
 - B. Header/Footer
 - C. Hyperlink
 - D. Track Changes
-

11. Which option is used to preview a document before printing?

- A. Spell Check
 - B. Print Preview
 - C. Save As
 - D. Format Painter
-

12. Which of the following is NOT a formatting option?

- A. Font Size
 - B. Font Color
 - C. Bold
 - D. Scan
-

13. What is a header?

- A. Text at the bottom of a page
 - B. Text at the top of every page
 - C. A picture in the document
 - D. A table in the document
-

14. Which shortcut key is used to undo the last action?

- A. Ctrl + U
 - B. Ctrl + Y
 - C. Ctrl + Z
 - D. Ctrl + A
-

15. Which feature helps to search a word in a document?

- A. Find
 - B. Replace
 - C. Copy
 - D. Print
-

Section B – Fill in the Blanks (1 mark each)

1. _____ is used to save a document with a new name.
 2. Text placed at the bottom of every page is called _____.
 3. _____ alignment places text in the middle of the page.
 4. The shortcut key for copy is _____.
 5. _____ is used to insert rows and columns in a document.
-

Section C – Short Answer Questions (2 marks each)

1. What is digital documentation?
 2. Write any two advantages of digital documents.
 3. Differentiate between Copy and Cut.
 4. What is formatting?
 5. Explain the use of Spell Check.
 6. What are headers and footers?
 7. Why are tables used in documents?
 8. What is the purpose of Print Preview?
-

Section D – Long Answer Questions (4 marks each)

1. Explain the steps to create and save a document in LibreOffice Writer.

 2. Describe any four text formatting features used in digital documentation.

 3. Explain the steps to insert a picture and format it in a document.

 4. Write the steps to create a table in LibreOffice Writer.

-

Section E – Competency Based Questions

Case Study 1

Anjali is preparing a holiday homework document for her class. She wants:

- the title to be bold and centered,
- important points in bullet form,
- and page numbers on every page.

Answer the following:

1. Which formatting option should Anjali use for the title?
 2. Which feature will help her organize points clearly?
 3. Why are page numbers useful in documents?
 4. Which alignment should she use for the title?
-

Case Study 2

Rohan typed a school report in LibreOffice Writer. After completing the work, he noticed many spelling mistakes and wants to correct them quickly.

Answer the following:

1. Which feature should Rohan use?
 2. Which shortcut key can help save the document?
 3. Why is digital documentation useful for editing?
 4. Name one advantage of digital documents over handwritten documents.
-

Case Study 3

A teacher wants to prepare students' marks in rows and columns for better presentation.

Answer the following:

1. Which feature should the teacher use?
2. What are the horizontal parts of a table called?
3. What are the vertical parts of a table called?
4. Why are tables important in documents?

Self-Management Skills – Worksheet

Section A – Multiple Choice Questions (1 mark each)

1. Self-management skills help a person to:

- A. Waste time
 - B. Depend on others
 - C. Manage thoughts, emotions, and behavior
 - D. Avoid responsibilities
-

2. Which of the following is an example of self-awareness?

- A. Ignoring mistakes
 - B. Knowing your strengths and weaknesses
 - C. Blaming others
 - D. Avoiding challenges
-

3. Which skill helps a student complete homework on time?

- A. Time management
 - B. Anger
 - C. Fear
 - D. Laziness
-

4. Positive thinking helps a person to:

- A. Give up easily
 - B. Feel confident and motivated
 - C. Avoid learning
 - D. Become careless
-

5. Which of the following is a stress management activity?

- A. Shouting at friends
 - B. Meditation
 - C. Skipping meals
 - D. Overthinking
-

6. SMART goals should be:

- A. Confusing
 - B. Impossible
 - C. Clear and achievable
 - D. Unplanned
-

7. Which quality helps a person continue working even during difficulties?

- A. Persistence
 - B. Fear
 - C. Carelessness
 - D. Anger
-

8. What is the full form of SMART in goal setting?

- A. Simple, Major, Active, Right, Tough
 - B. Specific, Measurable, Achievable, Relevant, Time-bound
 - C. Strong, Meaningful, Accurate, Realistic, Timely
 - D. Smart, Modern, Active, Responsible, Talented
-

9. Which of the following shows self-discipline?

- A. Completing work before deadlines
 - B. Watching TV during study time
 - C. Ignoring school rules
 - D. Wasting time on mobile games
-

10. Which activity improves self-confidence?

- A. Negative self-talk
 - B. Practicing skills regularly
 - C. Comparing yourself negatively with others
 - D. Avoiding participation
-

11. Which emotion management technique is healthy?

- A. Deep breathing
 - B. Fighting
 - C. Crying loudly at others
 - D. Breaking things
-

12. Which habit helps in effective time management?

- A. Making a timetable
 - B. Delaying work
 - C. Sleeping in class
 - D. Ignoring priorities
-

13. Which of the following is NOT a self-management skill?

- A. Self-awareness
 - B. Time management
 - C. Stress management
 - D. Hacking
-

14. Motivation helps us to:

- A. Avoid goals
 - B. Stay focused and energetic
 - C. Waste opportunities
 - D. Quit learning
-

15. Which of the following is an example of positive attitude?

- A. "I will try again."
 - B. "I can never do this."
 - C. "Everything is impossible."
 - D. "I should stop learning."
-

Section B – Fill in the Blanks (1 mark each)

1. Managing time properly is called _____.
2. Deep breathing and yoga help in _____ management.

3. _____ means believing in your abilities.
4. SMART goals should be _____ and measurable.
5. _____ thinking helps us stay motivated.

Section C – Short Answer Questions (2 marks each)

1. Define self-management skills.
 2. What is self-awareness?
 3. Write any two benefits of time management.
 4. How does positive thinking help students?
 5. What are SMART goals?
 6. Mention any two ways to manage stress.
 7. What is self-confidence?
 8. Differentiate between positive attitude and negative attitude.
-

Section G – Activity Corner

My Daily Time Table

Time	Activity
6:00 AM – 7:00 AM	_____
7:00 AM – 8:00 AM	_____
4:00 PM – 5:00 PM	_____
5:00 PM – 6:00 PM	_____
8:00 PM – 9:00 PM	_____