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SAMPLE PAPERS **CBSE EXAM 2025**



30 Sets

Class : 10th

Sub : Information Technology

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Sample Paper 01

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Priya, a student under exam pressure, feels irritable, struggles with sleep, and is often tired. However, she shows no signs of fever. Which of the following is not a symptom of stress?
 - (a) Irritability
 - (b) Insomnia
 - (c) Fatigue
 - (d) Fever
 - (ii) Ravi is learning about various types of entrepreneurship like social, agricultural, and women-focused. However, he wonders if leadership is considered a type of entrepreneurship. Which of the following is not a type of entrepreneurship activities?
 - (a) Social
 - (b) Agricultural
 - (c) Women
 - (d) Leader
 - (iii) Ramesh turned on his computer to complete an assignment. As the computer started, the operating system loaded into the main memory from the hard disk, enabling him to use the system. What is this process called?
 - (a) uploading
 - (b) booting
 - (c) starting
 - (d) downloading

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- (iv) The drive within you that compels you to complete tasks is
- (a) self-motivation
 - (b) self-regulation
 - (c) self-awareness
 - (d) self-sufficient
- (v) A manager is addressing his team about a new project. During the discussion, some team members struggle to understand because the manager uses complex jargon and technical terms. However, other factors like clear messaging and active listening help the team grasp some aspects. Which of the following is a barrier to effective communication?
- (a) Use of jargon and technical terms
 - (b) Clear and concise messaging
 - (c) Active listening
 - (d) Mutual understanding
- (vi) What is the role of green skills in waste management?
- (a) Encouraging unsustainable disposal methods
 - (b) Promoting recycling and composting practices
 - (c) Increasing landfills and waste accumulation
 - (d) Disregarding the concept of resource conservation

2. Answer any 5 out of the given 6 questions

- (i) Template includes placeholder text that is surrounded by _____.
(a) arrow (b) brackets
(c) data source (d) commas
- (ii) Which of the following is an attribute whose value is derived from the primary key of some other table?
(a) Primary key (b) Foreign key
(c) Alternate key (d) None of these
- (iii) Do not use the elevator in times of fire in the building. Always use _____ for such emergencies.
(a) office space (b) staircase
(c) washroom (d) None of these
- (iv) Solve option under Tools menu amounts to a more elaborate form of _____. The difference is that the Solver deals with equations with multiple _____.
(a) unknown variables, goals seek (b) variables, equation
(c) goal seek, unknown variables (d) subtotal, goal seek
- (v) In a computer class, students learn that databases store large amounts of data, allow easy updates, sorting, querying, and generate reports, unlike other tools like spreadsheets or graphic editors. What is a key ability of databases?
(a) store a large amount of data in a structured format, easy update, sort query, production of reports.
(b) spell check, perform calculations, library of mathematical functions, replication.
(c) rotate images, copy and paste, fill scale.
(d) None of the above

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(vi) In the Load Style dialog box, option loads the paragraph and the character styles from the selected document into the current document.

- | | |
|---------------|---------------|
| (a) Page | (b) Paragraph |
| (c) Overwrite | (d) Text |

3. Answer any 5 out of the given 6 questions

(i) Editing Custom Shapes feature allows _____ of small segments of a drawing.

- | | |
|--------------|-------------------|
| (a) shaping | (b) reshaping |
| (c) rehearse | (d) None of these |

(ii) Which tab is used to share the worksheet data?

- | | |
|------------|------------|
| (a) Home | (b) Review |
| (c) Insert | (d) Layout |

(iii) Rahul is working on a project that requires transferring large files between computers on the same network. His teacher explains that there is a specific protocol designed for this purpose, making file transfer efficient and reliable. What is used to transfer files between computers on a network?

- | | |
|----------------|-----------------|
| (a) Web server | (b) FTP |
| (c) Multimedia | (d) Web browser |

(iv) A tuple in RDBMS is referred to _____ of a table.

- | | |
|------------|-----------|
| (a) record | (b) field |
| (c) table | (d) key |

(v) Which of the following is not a spreadsheet software?

- | | |
|--------------|-----------------|
| (a) VisiCalc | (b) MS-Excel |
| (c) Writer | (d) Lotus 1-2-3 |

(vi) _____ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily.

- | | |
|-----------------|------------------------|
| (a) Summation | (b) Data Consolidation |
| (c) Data Format | (d) Data Chart |

4. Answer any 5 out of the given 6 questions

(i) By dragging any _____ handle you can increase or decrease the _____ of the image diagonally.

- | | |
|------------------|---------------------|
| (a) corner, size | (b) side, quality |
| (c) top, depth | (d) corner, quality |

(ii) Wireless broadband can be

- | | |
|----------------------|-------------------|
| (a) mobile | (b) fixed |
| (c) Both (a) and (b) | (d) None of these |

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- (iii) _____ can deal with multiple variables as the goal seek is used to manipulate one variable cell.
- (a) Solver (b) Goal Seek
(c) Scenario (d) what-if
- (iv) _____ ensure that all the documents have a standard layout, look and feel.
- (a) Graphics (b) Layout
(c) Properties (d) Templates
- (v) To join the Internet, the computer has to be connected to a
- (a) Internet Architecture Board (b) Internet society
(c) Internet Service Provider (d) None of these
- (vi) A relational database is a collection of
- (a) attributes (b) tables
(c) records (d) fields

5. Answer any 5 out of the given 6 questions

- (i) Which of the following is an AutoShape?
- (a) Line (b) Circle
(c) Curve (d) All of these
- (ii) _____ determines the range of field values.
- (a) Field Name (b) Data Type
(c) Field Size (d) Description
- (iii) Which type of hazard can cause skin irritation, illness or breathing problems?
- (a) Chemical hazard (b) Biological hazard
(c) Slipping hazard (d) None of the above
- (iv) If you have unsafe and unhealthy workplace, there will be higher days lost and will have higher
- (a) employee satisfaction (b) productivity
(c) stress levels (d) None of these
- (v) Which of the following is/are TCL commands?
- (a) COMMIT (b) SAVE POINT
(c) ROLL BACK (d) All of the above
- (vi) Rajat has received a spreadsheet, which is reviewed by his subordinates Puneet, Kavya and Aman, who made some corrections in it. Before Rajat shared the spreadsheet with his subordinates, he has activated the track changes feature. Which of the following option he should use now to keep some of the changes made by them?
- (a) Accept and reject changes (b) Overwrite and keep changes
(c) Both (a) and (b) (d) None of the above



SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Aman recently purchased a new laptop but noticed it could not function without specific software that manages hardware and software resources. His friend explained that this software acts as an essential interface between the user and the computer, allowing the system to operate effectively. What is the software mentioned in the paragraph, and what does it do?
7. What is fatigue related stress? Why is it difficult to avoid?
8. What is the contribution of the entrepreneurs in the execution of Government policies?
9. Ravi's team meeting lacked preparation, leading to confusion and unclear messaging about their roles. In what way does inadequate planning hinder effective communication?
10. How can individuals acquire green skills?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. What is the difference between absolute and relative hyperlinks as used in Calc?
12. What do you mean by template?
13. Elucidate the following terms:
 - (i) PAN
 - (ii) WiMAX
14. During a database design session, Priya learns that certain keys help maintain relationships between tables. The teacher explains that one specific key enforces referential integrity by linking data across different tables. What is the role of a foreign key in a database management system (DBMS)?
15. State any two practices for internet security.
16. Write the steps to insert a record in a Datasheet View.

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Riddhima is working on a project that involves sending letters to multiple recipients. She wants to use a word processor to create mailing labels for each recipient efficiently. She seeks answers to understand the concept and the steps involved in preparing and printing these labels.
 - (a) What is a mailing label?
 - (b) What are the ways to prepare and print mailing labels?

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18. Shubham is a student learning about database management systems (DBMS). He wants to understand the purpose of DBMS and its practical uses in real-world applications. He wants to know about the following:
- The purpose of DBMS
 - Any two uses of DBMS
19. Shreya is analyzing a database table. The table contains information about various products, their quantities, costs, and the cities where they are available. She needs to perform certain tasks based on this table:

TABLE: PRODUCT					
S_NO	P_Name	S_Name	Qty	Cost	City
S1	Biscuit	Priyagold	120	12.00	Delhi
S2	Bread	Britannia	200	25.00	Mumbai
S3	Chocolate	Cadbury	350	40.00	Mumbai
S4	Sauce	Kissan	400	45.00	Chennai

- How many fields and records are there in PRODUCT table?
 - Write SQL queries for the following:
 - Display all Products whose Qty is between 100 and 400.
 - Display S_Name, P_Name, Cost for all the Products whose Qty is less than 300.
 - Display all the records alphabetically by S_Name.
20. Rita is working in spreadsheet. She wants to know about the use of the following terms:
- Quick Sort
 - Filtering Data
21. Rahul has purchased some stationary items from an online site. He has to make online payment for the items to complete the transaction. Help him by answering the following queries :
- Suggest any two options that he can use to make payment of his bill on the online shopping website.
 - Name any 2 situations where online shopping could be useful.
 - Name any 2 popular online shopping websites.
 - Write full form of COD in reference to online shopping.

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Sample Paper 02

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Monika gets up at 6:10 am and goes for her hobby classes. Then, she comes back home and finishes her homework before going to school. She does all work by herself. No one tells her to do so. This is called _____.
 - (a) self-awareness
 - (b) self-motivation
 - (c) self-regulation
 - (d) discipline
 - (ii) Anita is leading a team meeting to discuss a new project. While she ensures clarity in her instructions and uses positive body language, some team members face difficulty understanding her due to differences in language and terminology. Which of the following is an example of a barrier to effective communication?
 - (a) Active listening
 - (b) Providing clear instructions
 - (c) Language barriers
 - (d) Using appropriate body language
 - (iii) Ravi is organizing his project work on his computer. He notices that each document, image, and video is saved as a single entity, which can be opened and edited individually. What is a collection of information saved as a unit called?
 - (a) Folder
 - (b) File
 - (c) Path
 - (d) File extension

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- (iv) _____ generates within the human regarding the unreasonable matters.
- (a) Internal stress (b) Survival stress
(c) Environmental stress (d) None of the above
- (v) Riya is studying green skills and learns they help reduce greenhouse gas emissions, preserve biodiversity, and conserve habitats. However, they aim to minimize non-renewable resource use. Which of the following is not an environmental benefit of green skills?
- (a) Reduction in greenhouse gas emissions (b) Preservation of biodiversity
(c) Increased use of non-renewable resources (d) Conservation of natural habitats
- (vi) An entrepreneur must establish good relations with _____ and its functionaries.
- (a) customer (b) government
(c) Both (a) and (b) (d) None of these

2. Answer any 5 out of the given 6 questions

- (i) _____ command is used to restore database to original since the last COMMIT.
- (a) REVIEW (b) SELECT
(c) ROLLBACK (d) None of these
- (ii) Every computer is protected by a _____.
- (a) firewall (b) software
(c) server (d) network
- (iii) To delete a template, _____ on a template in the Templates window and select Delete.
- (a) Right-click (b) Double-click
(c) Left-click (d) None of these
- (iv) The structure line displays the elements for entries in the level column. The _____ button represents the page number.
- (a) # (b) &
(c) % (d) @
- (v) Rohit is designing a database and learning about primary keys. His teacher explains that fields like account numbers and admission numbers are suitable, but some fields, like dates, may not be ideal. Which of the following fields will not make a suitable primary key?
- (a) A customer's account number (b) A date-field
(c) An auto number field (d) A student's admission number
- (vi) Default name of first scenario created in Sheet1 of Calc is _____.
- (a) Sheet_1_Scenario (b) Sheet_Scenario_1
(c) Sheet1_Scenario_1 (d) None of the above

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3. Answer any 5 out of the given 6 questions

- (i) Commands are a set of instructions that is used to interact with database.
(a) SQL (b) Java
(c) Mac (d) DBMS
- (ii) Instant messaging service accepts instant messages from _____.
(a) external sites (b) internal sites
(c) Both (a) and (b) (d) None of these
- (iii) Riya is learning about the features available in the Insert tab of a word processor. She discovers that features like Shapes and ClipArt are grouped under a specific category, which helps in enhancing documents visually. Under Insert tab, _____ group contains the features like Shapes, ClipArt etc.
(a) Illustrations (b) Shapes
(c) Paragraph (d) Clipboard
- (iv) In the Subtotal dialog box, the _____ box is used to select the column on which you want to add the Subtotal to.
(a) group by (b) filter by
(c) consolidate by (d) update by
- (v) _____ command is used to retrieve data from a database.
(a) SELECT (b) INSERT
(c) UPDATE (d) None of these
- (vi) Two other toolbars can be opened from Picture Tool bar are : the _____ and _____.
(a) Edit picture, Color picture
(b) Format, drawing
(c) Graphic Filter toolbar, Color toolbar
(d) Floating toolbar, Color toolbar

4. Answer any 5 out of the given 6 questions

- (i) Which of the following network devices is used to connect to dissimilar networks?
(a) Gateway (b) Switch
(c) Bridge (d) Router
- (ii) Type of software is accessed using browsers
(a) Open source (b) Web based
(c) Both (a) and (b) (d) None of these
- (iii) _____ is a collection of related information.
(a) Base (b) Database
(c) Web-based (d) None of the above

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- (iv) Under _____ tab, Bullet and Numbering, Autocorrect etc options are present.
- (a) Tools (b) Format
(c) Window (d) Table
- (v) In Goal seek dialog box, the _____ we enter the reference of the cell that contains the value to be changed.
- (a) variable cell (b) modifying cell
(c) changing cell (d) replacing cell
- (vi) Which tab of Writer contains the Mail Merge Wizard?
- (a) View (b) Tools
(c) Edit (d) Format

5. Answer any 5 out of the given 6 questions

- (i) The comments that are added while creating a scenario is displayed in the _____ while using scenario.
- (a) preview pane (b) navigator box
(c) comment window (d) None of these
- (ii) _____ is used to text-to-speech utility that reads what is displayed on the screen.
- (a) Start Narrator (b) Web page
(c) Website (d) None of these
- (iii) If you are continually working with the same range, then you may give a name to the range using _____ option under Data Menu.
- (a) Define data (b) Define range
(c) Define reference (d) Define address
- (iv) _____ is a free personal publishing platform.
- (a) Zoomla (b) WordPress
(c) Blogger (d) None of these
- (v) Which of the following is not a type of text wrapping option?
- (a) Wrap off (b) Optimal wrap
(c) Page wrap (d) Wrap center
- (vi) Which of the following is also known as computer based record keeping system?
- (a) Data Manipulation System (b) Computer Data System
(c) Computerised Record Keeping System (d) DBMS

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SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Riya is studying the role of entrepreneurs and learns that they perform key functions like planning and innovating to ensure business success. Explain any two functions of an entrepreneur.
7. Difference between file and folder.
8. Why is self-regulation important in life?
9. Anita is learning how green skills help combat climate change by promoting sustainability, renewable energy, and reducing carbon footprints. What role do green skills play in addressing climate change?
10. Can you explain the principle of completeness in the context of effective communication ?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. Difference between circuit switching and packet switching.
12. What is the use of Consolidate option in Calc?
13. What is Referential Integrity? Explain its purposes.
14. Amit is working on a project in a spreadsheet application and wants to add more sheets to organize his data better. He learns that there are multiple ways to insert new sheets into a workbook. State any two ways of inserting sheets in a workbook?
15. What is Internet Service Provider?
16. How can you define OLE?

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Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Arjun is analyzing the SHOPPE database table, which contains information about shop IDs, names, and their locations. He needs to perform some database queries to extract specific information about the shops.

TABLE: SHOPPE		
Id	S Name	Area
S001	ABC Computeronics	CP
S002	All Infotech Media	GK II
S003	Tech Shoppe	CP
S004	Geeks Tecno Soft	Nehru Place
S005	Hitech Tech Store	Nehru Place

- How many fields and records are there in SHOPPE table?
 - Write SQL commands for the following :
 - Display Id and SName of all the shops located in Nehru Place.
 - Display the details alphabetically by SName.
 - Display SName of shops whose Area is CP.
18. Lavish is preparing notes for his upcoming exams. Help him to write the correct answer of the following:
- Scenario
 - Absolute link
 - Relative link
 - Macro
19. Your friend's father owns a restaurant. He manually enters the customers records in a register. You want to explain to him the importance of creating a database in computer. Tell the advantages of using computerized database with the help of the following points:
- Data redundancy
 - Data inconsistency
 - Confidentiality
 - Sharing
20. Samarjit wants to know about template. Tell him the definition of template and also the steps to create a document using it.
21. Rahul and lAmit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and also do a video conferencing after school hours in order to complete the project on time. Tell the use of the following devices used for video conferencing.
- Microphone
 - Web camera
 - Speakers
 - Headsets

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Sample Paper 03

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Ananya is attending a workshop on communication skills. The instructor emphasizes that communication is not just about expressing ideas but also about understanding others, which requires a combination of skills. Effective communication involves
 - (a) Speaking only
 - (b) Listening only
 - (c) Speaking and listening
 - (d) Writing and reading
 - (ii) Aman, a new entrepreneur, is working to expand his business by finding a suitable market. He focuses on promoting his products through advertisements and publicity while appointing selling agents to ensure better market reach. To find a suitable market an entrepreneur performs the functions of
 - (a) advertisement and publicity
 - (b) appointment of selling agents
 - (c) new organisation structure
 - (d) Both (a) and (b)
 - (iii) Riya is organizing her files and notices each has a name and extension, like .docx or .pdf, indicating the type of information stored. What is a file?
 - (a) A file is a section of main storage used to store data
 - (b) A file is a collection of information that has been given a name and have an extension
 - (c) A file is the part of a program that is used to describe what the program should do
 - (d) A file can be saved only in CDs.

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- (iv) In _____, we change from our normal activities to silence.
- (a) meditation (b) stress
(c) worries (d) survival
- (v) Sustainable development ensures current needs are met without harming future generations. It balances economic growth, social progress, and environmental protection. What is the meaning of sustainable development?
- (a) Development that focuses on economic growth only
(b) Development that meets the needs of the present without compromising future generations.
(c) Development that prioritizes social progress over environmental protection
(d) Development that relies solely on renewable energy sources
- (vi) When danger arises, humans and animals instinctively react with heightened alertness and energy. This response, known as “fight or flight,” ensures safety and survival. _____ is a common response to danger in all people and animals.
- (a) Internal stress (b) Environmental stress
(c) Survival stress (d) Fatigue related stress

2. Answer any 5 out of the given 6 questions

- (i) When you define a field for a table, in which of the following parameters do access always considered optional?
- (a) Field name (b) Data type
(c) Field size (d) Description
- (ii) Akshat wants to store a huge amount of information about his firm in a database. Which type of table organisation would be most suitable for this purpose?
- (a) Relational (b) Flat file
(c) Either relational or flat file (d) Hierarchical
- (iii) _____ include fonts, alignment, borders, background, number formats (for example, currency, date, number) and cell protection in document.
- (a) Cell style (b) Numbering style
(c) Paragraph style (d) Character style
- (iv) A _____ is a language that enables users to access and manipulate data in a database.
- (a) DML (b) DCL
(c) TCL (d) DDL
- (v) When you apply a _____, you apply a group of formatting effects together in one single step.
- (a) effect (b) template
(c) style (d) format
- (vi) Safari is a web browser developed by _____.
- (a) Google (b) Microsoft
(c) Apple (d) None of these

3. Answer any 5 out of the given 6 questions

- (i) Calc considers any data that it does not recognise as a number, date, time or formula, as:
- (a) Expression (b) Equation
(c) Text (d) Function



- (ii) State True or False.
'Goal seek in Calc, helps us to find the desired result by adjusting an input value.'
- (a) True
(b) False
- (iii) Which of the following tools will help Swati, if she wants to arrange the height of students in her class in ascending order ?
- (a) Ordering data
(b) Sorting data
(c) Presenting data
(d) Referring data
- (iv) In _____ topology each node is connected to two and only two neighbouring nodes.
- (a) star
(b) ring
(c) mesh
(d) tree
- (v) Rajiv was asked to highlight the cells with green colour where the value entered is either greater than or equals to 120 in the worksheet containing thousands of data entries. Which feature of Calc should he use to get this work done within seconds?
- (a) Conditional formatting
(b) Filtering
(c) Sorting
(d) Simple formatting
- (vi) Select _____ → Track changes → Record from the menu bar. Thereafter, every change you record on the spreadsheet will have a red border around it.
- (a) File
(b) Edit
(c) Format
(d) Layout

4. Answer any 5 out of the given 6 questions

- (i) What dialog box opens on choosing File → Templates → Manage Templates in Writer?
- (a) The File dialog box
(b) The Manage Templates dialog box
(c) The Templates dialog box
(d) The Record Template dialog box
- (ii) Which shortcut key is used to make the selected text italic?
- (a) Ctrl + I
(b) Shift + I
(c) F1 + I
(d) None of these
- (iii) _____ are the ways to produce the data stored in databases and tables in a printed form.
- (a) Forms
(b) Queries
(c) Reports
(d) Data
- (iv) Tamanna wants to know the name of the kind of software which seems useful in the beginning, but will cause damage to the computer once installed. What is such kind of software called?
- (a) Trojan horse
(b) Worm
(c) Malware
(d) Virus
- (v) In URL, [http : //www.freejobalert.com/index.htm](http://www.freejobalert.com/index.htm), which component identifies the path of a web page?
- (a) http
(b) www.freejobalert.com
(c) /index. htm
(d) All of the above

Continue on next page.....

CLICK HERE TO SEE ANSWERS



- (vi) Arnab learnt about a software which gets installed on the computer without the user's knowledge. Help him to find the name of the same.
- | | |
|-------------|-------------------|
| (a) Spyware | (b) Malware |
| (c) Adware | (d) None of these |

5. Answer any 5 out of the given 6 questions

- (i) Rinky wants to know about the Number data type in Calc. Which of the following statement(s) is/are TRUE about it?
- | | |
|--|--|
| (a) Numbers are generally raw numbers or dates. | |
| (b) Numbers can be started with a dollar sign (\$) or with some other currency symbols to display as currency. | |
| (c) By default, number and date data is aligned to the right in Calc. | |
| (d) All of the above | |
- (ii) If the two departments (HR and IT) access the data simultaneously then only one department will see the updates by the other department. DBMS solves this issue. Thus, DBMS helps to avoid _____ which means if a single database is used by multiple users then it also ensures that the same data is present for all the users.
- | | |
|---------------------|------------------------|
| (a) Data redundancy | (b) Data inconsistency |
| (c) Data piracy | (d) Data modification |
- (iii) _____ is a form of electronic commerce that allows customers to directly buy goods or services from a seller on the Internet.
- | | |
|----------------|-----------------|
| (a) E-Shopping | (b) E-ticketing |
| (c) E-buying | (d) E-Delivery |
- (iv) Line or paragraph spacing is measured in terms of lines or points, which is referred as _____
- | | |
|-------------------|-------------|
| (a) text wrapping | (b) PDF |
| (c) XPS | (d) leading |
- (v) Which tab is used to create Table of Contents in a document?
- | | |
|----------------|----------------|
| (a) File tab | (b) Format tab |
| (c) Insert tab | (d) Styles tab |
- (vi) How much space does the DATE/TIME data type hold in Base?
- | | |
|-------------|--------------|
| (a) 2 bytes | (b) 4 bytes |
| (c) 8 bytes | (d) 10 bytes |

SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

- 6.** Ravi launched a digital platform with AI-driven tools to help small businesses manage their online presence affordably. His unique features quickly attracted local entrepreneurs Explain innovativeness as a quality of entrepreneur.

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7. During a job interview, Swati explained that employers value qualities like communication, problem-solving, adaptability, and teamwork in candidates, along with a positive attitude and leadership potential. When interviewing job candidates, what qualities do employers find impressive?
8. What are the facilities provided by operating system?
9. A country launched a “Green Skills Initiative” with vocational courses in renewable energy and waste management, subsidies for green jobs, and environmental education. What policies can support the development of green skills?
10. What do you mean by internal stress?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. Define router as network device.
12. What is the purpose of a primary key in a database management system?
13. When is Memo data type is preferred over Text data type for a field?
14. Ravi, a financial analyst, uses electronic spreadsheets to manage large volumes of financial data. He stores, edits, and retrieves data efficiently while also using charts to present data visually for better analysis and reporting. Write down the significance of electronic spreadsheets.
15. Explain the role of template in word processor.
16. What are slipping and tripping hazards?

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Nodia stationery keeps stock of various stationeries in his shop. The proprietor wants to maintain a stock value and reorder level for following items as given in a spreadsheet. Write formulas for the operation (i) to (iii) and answer the question (iv) based on the spreadsheet given below along with the relevant cell address.

	A	B	C	D	E	F	G	H
	Item Code	Item Name	Minimum stock quantity	Quantity in stock (Unit)	Rate (₹)	Stock value (₹)	Quantity to order (Unit)	Order value
1								
2	101	P. Holder	200	500	35			
3	123	Whitener	450	150	25			
4	113	Steppler pin	250	450	5			
5	156	Paper cutter	300	600	10			

- (i) To calculate the Stock Value as product of ‘Quantity in Stock’ and ‘Rate’ for each item present in the spreadsheet.
- (ii) To calculate the ‘Quantity to Order’ as ‘Minimum Stock Quantity’- ‘Quantity in Stock’ for each item.
- (iii) To calculate the ‘Order Value’ as product of ‘Quantity to Order’ and ‘Rate’ for the items if ‘Quantity to Order’ ≥ 0 , else assign the value as 0.

CLICK HERE TO SEE ANSWERS



- (iv) Proprietor wants to graphically represent his stationery stock. Suggest him the most appropriate feature of MS-Excel.

18. How can a document's style be changed? Explain with proper steps.
19. Ajay is learning about the different terms and commands of a database. He came across the following terms. Tell him the definition of the following
- (i) Insert command (ii) Select command
(iii) Delete command (iv) DCL command
20. Consider the following table: Employee

Table : Employee							
Emp_no	E_name	Profile	Manager	Hire_date	Salary	Commission	Dept_no
8369	SMITH	CLERK	8902	1990-12-18	8000	NULL	20
8499	ANYA	SALESMAN	8698	1991-02-20	16000	300.00	30
8521	SETH	SALESMAN	8698	1991-02-22	12500	500.00	30
8566	MAHA-DEVAN	MANAGER	8839	1991-04-02	29850	NULL	20
8654	MOMIN	SALESMAN	8698	1991-09-28	12500	1400.00	30
8698	BINA	MANAGER	8839	1991-05-01	28500	NULL	30

- (a) How many fields and records are there in the table Employee?
- (b) Write the SQL queries for the following:
- (i) Display E_name and salary of those employees whose Salary is less than or equal to 16000.
- (ii) Display details of employees who are getting commission of ₹300 or greater.
- (iii) Display all the details of the employee profile 'CLERK'.
21. Sonia had heard about the various types of ISPs. She had some doubts. Answer to her queries to clear her doubts.
- (a) What is an ISP?
- (b) Name any two ISPs of India.
- (c) Name any two connection types that home users use.
- (d) What is satellite?

□□□□□□



Sample Paper 04

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Ankur, an aspiring entrepreneur, builds relationships with businesses in his industry to understand market trends and competition. An entrepreneur must form contacts with the _____ to analyse the market.

(a) Planning	(b) Competitors
(c) neighbours	(d) None of these
 - (ii) During a sudden emergency, Raj was faced with a dangerous situation. His body instinctively responded by increasing his heart rate and preparing him to either fight the threat or escape from it. _____ stress is a result of body's response to deal with a dangerous situation or escape from it.

(a) Internal	(b) Environmental
(c) External	(d) Survival
 - (iii) In a professional setting, which communication channel is most appropriate for discussing complex or sensitive issues?

(a) Social media platforms	(b) Face-to-face meetings
(c) Text messages	(d) Voicemails

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- (iv) Ananya, a manager, notices that some employees handle stress calmly, while others seem to become overwhelmed easily. After observing their behavior over time, she realizes that their reactions are largely influenced by their personalities. _____ plays a major role in reaction to stress.
- (a) Personality (b) Positive attitude
(c) Behaviour (d) None of these
- (v) An operating system that manages a group of independent computers and makes them appear to be a single computer is known as a _____ operating system.
- (a) real-time (b) graphical
(c) distributed (d) multi-user
- (vi) Ravi encourages local youth to learn green skills, like solar panel installation and sustainable farming, helping them secure jobs and improve their income. How can green skills contribute to poverty reduction?
- (a) By creating job opportunities in sustainable sectors
(b) By encouraging overconsumption of resources
(c) By promoting deforestation for economic growth
(d) By neglecting social and community development

2. Answer any 5 out of the given 6 questions

- (i) Alpana has made four spreadsheets containing marks of 5 subjects of all the students of her class. She has to prepare a sheet that contains the total marks of all the students of her class. Name the option that can be used to perform this task.
- (a) Subtotal (b) Average
(c) Goal Seek (d) Scenario
- (ii) Which of the following is a single piece of data?
- (a) Field (b) Table
(c) Record (d) Form
- (iii) Which client software is used to request and display web pages?
- (a) Web server (b) FTP
(c) Multimedia (d) Web browser
- (iv) In the Mail Merge dialog box, you can select the _____ option if you want to save the merged documents.
- (a) File (b) Edit
(c) View (d) Format
- (v) The default data type for a field is _____
- (a) char (b) int
(c) text (d) None of these

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- (vi) Field is the individual sub component of one _____.
(a) record (b) column
(c) data (d) None of these

3. Answer any 5 out of the given 6 questions

- (i) The grey colour in the TOC reminds us that the text has been generated _____.
(a) manually (b) automatically
(c) Both (a) and (b) (d) None of these
- (ii) Linked data is stored in the _____.
(a) destination file (b) web file
(c) source file (d) domain file
- (iii) _____ is used in between the cell reference in a formula.
(a) : (b) ,
(c) Both (a) and (b) (d) @
- (iv) Key field is a unique identifier for each record. It is defined in the form of
(a) rows (b) columns
(c) tree (d) query
- (v) Internally for each recorded macro, some code is generated, which is stored inside _____ and _____ clause.
(a) Sub, End Sub (b) Section, End Section
(c) Function, End Function (d) None of the above
- (vi) Prerna is a student of class X. Her teacher has asked her to create a document on 'Women Empowerment'. She has written the text and also added relevant images in her document using Writer. But she has realised that the paragraph will look better if the images are placed around the text. Name the feature of writer she can use to get the desired result.
(a) Placing image (b) Positioning image
(c) Wrap text (d) Closing text

4. Answer any 5 out of the given 6 questions

- (i) A/An _____ that identifies a specific computer on the Internet.
(a) user name (b) domain name
(c) E-mail (d) None of these
- (ii) The first network ever developed was _____.
(a) ARPANET (b) Internet
(c) NSFnet (d) NET

Continue on next page.....

CLICK HERE TO SEE ANSWERS



- (iii) Template includes _____ text that is surrounded by brackets.
- (a) margin (b) placeholder
(c) data source (d) track changes
- (iv) _____ is the blank space between the worksheet data and the edges of the printed page.
- (a) Field space (b) Data space
(c) Margins (d) Description box
- (v) Which of the following commands is not a Data manipulation language?
- (a) Select (b) Insert
(c) Update (d) Alter
- (vi) Prashant is a writer. He has just completed writing his book using Writer software. Now, he wants to add a page which will contain the title of each chapter and its respective page number. Suggest the feature that can be used to do this task.
- (a) Mail merge (b) Templates
(c) Styles (d) Table of contents

5. Answer any 5 out of the given 6 questions

- (i) In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
- (a) arrangement (b) anchoring
(c) alignment (d) text wrapping
- (ii) Duplication of data is known as _____.
- (a) data security (b) data incomplete
(c) data redundancy (d) None of these
- (iii) To create a hyperlink to a webpage, FTP server or Telnet connection, click on the _____ icon.
- (a) internet explorer (b) Internet
(c) hyperlink (d) document
- (iv) In www, a client is called _____.
- (a) web server (b) web page
(c) web browser (d) None of these
- (v) Reviewers and authors can add their _____ to explain their changes in the cell of Spreadsheet.
- (a) Comments (b) Hyperlink
(c) Worksheet (d) Macros

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(vi) Priya, Ravi and Suresh are working in the accounts department of an advertising company. They handle different set of clients. Now, they are collaborating to create a spreadsheet for maintaining records of all their clients combined together. Which option should they use so that they all can work simultaneously in the sheet?

- (a) Add document
- (b) Share document
- (c) Combine document
- (d) None of these

SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Samantha is organizing her computer's files. She needs to move a project folder to a new directory to keep things tidy, but she also wants to create a backup of the same folder in a different location. She wonders how moving a folder differs from copying it. What is the difference between moving and copying a folder?
7. How do green skills contribute to sustainable development?
8. Amit, an entrepreneur, raises funds from investors and financial institutions to set up a solar energy business. He plans to use the capital to create jobs and contribute to economic growth. How entrepreneur is helpful in capital formation?
9. How stress can be caused by both good and bad experiences?
10. Can you explain what it means to encode a message?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. What is the difference between a workbook and worksheet?
12. Name any two ways of wireless connections of Internet. Ramya wants to connect all the computers of her office wirelessly in order to avoid uncoordinated cables. Which wireless technology would be best suitable for her office?
13. Define data, the major component of a database.
14. Ravi is a busy professional who prefers to shop online. He enjoys the convenience of browsing through a variety of products, comparing prices, and having them delivered to his doorstep without leaving home. What are the benefits of online shopping?
15. What is the use of grouping objects in a word processor application?
16. What is the use of Scenario tool?

Continue on next page.....

CLICK HERE TO SEE ANSWERS



Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Ojas had prepared a Table of Contents of the project work he had done in a word processor application.
 (a) Tell him the different steps to update the TOC.
 (b) Tell him the different steps to delete the TOC.
18. Define the following types of integrity :
 (i) Entity integrity (ii) Domain integrity
 (iii) Referential integrity (iv) User defined integrity
19. Priya, a data analyst, is working with a large dataset of customer information in a spreadsheet. She needs to arrange the data based on customer names. She uses the sorting feature to sort the data in ascending order, making it easier to manage. What is sorting? How to use ascending or descending sort which depends on one column?
20. Amit, a database administrator at a company, is tasked with managing employee records in a table. He needs to answer some questions about the employee data and create SQL queries to retrieve specific information from the database.

Table : Employee							
Emp_no	E_name	Profile	Manager	Hire date	Salary	Commission	Dept no
8369	SMITH	CLERK	8902	1990-12-18	8000	NULL	20
8499	ANYA	SALESMAN	8698	1991-02-20	16000	300.00	30
8521	SETH	SALESMAN	8698	1991-02-22	12500	500.00	30
8566	MAHA-DEVAN	MANAGER	8839	1991-04-02	29850	NULL	20
8654	MOMIN	SALESMAN	8698	1991-09-28	12500	1400.00	30
8698	BINA	MANAGER	8839	1991-05-01	28500	NULL	30

- (a) How many fields and records are there in the table Employee?
- (b) Write the SQL queries for the following:
 (i) Display E name and Salary of those employees whose Salary is greater than or equal to 22000.
 (ii) Display details of employees those are not getting Commission.
 (iii) Display all the details of the employee profile 'SALESMAN'.
21. Pinky had heard about the words types of networks. She had some doubts. Answer to her queries to clear her doubts.
 (i) What is PAN?
 (ii) Define the term WAN.
 (iii) Define the term MAN.
 (iv) Write a disadvantage of both LAN and WAN.

□□□□□□



Sample Paper 05

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Manoj has been feeling overwhelmed with his work deadlines and personal responsibilities. He often feels tense and worried, which affects his ability to focus and relax. Stress is identified as a condition in which a person is _____
 - (a) tensed
 - (b) worried
 - (c) relaxed
 - (d) Both (a) and (b)
 - (ii) Which of the following is a problem related to sustainable development?
 - (a) Overconsumption and waste production
 - (b) Efficient use of resources
 - (c) Promotion of renewable energy
 - (d) Conservation of biodiversity
 - (iii) Amit is preparing for a major presentation at work. He feels a rise in tension and nervousness as the day approaches. This reaction helps him stay focused and prepare better for the upcoming challenge. _____ is our body's way of responding to any kind of demand.
 - (a) Stress
 - (b) Self-regulation
 - (c) Self-motivation
 - (d) All of these

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CLICK HERE TO SEE ANSWERS



- (iv) Identify the measure to protect computer from viruses.
- | | |
|-----------------------------------|--|
| (a) Sharing password with friends | (b) Allow anyone to use your device |
| (c) Use Antivirus | (d) Leave computer without logging out |
- (v) Innovation of an entrepreneur includes
- | | |
|------------------------------|-------------------------|
| (a) division of work | (b) opening new markets |
| (c) introducing new products | (d) Both (b) and (c) |
- (vi) What is the purpose of active listening?
- | |
|---|
| (a) To interrupt the speaker and share your own thoughts |
| (b) To fully understand the speaker's message and respond appropriately |
| (c) To ignore the speaker and focus on other tasks |
| (d) To dominate the conversation and assert your authority |

2. Answer any 5 out of the given 6 questions

- (i) Which of the following is not an object of a database?
- | | |
|------------|---------------|
| (a) Report | (b) Forms |
| (c) Query | (d) Functions |
- (ii) Which of the following is not a good choice as a field name for a database?
- | | |
|--------------|--------------|
| (a) Emp_Id | (b) Emp_dept |
| (c) Emp_name | (d) Emp_set |
- (iii) Template is a _____ document based on which one can create a new document.
- | | |
|---------------|-------------|
| (a) blueprint | (b) printed |
| (c) suggested | (d) copied |
- (iv) The data in the data source is organised in
- | | |
|------------------|--------------------|
| (a) text form | (b) image form |
| (c) tabular form | (d) paragraph form |
- (v) Shalini is working in a school. She is the class teacher of VIII B. It is the time to enter the subject marks and grades of all students of her class in a worksheet. While entering the marks and grades, she has to scroll up again and again to the row where all subject names are entered, in order to avoid any mistakes in her entries. This process is consuming a lot of her time. Help her by letting her know about one such tool by which she can fix the field rows from the following and continue with her work without wasting much time.
- | | |
|------------------|----------------|
| (a) Fix row | (b) Fix column |
| (c) Freeze panes | (d) Freeze all |
- (vi) Which of the following is an application program that is stored on a remote server and delivered over the Internet?
- | | |
|--------------------------|------------------------|
| (a) Web application | (b) System application |
| (c) Internet application | (d) None of the above |



3. Answer any 5 out of the given 6 questions

- (i) State True or False.
“A custom style displays user-defined styles.”
(a) True (b) False
- (ii) Aanya is making a table in Database to store data of all the employees working in her organisation. She has decided on the various information that she needs to store in that table. She also has to have a field in which only unique data can be entered. Out of the given fields suggest the best field suitable that can be used as a primary key, so that it can accept only unique data.
(a) Emp_name (b) Emp_dept
(c) Emp_number (d) Emp_DOB
- (iii) According to OpenOffice Calc which of the following is not a What-if analysis tool?
(a) Conditional formatting
(b) Goal seek
(c) Scenarios
(d) Solver
- (iv) _____ allows multiple users to view, edit and change in a spreadsheet.
(a) Opening (b) Reviewing
(c) Sharing (d) Collaborating
- (v) Computer connected with LAN
(a) can work fast
(b) can go online
(c) can E-mail
(d) can share information or peripheral devices
- (vi) Grouping drawing object can be used for which of the following?
(a) Combining drawing objects as one
(b) Resizing
(c) Adding more drawing objects
(d) None of these

4. Answer any 5 out of the given 6 questions

- (i) Manya has created a spreadsheet using Calc, to find the average of the values in a range of cells. She wants to use a function, so that it is calculated automatically and also she can copy the same formula for other range of cells. Which of these functions will give the correct result?
(a) AVG (b) Average
(c) Mean (d) None of these

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- (ii) The Show Changes dialog box has which of the following settings?
- (a) Data (b) Comment
(c) Views (d) All of these
- (iii) _____ is an example of a text-based browser which provides access to the Internet in the text-only mode.
- (a) Mozilla Firefox (b) Lynx
(c) Internet Explorer (d) All of these
- (iv) Reports are generally used to show the data in _____ form.
- (a) printed (b) chart
(c) Both (a) and (b) (d) None of these
- (v) What can you do with the Internet?
- (a) Exchange information with friends and colleagues.
(b) Access pictures, sounds, video clips and other media elements.
(c) Find diverse perspective on issues from a global audience.
(d) All of the above
- (vi) Anila works in a Multi National Company (MNC) and needs to work online from home also. She requires fast Internet connection. Which type of Internet connection in your view would be best suited for her?
- (a) Dialup (b) Broadband
(c) Both are suitable (d) None of these

5. Answer any 5 out of the given 6 questions

- (i) Rishabh wants to make a professional resume. He tried many a times but the end result was not satisfactory as he was not knowing what all points should be there and that too in which order . Which one of the following writer would you suggest him, so that his problem is solved?
- (a) Template (b) Form
(c) Worksheet (d) Format
- (ii) If you have a safer and healthy workplace, there will be fewer days lost and it will have higher
- (a) employee satisfaction (b) productivity
(c) stress levels (d) None of the above
- (iii) Goal Seek is also called as _____ is one of the What-if analysis tools that is available in Calc.
- (a) back-solving (b) solver
(c) forward-solving (d) result analysis
- (iv) When primary key constraint is applied on more than one column, then it is known as
- (a) composite primary key (b) foreign key
(c) composite foreign key (d) connecting key



- (v) Which data type is the most appropriate to store a short bio about an employee?
- (a) Text (b) String
(c) Memo (d) Large text
- (vi) It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.
- (a) Row (b) Column
(c) Autosum (d) Cell reference

SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Amit, a new user of Windows, is learning how to navigate his computer's desktop. He is curious about the various items on his desktop and wants to understand two key components for better navigation. Explain any two items of the Windows desktop.
7. Why are green skills important?
8. What strategies can a communication sender use to overcome information overload as a barrier?
9. Ravi started a mobile app development company. He focuses on innovation, managing risks, and generating employment, making a significant contribution to the local economy. Explain the role and significance of entrepreneurs.
10. What happens during meditation that makes it a useful technique for managing stress?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. Explain the purpose of a blog.
12. What are objects in a word processing software?
13. Mention any two operations that can be performed using macros in a spreadsheet.
14. A table named School (containing data of students of the entire school) is created, where each record consists of several fields including AdmissionNo (Admission Number), RollNo (Roll Number), Name. Which field out of these three should be set as the primary key and why?
15. List any two advantages associated with networking.
16. What is the use of Auto Sum in spreadsheet?

Continue on next page.....

CLICK HERE TO SEE ANSWERS



Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Lavish wants to know the following points about database.

- Definition of a Database Management System.
- Any two advantages of using database management system for school.

18. Consider the following table: SummerCamp.

Table : SummerCamp					
Child ID	FirstName	LastName	DOB	Gender	Group
109	Vedansh	Gupta	30/06/10	M	2A
214	Mack	Tyagi	09/12/08	M	1B
115	Aditi	Thakur	13/04/09	F	1A
108	Vikrant	Chauhan	02/02/09	M	2A
141	Swati	Saini	06/05/10	F	2B
233	Vishakha	Tyagi	01/08/10	F	3A
274	Madhur	Gupta	06/03/10	M	3B

- How many fields and records are there in the table SummerCamp?
- Write SQL queries for the following:
 - Display all the record of table SummerCamp whose DOB is between 02/02/09 and 06/03/10.
 - Display all the records having Gender F
 - Display all the records according to the First Name.

19. Ojas had prepared a Table of Contents of the project work he had done in a word processor application.

- Tell him the different steps to update the TOC
- Tell him the different steps to delete the TOC

20. Explain the Scenario tool of a spreadsheet software.

21. Manya is studying about the different topologies available in networking. Tell her the difference between Star topology and Bus topology with the help of a suitable diagram.

□□□□□□□



Sample Paper 06

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
 2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
 3. Section A has Objective type questions whereas Section B contains Subjective type questions.
 4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
 5. All questions of a particular section must be attempted in the correct order.
 6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
 7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.
-

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Ravi started a mobile app development company. He focuses on innovation, managing risks, and generating employment, making a significant contribution to the local economy. Which of the following is an example of green building design?
 - (a) Constructing buildings with no regard for energy efficiency
 - (b) Using renewable materials for construction
 - (c) Increasing waste generation during construction
 - (d) Ignoring water conservation measures
 - (ii) Anil, an entrepreneur, launched a tech startup that provides innovative solutions, creates jobs, and benefits the community. From the following statements, which one is not the positive impact of entrepreneurship on society?
 - (a) Stimulates Innovation and Efficiency
 - (b) Creates jobs and Employment Opportunities
 - (c) Solves the problems of the society
 - (d) Discourages welfare of the society

Continue on next page.....

CLICK HERE TO SEE ANSWERS



- (iii) Ravi has been practicing stress management techniques to cope with the pressure at work. By focusing on time management and relaxation, he feels more in control of his tasks and has a sense of accomplishment at the end of each day. Stress management infuses a sense of _____ and accomplishment.
- (a) pressure (b) control
(c) threat (d) None of these
- (iv) _____ are the people who are too focused on what others think and they fail to focus on their internal matters.
- (a) Seekers (b) Introspectors
(c) Gold diggers (d) Pleasers
- (v) Anil works in a company that manages sensitive data. To protect the network, he installs a device that monitors and controls incoming and outgoing traffic, blocking access to unwanted sites. A _____ is a network security device that monitors incoming and outgoing network. It restricts access to unwanted sites.
- (a) firewall (b) anti-virus
(c) block sites (d) None of these
- (vi) Effective communication is important in the workplace because it:
- (a) Enhances personal relationships (b) Improves productivity and efficiency
(c) Reduces conflict and misunderstandings (d) All of the above

2. Answer any 5 out of the given 6 questions

- (i) Which one of the following is an example of RDBMS ?
- (a) MongoDB (b) Windows registry
(c) Publisher (d) Oracle
- (ii) Which of the following fields will not make a suitable primary key?
- (a) A customer's account number (b) A date-field
(c) An auto number field (d) A student's admission number
- (iii) Goal Seek is also called as _____ is one of the What-if analysis tools that is available in Calc.
- (a) back-solving (b) solver
(c) forward-solving (d) result analysis
- (iv) abc@mnc.co.in represents an _____.
- (a) MAC address (b) URL
(c) E-mail address (d) None of these
- (v) Anil has applied a base style to various sections of his report. When he decides to modify the base style, he notices that all the sections using this style are updated automatically. If you choose styles, and then change the base style then all the _____ styles will change as well.
- (a) linked (b) edited
(c) copied (d) None of these



(vi) A _____ allows you to present data retrieved from one or more tables so that, it can be analysed and printed, if required.

- | | |
|------------|-----------|
| (a) report | (b) form |
| (c) table | (d) query |

3. Answer any 5 out of the given 6 questions

(i) Which of the following tab is used to run Macro?

- | | |
|------------|------------|
| (a) Tools | (b) Home |
| (c) Insert | (d) Review |

(ii) If you see ##### in place of data in a cell, it means you need to _____ the cell width.

- | | |
|----------------------|-------------------|
| (a) increase | (b) decrease |
| (c) Both (a) and (b) | (d) None of these |

(iii) Ananya wants to delete an old template for her school project. She finds the option to delete by right-clicking on a template in a specific window. To delete a template, Right click on a template in the _____ window and select Delete.

- | | |
|---------------------|-------------------|
| (a) Templates | (b) Design |
| (c) Template Design | (d) None of these |

(iv) Which tab of writer contains the Hyperlink option?

- | | |
|------------|------------|
| (a) File | (b) Format |
| (c) Insert | (d) Tools |

(v) When a user inserts a new worksheet in spreadsheet software, the new worksheet will be inserted _____.

- | | |
|-----------------------------|-----------------------------------|
| (a) at the end of sheet tab | (b) in the beginning of sheet tab |
| (c) next to active sheet | (d) None of these |

(vi) To insert a symbol like © (copyright), you need to click on the _____ option of the Insert tab.

- | | |
|-----------------------|---------------|
| (a) Special Character | (b) Character |
| (c) Equation | (d) Header |

4. Answer any 5 out of the given 6 questions

(i) A primary key field cannot be null, which also means that it cannot be _____.

- | | |
|------------------|--------------|
| (a) invalid | (b) positive |
| (c) alphanumeric | (d) empty |

(ii) Which of the following is not a style type in Writer?

- | | |
|-----------------|---------------------|
| (a) Frame style | (b) Image style |
| (c) List style | (d) Character style |

Continue on next page.....

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- (iii) Which of the following websites is not used for buying clothes?
- (a) Nykaa (b) IRCTC
(c) Amazon (d) Myntra
- (iv) A group of computers connected together with the help of cables within an office building is called
- (a) PAN (b) MAN
(c) WAN (d) LAN
- (v) In the given formula, identify the type of reference and the cells that are passed as arguments.
=Average(\$A\$5, \$B\$5)
- (a) Absolute reference; cells are-A5 and B5 (b) Relative reference; cells are-A5 and B5
(c) Relative reference; cells are-A5 to B5 (d) Absolute reference; cells are-A5 to B5
- (vi) Which of the following is an application based instant messaging software?
- (a) Google Talk (b) eBuddy
(c) Meebo (d) MSN Web Messenger

5. Answer any 5 out of the given 6 questions

- (i) DBMS provides various key fields as
- (a) primary key and candidate key (b) alternate key and foreign key
(c) Both (a) and (b) (d) None of the above
- (ii) You can move a dockable window to a convenient position on the screen by holding down the _____ key and drag it by the title bar to where you want it docked.
- (a) Ctrl (b) Alt
(c) Shift (d) Windows
- (iii) Instant messaging service accepts instant messages from
- (a) external sites (b) internal sites
(c) Both (a) and (b) (d) None of the above
- (iv) Information is the processed form of _____.
- (a) words (b) data
(c) sentence (d) records
- (v) _____ is the act of posting content on a blog.
- (a) Edublog (b) Posting
(c) Blogging (d) Blogger
- (vi) In order to use data from a worksheet, you need to use its _____ name.
- (a) alias (b) representative
(c) qualified (d) quantified



SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Aman wants to learn skills that promote sustainability, like energy conservation and waste management, to contribute to a greener environment. How can green skills be acquired?
7. Write any two main advantages of an operating system.
8. What role does non-verbal communication play in effective communication?
9. Priya plans to start her own business and is learning about the key roles an entrepreneur plays. She is particularly interested in understanding how innovation and risk-taking contribute to entrepreneurial success. Describe the following functions of an entrepreneur:
 - (i) Innovation
 - (ii) Risk-Taking
10. How can we self-motivate ourselves for completing a task which appears to be too large or too complex to be done by us?

Ans :

For completing a task which appears to be too large or too complex to be done by us, we can break down the job into several smaller and easier tasks, each of which can be accomplished in a set time period. This is possible only through self-motivating ourselves to find a workable solution to the task, as self-motivation is our ability to identify effective methods of thinking about something to taking action about it. Breaking down the job into smaller tasks comprises the thinking part, whereas accomplishing each small part of the task comprises the 'taking action' part.

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. How to create the reference with the mouse in Calc?
12. Explain the term relational database management system.
13. Describe the term wireless fidelity.
14. Differentiate between wired and wireless access. Give one example for each type.
15. Ramesh is working on a project that involves managing and interpreting large amounts of data. To make sense of this data, he is exploring how spreadsheet software can help him analyze trends and generate meaningful insights. What is data analysis in a spreadsheet software?

Continue on next page.....

CLICK HERE TO SEE ANSWERS



16. Write some features of spelling checker in OpenOffice Writer.

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Ram wants to compress a picture. Write the steps through which he can do so.

18. Yuan is learning about database. But, he didn't understand the concept of field, records and table. Answer to him the following queries:

- (i) How are fields, record and a table related to each other? Explain with the help of an example.
- (ii) What are the main purposes of a database system?

19. Consider the following table: MASTER

Table : MASTER				
S.No.	Name	Age	Department	Salary
1	Shyam	21	Computer	12000
2	Shiv	25	Maths	15000
3	Rakesh	31	Hindi	14000
4	Sharmila	32	History	20000
5	Dushyant	25	Software	30000

- (i) How many fields and records are there in the table MASTER?
- (ii) Write the SQL queries to:
 - (a) Display all the records according to Age.
 - (b) Display Name and Department of the person having salary less than 20000.
 - (c) Display the Name of the person having age less than 30.

20. Simran wants to know about Subtotal.

Answer the given questions for her.

- (i) What is SUBTOTAL() function?
- (ii) Names of any 5 functions with their function index number.

21. Reema has been appointed as SME in an IT based company. Tell her the following:

- (i) What is workplace emergency?
- (ii) Name the workplace emergencies that may happen.

□□□□□□



Sample Paper 07

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Riya is preparing a presentation on sustainable development for her school project. She is researching solutions that align with the principles of sustainability and comes across some practices that do not support this goal. Which of the following is not a solution for sustainable development?
 - (a) Education and awareness programs
 - (b) Sustainable agriculture practices
 - (c) Deforestation and habitat destruction
 - (d) Green technology advancements
 - (ii) Aarav is a student who constantly sets high expectations for himself to excel in academics and extracurricular activities. Over time, he begins to experience chronic anxiety and stress due to his self-imposed pressure. High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress.
 - (a) physical
 - (b) emotional
 - (c) mental
 - (d) financial
 - (iii) Meera is preparing for a presentation on communication skills. While researching, she learns about different forms of communication, including non-verbal methods like gestures and facial expressions. Non-verbal communication includes
 - (a) Written messages
 - (b) Facial expressions
 - (c) Email communication
 - (d) Phone calls

CLICK HERE TO SEE ANSWERS



- (iv) Which term means walking in the local park or a similar activity?
- (a) Nature walk (b) Motivation
(c) Regulation (d) None of these
- (v) A/An _____ creates new needs and new means to satisfy them.
- (a) leadership (b) innovation
(c) entrepreneur (d) None of these
- (vi) Rohan is learning about computer interfaces in his IT class. His teacher explains different elements of the screen, including small graphical representations used to open files or applications. It is a picture or graphic representation of an application or a file.
- (a) Icon (b) Taskbar
(c) Status bar (d) Desktop

2. Answer any 5 out of the given 6 questions

- (i) Computer based record keeping system is known as
- (a) Data Manipulation System (b) Computerised Data System
(c) Computerised Record Keeping System (d) DBMS
- (ii) Facilities offered by databases are
- (a) the ability to store a large amount of data in a structured format, easy update, sort query, production of reports.
(b) easy edition, spell check, perform calculations, library of mathematical functions, replication.
(c) the ability to rotate images, copy and paste, fill scale.
(d) None of the above
- (iii) Which of the following is a spreadsheet software?
- (a) Lotus 1-2-3 (b) VisiCalc
(c) Both 'a' and 'b' (d) None of these
- (iv) _____ is a form of electronic commerce where customers can buy or sell goods over the Internet.
- (a) Online shopping (b) E-Reservation
(c) Email (d) E-banking
- (v) Kavya is studying the architecture of databases in her IT class. She learns that the main role of database servers is to store, manage, and process data efficiently within a system. Database servers are referred to as
- (a) front-ends (b) back-ends
(c) clients (d) model
- (vi) A template is a model that you use to create _____.
(a) images (b) other documents
(c) design (d) DBMS

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3. Answer any 5 out of the given 6 questions

- (i) It refers to a cell or a range of cells on a worksheet and can be used to find a formula.
- | | |
|-------------|--------------------|
| (a) Row | (b) Column |
| (c) Autosum | (d) Cell reference |
- (ii) _____ is a Malware which is designed to spy on the victim's computer.
- | | |
|-----------|------------------|
| (a) Virus | (b) Spyware |
| (c) Worms | (d) Trojan horse |
- (iii) Which of the following is a set of formats consisting of such things as fonts, colors etc?
- | | |
|------------|-------------|
| (a) Style | (b) Margin |
| (c) Indent | (d) Leading |
- (iv) Which of the following is not a data type?
- | | |
|---------------------|---------------|
| (a) Picture/Graphic | (b) Date/Time |
| (c) Text | (d) Number |
- (v) Which function cannot be performed through Subtotal in a Spreadsheet?
- | | |
|-------------|----------------|
| (a) Sum | (b) Product |
| (c) Average | (d) Percentage |
- (vi) Pictures can be added to Word documents and they cannot be formatted in various ways.
- | | |
|----------|-----------|
| (a) True | (b) False |
|----------|-----------|

4. Answer any 5 out of the given 6 questions

- (i) In a document, _____ is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double click every time.
- | | |
|----------------------|-----------------------|
| (a) Fill format mode | (b) Formatting window |
| (c) Painter mode | (d) Text wrapping |
- (ii) A computer _____ controls access between networks.
- | | |
|--------------|---------------|
| (a) Firewall | (b) Virus |
| (c) Spyware | (d) Antivirus |
- (iii) When you define a field for a table, _____ are the names given to column in a table.
- | | |
|----------------|-----------------|
| (a) Field Name | (b) Field Size |
| (c) Data Type | (d) Description |
- (iv) The _____ feature creates a summarized outline of data in a worksheet.
- | | |
|---------------|--------------|
| (a) Subtotal | (b) Solver |
| (c) Goal Seek | (d) Scenario |



- (v) Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees?
- (a) Macro (b) Link workbook
(c) Change worksheet (d) Track changes
- (vi) _____ program(s) also offer real-time protection monitoring your computer for any changes by malware software.
- (a) Antivirus (b) Antispyware
(c) Both (a) and (b) (d) None of these

5. Answer any 5 out of the given 6 questions

- (i) In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
- (a) arrangement (b) alignment
(c) indentation (d) margin
- (ii) The action of sharing your opinions contents on a blog is termed as _____.
(a) Blogger (b) Blogging
(c) Tweeting (d) Commenting
- (iii) Tanu explained his class that to apply an existing style, except for _____, position the insertion point in the paragraph, frame or page and then double-click on the name of the style in one of these lists.
- (a) Window style (b) Character style
(c) Paragraph style (d) Cell style
- (iv) To copy a formula from one cell to another
- (a) Drag the autofill handle (b) Cut the cell
(c) Both (a) and (b) (d) None of the above
- (v) A _____ is a location or a place of employment, where someone works to earn his living.
- (a) Workplace (b) Home
(c) Society (d) Industry
- (vi) Which of the following commands is not a Data manipulation language?
- (a) Select (b) Insert
(c) Update (d) Alter

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SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Ravi is passionate about protecting the environment and is exploring ways to contribute to sustainable development. He wants to understand how acquiring green skills can benefit individuals and society. What are the benefits of acquiring green skills?
7. How can empathy enhance communication skills?
8. What are the responsibilities of an operating system with respect to file management?
9. Priya is preparing for a workshop on personal development. She wants to identify six key skills required for independent working. What are the skills necessary for independent working? List any six.
10. What are the disadvantages of entrepreneurship?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. What is the role of key fields in a database? Name the keys in a DBMS.
12. What is a macro?
13. How does a router help in maintaining a network ?
14. Rohan is creating a large number of invitation letters for an event. He wants to personalize each letter with unique names and addresses efficiently. How can Mail Merge help Rohan in managing his task effectively?
15. How can you prepare for emergencies?
16. Define the following terms:
 - (i) Active Cell
 - (ii) Sheet Tab

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Meera is designing a project in a word processor where she wants to make her document visually appealing by fitting text inside various shapes. She is exploring the steps and options for this feature. Write the steps for text fitting inside a shape in a word processor document. Also, describe its options.

Continue on next page.....

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18. Ishita is a teacher. She had entered the marks of all the students and also calculated the total of the students. Now, she wants to sort the data so that she can find the names of the students according to their marks in descending order. Tell her the different steps to sort the data.
19. What do you mean by data control language? Also, give its types.
20. Rahul is working on an SQL project where he needs to analyze the EmployeeSalary table. He is tasked with identifying the number of fields and records, and writing specific SQL queries based on the data.

Table : EmployeeSalary					
Last Name	First Name	Dept	Payroll Number	Salary (₹)	Job Title
Shen	James	Finance	A621	19500	Payroll Clerk
Gupta	Shruthi	Finance	M502	35000	Accountant
Bedi	Reeta	Human Resource	M421	18500	Secretary
Walker	Tia	Sales	W815	24000	Sales Represen-tative
Shafia	Ahmed	Factory	H219	39000	Factory Manager
Mittal	Chavi	Purchasing	M134	20000	Purchasing Clerk

- (i) How many fields and records are there in the table EmployeeSalary?
- (ii) Write the SQL queries for the following:
- (a) List all data of table EmployeeSalary.
 - (b) Display all the records whose salary is less than 25000.
 - (c) Display the FirstName and JobTitle of employees having Dept 'Finance'.
21. Aman frequently uses the Mozilla Firefox browser and wants to maintain his privacy by regularly clearing his web history. He is looking for the steps to perform this action. How to clear web history on the Mozilla Firefox browser?

□□□□□□



Sample Paper 08

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
 2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
 3. Section A has Objective type questions whereas Section B contains Subjective type questions.
 4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
 5. All questions of a particular section must be attempted in the correct order.
 6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
 7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.
-

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Regular exercise helps pep up your mood and can take your mind off a lot of worry and negativity which are the main feed of stress. Which of the following activity is not considered as exercise?

(a) Walking	(b) Jogging
(c) Swimming	(d) Talking
 - (ii) Aman is studying the concept of sustainable development and its impact on society. He is particularly interested in identifying the social benefits it brings to communities. Which of the following is a social benefit of sustainable development?

(a) Increased income inequality
(b) Improved access to education and healthcare
(c) Limited job opportunities
(d) Neglected social infrastructure
 - (iii) Priya is organizing her computer files to improve efficiency. She needs to move some folders and files from one location to another and wants to understand what this process entails. Moving a folder or a file means _____ it from its original location and placing it at another location.

(a) Removing	(b) Leaving
(c) Pointing	(d) None of these

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- (iv) What is visual communication dependent on among people?
- (a) Signs, symbols, and pictures (b) Text messages
(c) Posture (d) Body language
- (v) Riya is managing a team at her workplace and notices that some employees are unable to meet the job requirements. She is trying to understand the meaning of incompetent staff. Incompetent staff means
- (a) experienced staff (b) qualified staff
(c) not experienced and not qualified (d) None of the above
- (vi) Society plays a role in boosting entrepreneurship by
- (a) creates needs and demands (b) provides raw materials
(c) creates a need for education (d) All of the above

2. Answer any 5 out of the given 6 questions

- (i) _____ styles are used to format graphics and text frames, including text wrap, borders, backgrounds and columns.
- (a) Border (b) Frame
(c) Table (d) Text
- (ii) The _____ command is used to modify the existing rows in a table.
- (a) UPDATE (b) ALTER
(c) INSERT (d) REVIEW
- (iii) A _____ language is a portion of a DML involving information retrieval only.
- (a) DCL (b) Query
(c) TCL (d) None of these
- (iv) Neeta is planning to take a car loan to buy a new car. But she is not sure about the payback time, i.e. whether to pay it back in 5 or 6 years considering that her monthly fuel cost will also increase. In such cases, which of the following features of spreadsheet can she use to get an idea about it?
- (a) Consolidation (b) Macros
(c) Templates (d) What-if analysis
- (v) A person who writes a blog or a weblog is known as _____.
- (a) program (b) user
(c) blogger (d) None of these
- (vi) A _____ is a database element that is used to view, enter and edit records in a table.
- (a) Form (b) Report
(c) Query (d) None of these

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3. Answer any 5 out of the given 6 questions.

- (i) For sorting through macro, the selected cell range must be _____.
(a) identical (b) different
(c) Both (a) and (b) (d) formatted
- (ii) _____ service can integrate both video calling and instant messaging abilities.
(a) Web conferencing (b) Web browser
(c) Web page (d) None of these
- (iii) Riya is working on a presentation and wants to enhance it by adding new images to the Gallery. She is looking for the correct option to achieve this efficiently. To add a new image to the Gallery, you can click on the _____ button.
(a) New image (b) Add image
(c) New theme (d) Add theme
- (iv) This is a type of hyperlink available in Hyperlink dialog box, which creates a new worksheet.
(a) New document (b) New file
(c) New worksheet (d) New data
- (v) The processed form of data is known as _____.
(a) value (b) information
(c) knowledge (d) None of these
- (vi) _____ is a list, usually found on a page before the start of a written work, of its chapter or section titles or brief descriptions with their commencing page numbers.
(a) Preface (b) Table of contents
(c) Acknowledgements (d) Page title

4. Answer any 5 out of the given 6 questions

- (i) The _____ alignment makes sure that none of the edges of text appear ragged.
(a) left (b) right
(c) center (d) justify
- (ii) State whether True or False.
Duplicate values can be entered in column marked as primary key.
(a) True (b) False
- (iii) A collection of web pages linked together in a random order is _____.
(a) a website (b) a web server
(c) a search engine (d) a web browser

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- (iv) A worksheet is a
- (a) collection of workbooks
 - (b) processing software
 - (c) combination of rows and columns
 - (d) None of the above
- (v) _____ are used for transmitting data across networks.
- (a) Circuit switching
 - (b) Switching techniques
 - (c) Channel
 - (d) None of these
- (vi) _____ controls how graphics are stacked upon each other or relative to the text.
- (a) Arrangement
 - (b) Alignment
 - (c) Anchoring
 - (d) Wrapping

5. Answer any 5 out of the given 6 questions

- (i) A _____ can also be a quick way to take a list of people's mailing addresses and generate labels or envelopes with the address for a different person on each label or envelope.
- (a) data source
 - (b) database
 - (c) mail merge
 - (d) E-mail
- (ii) Wireless broadband can be _____.
- (a) mobile
 - (b) fixed
 - (c) Both (a) and (b)
 - (d) None of the above
- (iii) Scenarios are tool test for _____ questions.
- (a) Auto
 - (b) Goal Seek
 - (c) What-if
 - (d) Drop Down
- (iv) _____ is the formation of networks.
- (a) Server
 - (b) Networking
 - (c) Client
 - (d) None of these
- (v) The candidate key, which is not used as primary key is called _____ key.
- (a) primary
 - (b) foreign
 - (c) alternate
 - (d) super
- (vi) _____ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily.
- (a) Summation
 - (b) Data Consolidation
 - (c) Data Format
 - (d) Data Chart

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SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Rohan is working on an important project for his company. He frequently downloads files from the internet and uses external drives, so he wants to ensure his computer is protected from potential threats. Explain the use of Antivirus for the protection of the computer system.
7. How can individuals contribute to the development of green skills?
8. Define natural walk as stress management technique.
9. Neha wants to improve her communication skills by better engaging with her team during meetings. How can active listening improve communication skills?
10. Describe the role of entrepreneurs.

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. Describe various transaction control commands of SQL.
12. What do you mean by relative cell referencing?
13. Explain the working of message switching technique.
14. Ravi is working as a safety officer in a manufacturing plant. He is learning about workplace safety and wants to understand the terms related to accidents and hazards in the workplace. Define the following :
 - (i) Accident in workplace
 - (ii) Hazard
15. Write the steps to freeze the columns.
16. Mention the steps to be followed to choose a style for a Word document?

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Nupur is studying for her database exam and needs to understand the differences between certain concepts. Nupur wants to know the differences between the following:
 - (a) Fields and tuples
 - (b) Data and information

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18. Tanisha had created a Table of Contents of the project done by her. Tell her the different steps to do the following:
- (a) Editing a TOC
 - (b) Updating a TOC

19. Ramesh is working on a database project that involves managing a table of items. He needs to understand the number of fields and records in the table, and write SQL queries to extract specific information from it.

TABLE: ITEMS					
Code	IName	Qty	Price	Company	TCode
1001	DIGITAL PAD 121	120	11000	XENITA	T01
1006	LED SCREEN 40	70	38000	SANTORA	T02
1004	CAR GPS SYSTEM	50	2150	GEOKNOW	T01
1003	DIGITAL CAMERA 12X	160	8000	DIGICLICK	T02
1005	PEN DRIVE 32 GB	600	1200	STOREHOME	T03

- (a) How many fields and records are there in the table ITEMS?
 - (b) Write the SQL queries to:
 - (i) Display the detail of all the items in ascending order of item names (i.e., IName)
 - (ii) Display IName and Price of all those items, whose price is in the range of 10000 and 22000.
 - (iii) Display all the information of the items having price less than 10000.
20. Simran wants to add comments in a spreadsheet application. Tell her the different steps involved in adding and editing comments.
21. Lakshit wants to know the definitions of the following terms. Answer to his query :
- (i) Web based instant messaging software
 - (ii) Cable modem.

□□□□□□



Sample Paper 09

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
 2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
 3. Section A has Objective type questions whereas Section B contains Subjective type questions.
 4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
 5. All questions of a particular section must be attempted in the correct order.
 6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
 7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.
-

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Raj is reflecting on what might prevent him from convincing others to support his startup goals. In which situation an entrepreneur will not be able to convince his fellow beings to achieve his goals?

(a) Low self-confidence	(b) Innovativeness
(c) Risk-taking	(d) None of the above
 - (ii) Priya is working on improving her personal development skills. She is focusing on understanding her own emotions and behaviors to enhance her growth and interactions with others. Which term refers to our knowledge and understanding of ourselves?

(a) Self-awareness	(b) Motivation
(c) Both (a) and (b)	(d) None of these
 - (iii) Ramesh is learning about computer systems and wants to understand how multiple tasks can run at the same time without affecting each other's performance. _____ provides process and memory management services that allow two or more tasks, jobs or programs to run simultaneously.

(a) Multi-tasking	(b) Multi-threading
(c) Multi-processing	(d) Multi-computing

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- (iv) Which of the following is an example of effective written communication?
- (a) Using excessive jargon and technical terms
 - (b) Writing lengthy paragraphs without any breaks or bullet points
 - (c) Using concise and clear language
 - (d) Including personal opinions and biases
- (v) Which of the following is an example of a green skill?
- (a) Traditional farming techniques
 - (b) Renewable energy installation and maintenance
 - (c) Conventional manufacturing processes
 - (d) Non-recyclable waste disposal methods
- (vi) Riya has been feeling overwhelmed with her upcoming exams. She is noticing physical symptoms and is wondering which of them may be related to stress. Which one of the following is not a symptom of stress?
- (a) Increased sweating
 - (b) Dry mouth
 - (c) Cold hands or feet
 - (d) None of the above

2. Answer any 5 out of the given 6 questions

- (i) Neeta is planning to take a car loan to buy a new car. But she is not sure about the payback time, i.e. whether to pay it back in 5 or 6 years considering that her monthly fuel cost will also increase. In such cases, which of the following features of spreadsheet can she use to get an idea about it?
- (a) Consolidation
 - (b) Macros
 - (c) Templates
 - (d) What-if analysis
- (ii) The small area network created around a blue-tooth device is called _____.
(a) LAN (b) PAN
(c) WAN (d) MAN
- (iii) Which of the following allows you to reorder data?
- (a) Sorting
 - (b) Filtering
 - (c) Scenario
 - (d) Custom sorting
- (iv) The _____ SQL statement is used to make a query or retrieve data from a table in a database.
(a) INSERT (b) UPDATE
(c) SELECT (d) REVIEW
- (v) Which of the following is not an AutoShape?
- (a) Line
 - (b) Circle
 - (c) Curve
 - (d) ClipArt

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- (vi) A _____ is a temporary connection that uses the Public Switched Telephone Network (PSTN) to connect to the Internet.
- (a) broadband connection (b) wireless connection
- (c) dial-up connection (d) None of the above

3. Answer any 5 out of the given 6 questions

- (i) DBMS is a program, that controls the creation, maintenance and use of a database. Here, DBMS stands for
 - (a) Digital Base Management System
 - (b) Data Build Management System
 - (c) Database Management System
 - (d) Database Management Service
- (ii) Template includes a text space that is surrounded by brackets. It is called a _____.
 - (a) margin
 - (b) placeholder
 - (c) data source
 - (d) track changes
- (iii) Neha is adjusting a custom graphic for her presentation and wants to modify certain segments. Editing Custom Shapes feature allows _____ of small segments of a drawing.
 - (a) shaping
 - (b) reshaping
 - (c) rehearse
 - (d) None of these
- (iv) Key field is a unique identifier for each record. It is defined in the form of _____.
 - (a) rows
 - (b) columns
 - (c) tree
 - (d) query
- (v) A _____ filters data traffic at a network boundary.
 - (a) bridge
 - (b) switch
 - (c) gateway
 - (d) hub
- (vi) What is the name given to a combination of two cell references?
 - (a) Relative reference
 - (b) Absolute reference
 - (c) Mixed reference
 - (d) None of the above

4. Answer any 5 out of the given 6 questions

- (i) In packet based networks, the message gets broken into small _____.
 (a) data packets (b) data frame
 (c) chunk (d) None of these
- (ii) This is a type of hyperlink available in Hyperlink dialog box, which creates a new worksheet.
 (a) New document (b) New file
 (c) New worksheet (d) New data

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- (iii) A _____ is a document model that you use to create other documents.
- (a) Anchoring (b) Alignment
(c) Template (d) None of these
- (iv) Which of the following allows you to display the specific data?
- (a) Arranging (b) Filtering
(c) Scenario (d) Custom sorting
- (v) 1:1, 1:n and n:1 are examples of different types of _____.
- (a) Relations (b) Databases
(c) Data (d) Query
- (vi) Which of the following is an application program that is stored on a remote server and delivered over the Internet?
- (a) Web application (b) System application
(c) Internet application (d) None of these

5. Answer any 5 out of the given 6 questions

- (i) Two other toolbars can be opened from Picture Toolbar are : the _____ and _____.
- (a) Edit picture, Color picture
(b) Format, drawing
(c) Graphic Filter toolbar, Color toolbar
(d) Floating toolbar, Color toolbar
- (ii) URL is the _____ for a website or a web page.
- (a) web address (b) website
(c) web page (d) Both (a) and (c)
- (iii) A _____ refers to a cell or a range of cells on a Worksheet and can be used to find the values or data that you want formula to calculate.
- (a) cell reference (b) block
(c) sheet reference (d) autofill
- (iv) _____ is used to define the structure of your tables and other objects in the database.
- (a) DDL (b) DML
(c) DCL (d) None of these
- (v) Suraj wants to know the sequence of steps used to open the Templates dialog.
Answer to his query.
- (a) File → New → ext Document (b) File → New → Templates
(c) Format → Group → Group (d) None of the above

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- (vi) Rajiv has created an employee table and made Emp_No, as the primary key, so that it can accept only unique values for each record. At the same time, he wants to have one more field that can behave like a primary key. Which of the following types of key can serve the purpose?
- (a) Foreign key (b) Composite key
(c) Unique key (d) None of these

SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Rohit is working on a research project about sustainable development. He is exploring ways governments can actively promote the development of green skills among individuals and organizations. Based on your understanding, explain how governments can achieve this.?
7. How does feedback contribute to improving communication skills?
8. Name two basic elements of entrepreneurship.
9. Ananya has noticed that her computer is running slower than usual. Her teacher suggested using Disk Defragmenter to improve performance. Based on this, explain the use of Disk Defragmenter.
10. What do you mean by environmental stress?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. What do you mean by Open Office Calc.
12. How to add a comment in a word processor application?
13. Mention any two components of a database.
14. Riya is working on a project in which she needs to organize a large dataset in her worksheet. Her mentor advised her to sort the data for better analysis. Based on this, write the steps to sort the data in a worksheet.
15. Define the following :
 - (i) Peer-to-Peer architecture
 - (ii) Internet
16. When the computer network uses telephone lines as communication channel, then MODEM is used as a data communication device. Now, explain the working of MODEM.

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Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Arjun is preparing for a database management competition and needs clarity on some concepts related to databases. Help him answer the following questions:

- (i) Mention any two databases.
- (ii) Define different forms of a database.
- (iii) What is an attribute whose value is derived from the primary key of some other table?
- (iv) Define the SELECT command.

18. Manisha had created a Table of Contents of the project done by her. Tell her the different steps to do the following:

- (a) Creating a TOC
- (b) Deleting a TOC

19. Consider the following table ITEM:

S.No.	P. Name	S. Name	Qty	Cost	City
S1	Biscuit	Priyagold	120	12.00	Delhi
S2	Bread	Britannia	200	25.00	Mumbai
S3	Chocolate	Cadbury	350	40.00	Mumbai
S4	Sauce	Kissan	400	45.00	Chennai

- (i) How many records and fields in the table ITEM?
- (ii) Write the SQL queries to
 - (a) Display all the products whose quantity in between 100 and 350.
 - (b) Display the data for all products sorted by their quantity.
 - (c) To list S_Name, P_Name, Cost for all the products whose quantity is less than 400.

20. Simran wants to add macro in a spreadsheet application. Tell her the different steps involved in adding a macro.

21. Riya is a student of class X. She had heard about network devices. She had some queries. Help her by answering her queries.

- (i) What is network device?
- (ii) Name any two network devices.
- (iii) Which device is used as proxy server?
- (iv) What is the basic function of repeater?

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Sample Paper 10

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
 2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
 3. Section A has Objective type questions whereas Section B contains Subjective type questions.
 4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
 5. All questions of a particular section must be attempted in the correct order.
 6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
 7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.
-

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Meera is attending a workshop on effective communication and is learning about the role of feedback in conversations. What is the importance of feedback in communication?
 - (a) It allows the speaker to dominate the conversation
 - (b) It helps in avoiding any further communication
 - (c) It facilitates understanding, clarification, and improvement
 - (d) It discourages active listening
 - (ii) Anita is studying stress management techniques in her psychology class and learned that positive stress can motivate individuals to achieve their goals. The good stress is called _____.
 - (a) eustress
 - (b) emstress
 - (c) Both (a) and (b)
 - (d) None of these
 - (iii) Ravi, a budding entrepreneur, is learning about effective leadership in his management class. He wants to know the best approach to get work done efficiently from his team. Based on this, how can an entrepreneur get the work done from his/her team?
 - (a) By creating a spirit of teamwork
 - (b) By motivation
 - (c) Using harsh words and actions
 - (d) Both (a) and (b)

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- (iv) Windows 10 is an operating system developed by _____.
(a) Microsoft™ (b) IBM
(c) Samsung (d) Sony
- (v) What is the primary goal of green skills training?
(a) To reduce employment opportunities
(b) To promote sustainable practices and industries
(c) To prioritize economic growth over environmental concerns
(d) To discourage technological advancements
- (vi) Managing stress is about making a plan to be able to cope effectively with daily pressures. Always keep in mind the ABC of stress management. The acronym ABC stands for
(a) Ability, Burden, Concise (b) Adore; Belief, Cause
(c) Adversity, Beliefs, Consequences (d) Adapt, Balance, Cooperate

2. Answer any 5 out of the given 6 questions

- (i) To start the macro recorder, which of the following command is used?
(a) Tools → Macros → Record Macro (b) Tools → Record → Record Macro
(c) Data → Macros → Record (d) None of the above
- (ii) Cell referencing can be done by using a _____ as well as _____.
(a) keyboard, windows menu (b) keyboard, mouse
(c) windows menu, mouse (d) None of the above
- (iii) After adding the data source, you need to specify the salutation. The selected salutation will be displayed in the pane.
(a) salutation (b) preview
(c) display (d) None of these
- (iv) We can rename a new sheet in Calc.
(a) After inserting a new sheet (b) While inserting a new sheet
(c) Both (a) and (b) (d) None of the above
- (v) In case, another user is trying to save the shared worksheet and resolve conflicts, you see a message that the shared spreadsheet file is due to a merge in progress.
(a) stopped (b) locked
(c) Both (a) and (b) (d) None of the above
- (vi) Full form of OLE is _____.
(a) Object Linked and Embedded (b) Option Linking and Embedding
(c) Open Linking and Embedding (d) Object Linking and Embedding

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3. Answer any 5 out of the given 6 questions

- (i) If a table has to be created which tab and group should be used?
(a) Insert tab → Tables group (b) Home tab → Tables group
(c) Design tab → Tables group (d) None of the above
- (ii) _____ is a computer program that provides services to other computer programs.
(a) Server (b) Client
(c) Network (d) None of these
- (iii) State True or False.
ClipArt object includes effects such as shadows, outlines, colors, gradients and 3D effects.
(a) True
(b) False
- (iv) Which of the following is not the main building block of a database?
(a) Lists (b) Queries
(c) Reports (d) Forms
- (v) Raj is working on a spreadsheet and wants to make changes to multiple sheets simultaneously. His instructor told him about grouping sheets. Based on this, in order to group sheets, while holding the _____ key, click on the Sheets tab you want to group.
(a) Alt (b) Shift
(c) Ctrl (d) Tab
- (vi) In a document, you can insert _____.
(a) Pictures (b) ClipArts
(c) Shapes (d) All of these

4. Answer any 5 out of the given 6 questions

- (i) In Calc, you can insert the data from different databases and other data sources. One such format is
(a) odd (b) .dbms
(c) .odb (d) .ods
- (ii) TCL commands are used to manage _____ in database.
(a) data (b) values
(c) transactions (d) None of the above
- (iii) _____ is a network architecture which separates the client from the server.
(a) Client Server Network (b) Peer - to - Peer Network
(c) Both (a) and (b) (d) None of the above

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- (iv) _____ is used to begin text-to-speech utility that reads what is displayed on the screen.
- (a) Start Narrator (b) Web page
(c) Website (d) None of these
- (v) _____ provides the physical connection between the network and computer workstation.
- (a) LIC (b) NC
(c) NIC (d) None of the above
- (vi) In the hierarchy of headings, the lower - level headings pertain to _____ and _____.
- (a) section, sub-sections (b) headings, sub-headings
(c) Both (a) and (b) (d) None of the above

5. Answer any 5 out of the given 6 questions

- (i) A web page is located using a
- (a) Universal Record Linking (b) Universal Record Locator
(c) Uniform Resource Locator (d) Uniformly Reachable Links
- (ii) To create the link from one document to another, both the documents should be
- (a) open (b) closed
(c) Both (a) and (b) (d) None of these
- (iii) Blog Desk is an offline blog editor which is used for _____ operating system.
- (a) Linux (b) Unix
(c) Windows (d) None of the above
- (iv) _____ is an inquiry into the database made using the SELECT statement.
- (a) Query (b) Data
(c) Equation (d) None of these
- (v) _____ leads to data inconsistency.
- (a) Data integrity (b) Data sharing
(c) Data redundancy (d) Data recovery
- (vi) Which of the following is a single piece of data?
- (a) Field (b) Table
(c) Record (d) Form

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SECTION - B

Subjective Type Questions

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Riya, a high school student, is preparing for a motivational workshop and has come across the concept of self-motivation. She wants to understand its significance. Based on this context, explain the term self-motivation.
7. What is the role of green skills in mitigating climate change?
8. How can communication skills impact career success?
9. Arjun is attending a business seminar where the term entrepreneur is frequently mentioned. To complete his understanding, he asks, "What do you mean by the term entrepreneur?"
10. Define multi-processing and multi-user operating system.

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. State the use of Consolidating Data in a spreadsheet.
12. Explain the term table used in database.
13. Priya is learning spreadsheet formulas in her computer class. Her teacher discussed the concept of cell reference and its importance. To clarify further, Priya asks, "What is cell reference? Also, write the use of a cell reference in one or several formulas."
14. What are the steps to apply first aid roller bandage to a wound?
15. Distinguish between switch and repeater.
16. Describe the significance of using templates in your documents.

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Samiksha is working on an advanced spreadsheet project and wants to understand the use of some key tools in data analysis. She asks, "Describe the use of the following terms:
 - (i) Goal Seek
 - (ii) Scenario
 - (iii) Subtotal
 - (iv) Solver

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18. Prashant wants to know about Data Manipulation language commands. Solve the following queries for him.
- (i) What is DML?
 - (ii) Explain any three DML commands.
19. Harmanpreet had inserted an image in a word processor application. Now, she wants to know the use of the following terms. Tell her the correct answer.
- (i) Alignment
 - (ii) Anchoring
20. Aman is analyzing a database table named APPLICANTS for his project and has come across the following dataset:

TABLE : APPLICANTS					
No.	NAME	FEE	GENDER	C_ID	JOINYEAR
1012	Amandeep	30000	M	A01	2012
1102	Avisha	25000	F	A02	2009
1103	Ekant	30000	M	A02	2011
1049	Arun	30000	M	A03	2009
1025	Amber	40000	M	A02	2011

- (i) How many records and fields are there in the table APPLICANTS.
 - (ii) Write the SQL queries to:
 - (a) Display NAME, FEE, GENDER, JOINYEAR about the APPLICANTS, who have joined before 2010.
 - (b) Display the NAMES of all APPLICANTS in ascending order of their JOINYEAR.
 - (c) Display the details of APPLICANTS of female.
21. Chetanya is studying networking and technology for his upcoming exam. He is curious about some commonly used terms and asks, “What are the functions of the following terms?”
- (i) Modem
 - (ii) Web page
 - (iii) Wi-fi
 - (iv) GPS

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Sample Paper 01 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Priya, a student under exam pressure, feels irritable, struggles with sleep, and is often tired. However, she shows no signs of fever. Which of the following is not a symptom of stress?

- | | |
|------------------|--------------|
| (a) Irritability | (b) Insomnia |
| (c) Fatigue | (d) Fever |

Ans :

- (d) Fever

Stress commonly manifests as irritability, insomnia, and fatigue due to mental and physical strain. Fever, however, is a physiological response typically associated with infections or illnesses, not stress.

- (ii) Ravi is learning about various types of entrepreneurship like social, agricultural, and women-focused. However, he wonders if leadership is considered a type of entrepreneurship. Which of the following is

not a type of entrepreneurship activities?

- | | |
|------------|------------------|
| (a) Social | (b) Agricultural |
| (c) Women | (d) Leader |

Ans :

- (d) Leader

Entrepreneurship activities include categories like social, agricultural, and women entrepreneurship, which focus on specific objectives or groups. "Leader" is not a type of entrepreneurship activity; it refers to a role or quality.

- (iii) Ramesh turned on his computer to complete an assignment. As the computer started, the operating system loaded into the main memory from the hard disk, enabling him to use the system. What is this process called?

- | | |
|---------------|-----------------|
| (a) Uploading | (b) Booting |
| (c) Starting | (d) Downloading |

Ans :

- (b) booting

Booting refers to the process of loading the operating system into the main memory from storage when a computer is powered on. It initializes the system and prepares it for use.

- (iv) The drive within you that compels you to complete tasks is
- (a) Self-motivation
 - (b) Self-regulation
 - (c) Self-awareness
 - (d) Self-sufficient

Ans :

- (a) Self-motivation

Self-motivation is the internal drive that pushes an individual to accomplish tasks without external pressure. It helps in achieving goals and maintaining focus.

- (v) A manager is addressing his team about a new project. During the discussion, some team members struggle to understand because the manager uses complex jargon and technical terms. However, other factors like clear messaging and active listening help the team grasp some aspects. Which of the following is a barrier to effective communication?
- (a) Use of jargon and technical terms
 - (b) Clear and concise messaging
 - (c) Active listening
 - (d) Mutual understanding

Ans :

- (a) Use of jargon and technical terms

The use of jargon and technical terms can create confusion and hinder effective communication, especially if the audience is unfamiliar with them. Clear messaging, active listening, and mutual understanding, on the other hand, facilitate communication.

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- (vi) What is the role of green skills in waste management?
- (a) Encouraging unsustainable disposal methods
 - (b) Promoting recycling and composting practices
 - (c) Increasing landfills and waste accumulation
 - (d) Disregarding the concept of resource conservation

Ans :

- (b) Promoting recycling and composting practices
- Green skills play a crucial role in waste management by encouraging sustainable practices like recycling and composting. These skills focus on reducing waste, conserving resources, and minimizing environmental impact.

2. Answer any 5 out of the given 6 questions

- (i) Template includes placeholder text that is surrounded by ____.
- (a) Arrow
 - (b) Brackets
 - (c) Data source
 - (d) Commas

Ans :

- (b) Brackets

Template placeholders are typically surrounded by brackets to indicate where specific data or information should be inserted. This helps in dynamically populating templates with relevant content.

- (ii) Which of the following is an attribute whose value is derived from the primary key of some other table?
- (a) Primary key
 - (b) Foreign key
 - (c) Alternate key
 - (d) None of these

Ans :

- (c) Alternate key

A foreign key is an attribute in one table that derives its value from the primary key of another table. It establishes a relationship between the two tables, ensuring referential integrity.

- (iii) Do not use the elevator in times of fire in the building. Always use ____ for such emergencies.
- (a) Office space
 - (b) Staircase
 - (c) Washroom
 - (d) None of these

Ans :

- (b) Staircase

In case of fire, elevators can malfunction or become unsafe due to power outages or heat. Staircases

are the safest option for evacuation during such emergencies.

- (iv) Solve option under Tools menu amounts to a more elaborate form of _____. The difference is that the Solver deals with equations with multiple _____.
 (a) Unknown variables, goals seek
 (b) Variables, equation
 (c) Goal seek, unknown variables
 (d) Subtotal, goal seek

Ans :

- (c) goal seek, unknown variables

The Solver tool is an advanced version of Goal Seek. While Goal Seek adjusts one variable to achieve a target, Solver can handle multiple unknown variables and constraints to find an optimal solution.

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- (v) In a computer class, students learn that databases store large amounts of data, allow easy updates, sorting, querying, and generate reports, unlike other tools like spreadsheets or graphic editors. What is a key ability of databases?
 (a) store a large amount of data in a structured format, easy update, sort query, production of reports.
 (b) spell check, perform calculations, library of mathematical functions, replication.
 (c) rotate images, copy and paste, fill scale.
 (d) None of the above

Ans :

- (a) store a large amount of data in a structured format, easy update, sort query, production of reports.

Databases are designed to store vast amounts of data in a structured format, enabling efficient updates, queries, sorting, and report generation. Other options describe functions unrelated to database management.

- (vi) In the Load Style dialog box, option loads the paragraph and the character styles from the selected document into the current document.
 (a) Page (b) Paragraph
 (c) Overwrite (d) Text

Ans :

- (d) Text

In the Load Style dialog box, the Text option loads both paragraph and character styles from the selected document into the current document. This feature allows seamless integration and consistency in formatting across documents.

3. Answer any 5 out of the given 6 questions

- (i) Editing Custom Shapes feature allows _____ of small segments of a drawing.
 (a) shaping
 (b) reshaping
 (c) rehearse
 (d) None of these

Ans :

- (b) reshaping

The Editing Custom Shapes feature allows reshaping of small segments of a drawing, enabling users to modify and adjust the design as needed for precise customization.

- (ii) Which tab is used to share the worksheet data?
 (a) Home (b) Review
 (c) Insert (d) Layout

Ans :

- (b) Review

The Review tab in spreadsheet software is often used for sharing worksheet data. It includes tools for protecting sheets, tracking changes, and allowing collaboration among users.

- (iii) Rahul is working on a project that requires transferring large files between computers on the same network. His teacher explains that there is a specific protocol designed for this purpose, making file transfer efficient and reliable. What is used to transfer files between computers on a network?
 (a) Web server (b) FTP
 (c) Multimedia (d) Web browser

Ans :

- (b) FTP

FTP (File Transfer Protocol) is a standard network protocol used to transfer files between computers over a network. It facilitates file upload and download efficiently.

(iv) A tuple in RDBMS is referred to _____ of a table.

- | | |
|------------|-----------|
| (a) Record | (b) Field |
| (c) Table | (d) Key |

Ans :

(a) record

In an RDBMS, a tuple refers to a single record or row in a table. Each tuple represents a set of related data values defined by the table's schema.

(v) Which of the following is not a spreadsheet software?

- | | |
|--------------|-----------------|
| (a) VisiCalc | (b) MS-Excel |
| (c) Writer | (d) Lotus 1-2-3 |

Ans :

(c) Writer

Writer is a word processing software, not a spreadsheet software. VisiCalc, MS-Excel, and Lotus 1-2-3 are all well-known spreadsheet applications used for data organization and calculations.

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(vi) _____ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily.

- | |
|------------------------|
| (a) Summation |
| (b) Data Consolidation |
| (c) Data Format |
| (d) Data Chart |

Ans :

(b) Data Consolidation

The Data Consolidation function combines data from multiple worksheets or workbooks into a single worksheet. This allows users to summarize and update data efficiently in one place.

4. Answer any 5 out of the given 6 questions

(i) By dragging any _____ handle you can increase or decrease the _____ of the image diagonally.

- | |
|---------------------|
| (a) Corner, size |
| (b) Side, quality |
| (c) Top, depth |
| (d) Corner, quality |

Ans :

(a) corner, size

By dragging a corner handle, you can proportionally increase or decrease the size of an image diagonally. This helps maintain the aspect ratio while resizing.

(ii) Wireless broadband can be

- | |
|----------------------|
| (a) mobile |
| (b) fixed |
| (c) Both (a) and (b) |
| (d) None of these |

Ans :

(c) Both (a) and (b)

Wireless broadband can be mobile, allowing users to access the internet on the move, or fixed, providing internet connectivity to a specific location like a home or office. Both options cater to different needs.

(iii) _____ can deal with multiple variables as the goal seek is used to manipulate one variable cell.

- | | |
|--------------|---------------|
| (a) Solver | (b) Goal Seek |
| (c) Scenario | (d) what-if |

Ans :

(a) Solver

Solver can handle multiple variables and constraints to find an optimal solution, unlike Goal Seek, which adjusts only one variable to achieve a target value.

(iv) _____ ensure that all the documents have a standard layout, look and feel.

- | | |
|----------------|---------------|
| (a) Graphics | (b) Layout |
| (c) Properties | (d) Templates |

Ans :

(d) Templates

(v) To join the Internet, the computer has to be connected to a

- | |
|---------------------------------|
| (a) Internet Architecture Board |
| (b) Internet society |
| (c) Internet Service Provider |
| (d) None of these |

Ans :

Class X Session 2024-25

Max. Marks: 50

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

Objective Type Questions

- (ii) Anita is leading a team meeting to discuss a new project. While she ensures clarity in her instructions and uses positive body language, some team members face difficulty understanding her due to differences in language and terminology. Which of the

Language barriers hinder effective communication when the sender and receiver do not share a common language or have difficulty understanding each other. Active listening, clear instructions, and appropriate body language facilitate communication.

(a) Folder (b) File
(c) Path (d) File extension

Ans :

(b) File

A file is a collection of data or information stored on a computer and treated as a single unit. It can contain text, images, videos, or other content. Files are managed using file extensions for identification

(iv) _____ generates within the human regarding the unreasonable matters.

- (a) Internal stress
- (b) Survival stress
- (c) Environmental stress
- (d) None of the above

Ans :

(a) Internal stress

Internal stress arises from within a person due to unreasonable thoughts, expectations, or worries. It is often self-generated and related to over thinking or internal conflicts. Managing such stress requires mental clarity and self-awareness.

(v) Riya is studying green skills and learns they help reduce greenhouse gas emissions, preserve biodiversity, and conserve habitats. However, they aim to minimize non-renewable resource use. Which of the following is not an environmental benefit of green skills?

- (a) Reduction in greenhouse gas emissions
- (b) Preservation of biodiversity
- (c) Increased use of non-renewable resources
- (d) Conservation of natural habitats

Ans :

(c) Increased use of non-renewable resources

Green skills promote sustainable practices, which include reducing greenhouse gas emissions, preserving biodiversity, and conserving natural habitats. Using non-renewable resources contradicts environmental benefits and sustainability goals

(vi) An entrepreneur must establish good relations with _____ and its functionaries.

- (a) customer
- (b) government
- (c) Both (a) and (b)
- (d) None of these

Ans :

(b) government

An entrepreneur must establish good relations

with the government and its functionaries to comply with regulations, gain necessary approvals, and ensure smooth business operations.

2. Answer any 5 out of the given 6 questions

(i) _____ command is used to restore database to original since the last COMMIT.

- (a) REVIEW
- (b) SELECT
- (c) ROLLBACK
- (d) None of these

Ans :

(c) ROLLBACK

The ROLLBACK command is used to undo changes in a database and restore it to the state it was in since the last COMMIT, ensuring data integrity.

(ii) Every computer is protected by a _____.

- (a) fire wall
- (b) software
- (c) server
- (d) network

Ans :

(a) firewall

A firewall protects a computer by monitoring and controlling incoming and outgoing network traffic, acting as a barrier against unauthorized access and cyber threats.

(iii) To delete a template, _____ on a template in the Templates window and select Delete.

- (a) Right-click
- (b) Double-click
- (c) Left-click
- (d) None of these

Ans :

(a) Right-click

To delete a template, you need to right-click on the template in the Templates window and select the "Delete" option from the context menu.

(iv) The structure line displays the elements for entries in the level column. The _____ button represents the page number.

- (a) #
- (b) &
- (c) %
- (d) @

Ans :

(a) #

In the structure line, the # button represents the page number, indicating the location of an entry in a table of contents or index.

(v) Rohit is designing a database and learning

about primary keys. His teacher explains that fields like account numbers and admission numbers are suitable, but some fields, like dates, may not be ideal. Which of the following fields will not make a suitable primary key?

- (a) A customer's account number
- (b) A date-field
- (c) An auto number field
- (d) A student's admission number

Ans :

- (b) A date-field

A date-field is not suitable as a primary key because dates can repeat and do not uniquely identify records. A primary key must always be unique and non-repeating for each record in the table.

- (vi) Default name of first scenario created in Sheet1 of Calc is _____.

- (a) Sheet_1_Scenario
- (b) Sheet_Scenario_1
- (c) Sheet1_Scenario_1
- (d) None of the above

Ans :

- (c) Sheet1_Scenario_1

In Calc, the default name for the first scenario created in Sheet1 is Sheet1_Scenario_1, following the format of the sheet name combined with the scenario number. This helps in identifying scenarios easily.

3. Answer any 5 out of the given 6 questions

- (i) Commands are a set of instructions that is used to interact with database.

- (a) SQL
- (b) Java
- (c) Mac
- (d) DBMS

Ans :

- (a) SQL

SQL (Structured Query Language) is a set of commands used to interact with a database, including operations like retrieving, updating, and managing data efficiently.

- (ii) Instant messaging service accepts instant messages from _____.

- (a) external sites
- (b) internal sites

- (c) Both (a) and (b)

- (d) None of these

Ans :

- (a) external sites

Instant messaging services can accept messages from external sites (outside networks) and internal sites (within the same network), allowing for seamless communication across platforms.

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- (iii) Riya is learning about the features available in the Insert tab of a word processor. She discovers that features like Shapes and ClipArt are grouped under a specific category, which helps in enhancing documents visually. Under Insert tab, _____ group contains the features like Shapes, ClipArt etc.

- (a) Illustrations
- (b) Shapes
- (c) Paragraph
- (d) Clipboard

Ans :

- (a) Illustrations

The Illustrations group under the Insert tab contains features like Shapes, ClipArt, and SmartArt, which are used to add visual elements to a document. These tools enhance the presentation and layout of content effectively.

- (iv) In the Subtotal dialog box, the _____ box is used to select the column on which you want to add the Subtotal to.

- (a) group by
- (b) filter by
- (c) consolidate by
- (d) update by

Ans :

- (a) group by

In the Subtotal dialog box, the Group by box is used to select the column on which you want to calculate and add the subtotal, grouping the data accordingly.

- (v) _____ command is used to retrieve data from a database.

- (a) SELECT
- (b) INSERT
- (c) UPDATE
- (d) None of these

Ans :

- (a) SELECT

Sample Paper 03 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given $(5 + 16 =)$ 21 questions, a candidate has to answer $(5 + 10 =)$ 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Ananya is attending a workshop on communication skills. The instructor emphasizes that communication is not just about expressing ideas but also about understanding others, which requires a combination of skills. Effective communication involves
- (a) Speaking only
 - (b) Listening only
 - (c) Speaking and listening
 - (d) Writing and reading

Ans :

- (c) Speaking and listening

Effective communication involves both speaking to convey ideas and listening to understand others. This combination ensures a two-way exchange of information, making communication meaningful and productive.

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- (ii) Aman, a new entrepreneur, is working to expand his business by finding a suitable market. He focuses on promoting his products through advertisements and publicity while appointing selling agents to ensure better market reach. To find a suitable market an entrepreneur performs the functions of

- (a) Advertisement and publicity
- (b) Appointment of selling agents
- (c) New organisation structure
- (d) Both (a) and (b)

Ans :

- (d) Both (a) and (b)

An entrepreneur finds a suitable market by using advertisement and publicity to create awareness about the products and by appointing selling agents to reach potential customers effectively. These functions help in expanding market reach and boosting sales.

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- (iii) Riya is organizing her files and notices each has a name and extension, like .docx or .pdf, indicating the type of information stored. What is a file?

- (a) A file is a section of main storage used to store data
- (b) A file is a collection of information that has been given a name and have an extension
- (c) A file is the part of a program that is used to describe what the program should do
- (d) A file can be saved only in CDs.

Ans :

(b) A file is a collection of information that has been given a name and have an extension.

A file is a collection of related data stored on a computer with a specific name and extension (e.g., .txt, .pdf). The name helps identify the file, and the extension specifies its type and purpose. Files can be saved on various storage devices.

- (iv) In _____, we change from our normal activities to silence.
- (a) meditation
 - (b) stress
 - (c) worries
 - (d) survival

Ans :

(a) meditation

Meditation involves stepping away from regular activities and entering a state of silence to calm the mind and focus inward. It helps in achieving mental clarity and relaxation.

- (v) Sustainable development ensures current needs are met without harming future generations. It balances economic growth, social progress, and environmental protection. What is the meaning of sustainable development?
- (a) Development that focuses on economic growth only
 - (b) Development that meets the needs of the present without compromising future generations.
 - (c) Development that prioritizes social progress over environmental protection
 - (d) Development that relies solely on renewable energy sources

Ans :

(b) Development that meets the needs of the present without compromising future generations
Sustainable development refers to a balanced approach that meets present needs without depleting resources for future generations. It ensures harmony between economic growth,

social equity, and environmental protection. This concept promotes long-term well-being for all.

- (vi) When danger arises, humans and animals instinctively react with heightened alertness and energy. This response, known as “fight or flight,” ensures safety and survival. _____ is a common response to danger in all people and animals.
- (a) Internal stress
 - (b) Environmental stress
 - (c) Survival stress
 - (d) Fatigue related stress

Ans :

(c) Survival stress

Survival stress is a natural reaction to danger, triggering the “fight or flight” response in humans and animals. It prepares the body to respond quickly to threats for safety. This is a basic instinct for survival.

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2. Answer any 5 out of the given 6 questions

- (i) When you define a field for a table, in which of the following parameters do access always considered optional?
- (a) Field name
 - (b) Data type
 - (c) Field size
 - (d) Description

Ans :

(d) Description

In MS Access, the “Description” parameter is always optional when defining a field. It is used to provide additional information about the field but does not affect its functionality. Other parameters like field name and data type are mandatory.

- (ii) Akshat wants to store a huge amount of information about his firm in a database. Which type of table organisation would be most suitable for this purpose?
- (a) Relational
 - (b) Flat file
 - (c) Either relational or flat file
 - (d) Hierarchical

Ans :

(c) Either relational or flat file

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A relational database is best suited for storing a large amount of information because it organizes data into related tables. This structure ensures efficient data storage, retrieval, and management through relationships between tables.

- (iii) _____ include fonts, alignment, borders, background, number formats (for example, currency, date, number) and cell protection in document.
- (a) Cell style (b) Numbering style
(c) Paragraph style (d) Character style

Ans :

- (a) Cell style

Cell styles in a document encompass various formatting options such as fonts, alignment, borders, background, number formats, and cell protection. They allow consistent and efficient formatting of cells in a spreadsheet.

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- (iv) A _____ is a language that enables users to access and manipulate data in a database.
- (a) DML (b) DCL
(c) TCL (d) DDL

Ans :

- (a) DML

Data Manipulation Language (DML) is used to access and manipulate data in a database. It includes commands like SELECT, INSERT, UPDATE, and DELETE for handling data efficiently.

- (v) When you apply a _____, you apply a group of formatting effects together in one single step.
- (a) effect (b) template
(c) style (d) format

Ans :

- (c) style

A style is a predefined group of formatting effects applied together in a single step. It allows consistent formatting across a document, saving time and ensuring uniformity.

- (vi) Safari is a web browser developed by _____.
(a) Google (b) Microsoft
(c) Apple (d) None of these

Ans :

- (c) Apple

Safari is a web browser developed by Apple. It is primarily designed for macOS and iOS devices, offering speed and seamless integration with Apple's ecosystem.

3. Answer any 5 out of the given 6 questions

- (i) Calc considers any data that it does not recognise as a number, date, time or formula, as:
- (a) Expression (b) Equation
(c) Text (d) Function

Ans :

- (c) Text

Calc treats any data it cannot recognize as a number, date, time, or formula as text. This ensures that non-numeric entries are stored and displayed as written without computational processing.

- (ii) State True or False.
'Goal seek in Calc, helps us to find the desired result by adjusting an input value.'
- (a) True
(b) False

Ans :

- (a) True

Goal Seek in Calc helps to find the desired result by automatically adjusting an input value in a formula. It is a useful tool for solving equations iteratively.

- (iii) Which of the following tools will help Swati, if she wants to arrange the height of students in her class in ascending order ?
- (a) Ordering data (b) Sorting data
(c) Presenting data (d) Referring data

Ans :

- (b) Sorting data

The "Sorting data" tool allows Swati to arrange the height of students in ascending order. It organizes data systematically based on specified criteria, such as numerical or alphabetical order.

- (iv) In _____ topology each node is connected to two and only two neighbouring nodes.
- (a) star (b) ring
(c) mesh (d) tree

Ans :

Sample Paper 04 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Ankur, an aspiring entrepreneur, builds relationships with businesses in his industry to understand market trends and competition. An entrepreneur must form contacts with the _____ to analyse the market.

- (a) Planning (b) Competitors
(c) neighbours (d) None of these

Ans :

- (b) Competitors

Entrepreneurs form contacts with competitors to analyze market trends and understand the competitive landscape for better decision-making.

- (ii) During a sudden emergency, Raj was faced with a dangerous situation. His body instinctively responded by increasing his heart rate and preparing him to either fight the threat or escape from it. _____ stress is a result of body's response to deal with a dangerous situation or escape from it.

- (a) Internal (b) Environmental
(c) External (d) Survival

Ans :

- (d) Survival

Survival stress is the body's natural response to a dangerous situation, triggering the "fight or flight" reaction to either deal with the threat or escape from it.

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- (iii) In a professional setting, which communication channel is most appropriate for discussing complex or sensitive issues?

- (a) Social media platforms
(b) Face-to-face meetings
(c) Text messages
(d) Voicemails

Ans :

- (b) Face-to-face meetings

Face-to-face meetings are the most appropriate communication channel for discussing complex or sensitive issues as they allow for clear, direct communication and provide the opportunity to read body language, ensuring better understanding and resolution.

- (iv) Ananya, a manager, notices that some employees handle stress calmly, while others seem to become overwhelmed easily. After observing their behavior over time, she realizes that their reactions are largely influenced by their personalities. _____ plays a major role in reaction to stress.

- (a) Personality (b) Positive attitude
(c) Behaviour (d) None of these

Ans :

- (a) Personality

Personality plays a major role in how an individual reacts to stress. Different personalities respond to stressful situations in various ways, such as remaining calm or becoming anxious.

- (v) An operating system that manages a group of independent computers and makes them appear to be a single computer is known as a _____ operating system.

- (a) real-time
(b) graphical
(c) distributed
(d) multi-user

Ans :

- (c) distributed

A distributed operating system manages a group of independent computers and makes them function together as a single system. It provides seamless interaction among the computers, appearing as one unified system to the user.

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- (vi) Ravi encourages local youth to learn green skills, like solar panel installation and sustainable farming, helping them secure jobs and improve their income. How can green skills contribute to poverty reduction?

- (a) By creating job opportunities in sustainable sectors
(b) By encouraging overconsumption of resources
(c) By promoting deforestation for economic growth
(d) By neglecting social and community development

Ans :

- (a) By creating job opportunities in sustainable sectors

Green skills contribute to poverty reduction by creating job opportunities in sustainable sectors such as renewable energy, sustainable agriculture, and waste management. These sectors not only support environmental sustainability but also help improve livelihoods and reduce poverty.

2. Answer any 5 out of the given 6 questions

- (i) Alpana has made four spreadsheets containing marks of 5 subjects of all the students of her class. She has to prepare a sheet that contains the total marks of all the students of her class. Name the option that can be used to perform this task.

- (a) Subtotal (b) Average
(c) Goal Seek (d) Scenario

Ans :

- (a) Subtotal

The Subtotal function in spreadsheets allows Alpana to calculate totals or perform other summary calculations, like summing the marks, based on the data from multiple sheets. This is ideal for adding up total marks across several subjects

- (ii) Which of the following is a single piece of data?

- (a) Field (b) Table
(c) Record (d) Form

Ans :

- (a) Field

A field is a single piece of data within a database. It represents one attribute or characteristic of a record, such as a student's name or marks in a specific subject.

- (iii) Which client software is used to request and display web pages?

- (a) Web server (b) FTP
(c) Multimedia (d) Web browser

Ans :

- (d) Web browser

A web browser is the client software used to request and display web pages. It allows users to access and view websites by interpreting HTML, CSS, and JavaScript.

- (iv) In the Mail Merge dialog box, you can select the _____ option if you want to save the merged documents.

- (a) File (b) Edit
(c) View (d) Format

Ans :

(a) File

In the Mail Merge dialog box, the File option allows you to save the merged documents. This option provides you with the ability to save, print, or send the documents after merging.

- (v) The default data type for a field is _____.
(a) char (b) int
(c) text (d) None of these

Ans :

(c) text

The default data type for a field in most databases is text. This data type is used to store alphanumeric characters, including letters, numbers, and symbols.

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- (vi) Field is the individual sub component of one _____.
(a) record (b) column
(c) data (d) None of these

Ans :

(a) record

A field is an individual subcomponent of one record in a database. Each record consists of multiple fields, each representing a specific piece of data about an entity.

3. Answer any 5 out of the given 6 questions

- (i) The grey colour in the TOC reminds us that the text has been generated _____.
(a) manually
(b) automatically
(c) Both (a) and (b)
(d) None of these

Ans :

(b) automatically

The grey color in the Table of Contents (TOC) indicates that the text has been generated automatically. This typically happens when the TOC is created based on heading styles and formatting within the document.

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- (ii) Linked data is stored in the _____.
(a) destination file (b) web file
(c) source file (d) domain file

Ans :

(c) source file

Linked data is stored in the source file. The source file contains the original data, and the destination file refers to that data through a link, allowing updates in the source file to reflect in the destination.

- (iii) _____ is used in between the cell reference in a formula.
(a) : (b) ,
(c) Both (a) and (b) (d) @

Ans :

(c) Both (a) and (b)

The colon (:) is used to represent a range of cells in a formula, such as A1 . The comma (,) is used to separate multiple cell references or arguments in a function, like SUM(A1, B1, C1). Both symbols serve different purposes, depending on the context of the formula.

- (iv) Key field is a unique identifier for each record. It is defined in the form of
(a) rows (b) columns
(c) tree (d) query

Ans :

(b) columns

A key field is a unique identifier for each record and is typically defined in the form of columns in a database table. This column ensures that each record can be uniquely identified.

- (v) Internally for each recorded macro, some code is generated, which is stored inside _____ and _____ clause.
(a) Sub, End Sub
(b) Section, End Section
(c) Function, End Function
(d) None of the above

Ans :

(a) Sub, End Sub

Internally, for each recorded macro, some code is generated and stored between the Sub and End Sub clauses. This defines the start and end of a macro procedure in programming languages like VBA (Visual Basic for Applications).

Sample Paper 05 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Manoj has been feeling overwhelmed with his work deadlines and personal responsibilities. He often feels tense and worried, which affects his ability to focus and relax. Stress is identified as a condition in which a person is

- (a) tensed (b) worried
(c) relaxed (d) Both (a) and (b)

Ans :

- (d) Both (a) and (b)

Stress is a condition where a person feels both tense and worried, affecting their overall well-being and mental state.

- (ii) Which of the following is a problem related to sustainable development?
- (a) Overconsumption and waste production
 - (b) Efficient use of resources
 - (c) Promotion of renewable energy
 - (d) Conservation of biodiversity

Ans :

- (a) Overconsumption and waste production

Overconsumption and waste production are major problems related to sustainable development. These issues lead to the depletion of natural resources and increased environmental pollution, which undermine the goal of achieving long-term sustainability.

- (iii) Amit is preparing for a major presentation at work. He feels a rise in tension and nervousness as the day approaches. This reaction helps him stay focused and prepare better for the upcoming challenge. _____ is our body's way of responding to any kind of demand.

- (a) Stress
- (b) Self-regulation
- (c) Self-motivation
- (d) All of these

Ans :

- (a) Stress

Stress is the body's natural response to demands, helping individuals stay alert and focused, especially during challenging or high-pressure situations.

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(iv) Identify the measure to protect computer from viruses.

- (a) Sharing password with friends
- (b) Allow anyone to use your device
- (c) Use Antivirus
- (d) Leave computer without logging out

Ans :

(c) Use Antivirus

Using Antivirus software is a key measure to protect your computer from viruses. It helps detect, block, and remove malicious software, ensuring the safety of your device and data.

(v) Innovation of an entrepreneur includes

- (a) division of work
- (b) opening new markets
- (c) introducing new products
- (d) Both (b) and (c)

Ans :

(d) Both (b) and (c)

Innovation in entrepreneurship includes opening new markets and introducing new products. These activities help the entrepreneur stay competitive, meet evolving customer needs, and drive business growth.

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(vi) What is the purpose of active listening?

- (a) To interrupt the speaker and share your own thoughts
- (b) To fully understand the speaker's message and respond appropriately
- (c) To ignore the speaker and focus on other tasks
- (d) To dominate the conversation and assert your authority

Ans :

(b) To fully understand the speaker's message and respond appropriately

The purpose of active listening is to fully understand the speaker's message, pay attention to their words, and respond appropriately. It ensures clear communication and fosters better relationships.

2. Answer any 5 out of the given 6 questions

(i) Which of the following is not an object of a database?

- (a) Report
- (b) Forms
- (c) Query
- (d) Functions

Ans :

(d) Functions

In a database, objects like Reports, Forms, and Queries are used to interact with and display data. Functions, on the other hand, are typically part of programming or scripting and are not considered a database object.

(ii) Which of the following is not a good choice as a field name for a database?

- (a) Emp_Id
- (b) Emp_dept
- (c) Emp_name
- (d) Emp_set

Ans :

(d) Emp_set

Emp_set is not a good choice as a field name because it does not clearly indicate the type of data it will hold. Good field names like Emp_Id, Emp_dept, and Emp_name are clear, descriptive, and easy to understand, making the database more user-friendly and organized.

(iii) Template is a _____ document based on which one can create a new document.

- (a) blueprint
- (b) printed
- (c) suggested
- (d) copied

Ans :

(a) blueprint

A template is a blueprint document that serves as a pre-designed structure, allowing users to create new documents based on the same layout and formatting without starting from scratch.

(iv) The data in the data source is organised in

- (a) text form
- (b) image form
- (c) tabular form
- (d) paragraph form

Ans :

(c) tabular form

The data in a data source is typically organized in tabular form, where each column represents a specific field, and each row represents a record. This structure is ideal for organizing and retrieving data efficiently.

- (v) Shalini is working in a school. She is the class teacher of VIII B. It is the time to enter the subject marks and grades of all students of her class in a worksheet. While entering the marks and grades, she has to scroll up again and again to the row where all subject names are entered, in order to avoid any mistakes in her entries. This process is consuming a lot of her time. Help her by letting her know about one such tool by which she can fix the field rows from the following and continue with her work without wasting much time.

- (a) Fix row (b) Fix column
(c) Freeze panes (d) Freeze all

Ans :

- (c) Freeze panes

The Freeze Panes feature allows Shalini to lock the top row (where the subject names are listed) while she scrolls through the rest of the data. This tool will help her keep the subject names visible, saving time and reducing errors while entering marks and grades.

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- (vi) Which of the following is an application program that is stored on a remote server and delivered over the Internet?

- (a) Web application
(b) System application
(c) Internet application
(d) None of the above

Ans :

- (a) Web application

A web application is an application program that is stored on a remote server and delivered over the Internet. Users can access it through a web browser without needing to install it locally on their devices.

3. Answer any 5 out of the given 6 questions

- (i) State True or False.
“A custom style displays user-defined styles.”
(a) True (b) False

Ans :

- (a) True

A custom style displays user-defined styles, allowing users to set specific formatting preferences like font size, color, and alignment, which can be reused across a document for consistency.

- (ii) Aanya is making a table in Database to store data of all the employees working in her organisation. She has decided on the various information that she needs to store in that table. She also has to have a field in which only unique data can be entered. Out of the given fields suggest the best field suitable that can be used as a primary key, so that it can accept only unique data.

- (a) Emp_name (b) Emp_dept
(c) Emp_number (d) Emp_DOB

Ans :

- (c) Emp_number

Emp_number is the best choice for a primary key because it can uniquely identify each employee in the database. Primary keys must have unique values, and Emp_number is likely to be a distinct identifier for every employee.

- (iii) According to Open Office Calc which of the following is not a What-if analysis tool?

- (a) Conditional formatting
(b) Goal seek
(c) Scenarios
(d) Solver

Ans :

- (a) Conditional formatting

Conditional formatting is not a What-if analysis tool in Open Office Calc. Goal Seek, Scenarios, and Solver are all used for What-if analysis, allowing users to test different scenarios or solutions based on variable inputs.

- (iv) _____ allows multiple users to view, edit and change in a spreadsheet.

- (a) Opening (b) Reviewing
(c) Sharing (d) Collaborating

Ans :

- (c) Sharing

Sharing allows multiple users to view, edit, and make changes in a spreadsheet simultaneously. This feature is commonly used in collaborative environments where team members need to work on the same document.

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Sample Paper 06 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Ravi started a mobile app development company. He focuses on innovation, managing risks, and generating employment, making a significant contribution to the local economy. Which of the following is an example of green building design?
- (a) Constructing buildings with no regard for energy efficiency
 - (b) Using renewable materials for construction
 - (c) Increasing waste generation during construction
 - (d) Ignoring water conservation measures

Ans :

- (b) Using renewable materials for construction
Green building design focuses on sustainability, such as using renewable materials, energy-efficient systems, and promoting water conservation to minimize environmental impact.

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- (ii) Anil, an entrepreneur, launched a tech startup that provides innovative solutions, creates jobs, and benefits the community. From the following statements, which one is not the positive impact of entrepreneurship on society?

- (a) Stimulates Innovation and Efficiency
- (b) Creates jobs and Employment Opportunities
- (c) Solves the problems of the society
- (d) Discourages welfare of the society

Ans :

- (d) Discourages welfare of the society
Entrepreneurship stimulates innovation, creates jobs, and solves societal problems, thus contributing positively to society's welfare.

- (iii) Ravi has been practicing stress management techniques to cope with the pressure at work. By focusing on time management and relaxation, he feels more in control of his tasks and has a sense of accomplishment at the end of each day. Stress management infuses a sense of _____ and accomplishment.

- (a) pressure
- (b) control
- (c) threat
- (d) None of these

Ans :

(a) pressure

Stress management helps individuals feel a sense of control over their tasks, which leads to a greater sense of accomplishment and reduces the impact of stress.

(iv) _____ are the people who are too focused on what others think and they fail to focus on their internal matters.

- (a) Seekers (b) Introspectors
(c) Gold diggers (d) Pleasers

Ans :

(b) Introspectors

Introspectors are people who focus on their internal matters, reflecting on their own thoughts and feelings. They tend to look inward for understanding and self-awareness, unlike those who are overly focused on external opinions.

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(v) Anil works in a company that manages sensitive data. To protect the network, he installs a device that monitors and controls incoming and outgoing traffic, blocking access to unwanted sites. A _____ is a network security device that monitors incoming and outgoing network. It restricts access to unwanted sites.

- (a) firewall (b) anti-virus
(c) block sites (d) None of these

Ans :

(a) firewall

A firewall is a network security device that monitors and controls incoming and outgoing network traffic. It is designed to establish a barrier between a trusted internal network and untrusted external networks, restricting access to unwanted sites and potential threats.

(vi) Effective communication is important in the workplace because it:

- (a) Enhances personal relationships
(b) Improves productivity and efficiency
(c) Reduces conflict and misunderstandings
(d) All of the above

Ans :

(d) All of the above

Effective communication in the workplace is important because it enhances personal relationships, improves productivity and efficiency, and reduces conflict and misunderstandings, leading to a more collaborative and productive environment.

2. Answer any 5 out of the given 6 questions

(i) Which one of the following is an example of RDBMS ?

- (a) MongoDB
(b) Windows registry
(c) Publisher
(d) Oracle

Ans :

(d) Oracle

Oracle is a well-known example of a Relational Database Management System (RDBMS). It uses tables with rows and columns to store and manage structured data, allowing relationships between the data. MongoDB is a NoSQL database, and Windows registry and Publisher are not RDBMS.

(ii) Which of the following fields will not make a suitable primary key?

- (a) A customer's account number
(b) A date-field
(c) An auto number field
(d) A student's admission number

Ans :

(b) A date-field

A date-field is not suitable as a primary key because it may not be unique for every record. Primary keys need to be unique identifiers, whereas a date could be shared by multiple records. The other options (customer's account number, auto number field, and student's admission number) are unique and can be used as primary keys.

(iii) Goal Seek is also called as _____ is one of the What-if analysis tools that is available in Calc.

- (a) back-solving (b) solver
(c) forward-solving (d) result analysis

Ans :

(a) back-solving

Goal Seek is also referred to as back-solving. It is a "What-if" analysis tool in Calc that works

backward from a desired result to determine the necessary input value.

(iv) abc@mnc.co.in represents an _____.

- (a) MAC address (b) URL
(c) E-mail address (d) None of these

Ans :

(c) E-mail address

abc@mnc.co.in represents an e-mail address. It is used to send and receive electronic messages, with "abc" as the username and "mnc.co.in" as the domain.

(v) Anil has applied a base style to various sections of his report. When he decides to modify the base style, he notices that all the sections using this style are updated automatically. If you choose styles, and then change the base style then all the _____ styles will change as well.

- (a) linked (b) edited
(c) copied (d) None of these

Ans :

(a) linked

Any styles that are linked to the base style will automatically update when the base style is changed, ensuring uniformity across the document.

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(vi) A _____ allows you to present data retrieved from one or more tables so that, it can be analysed and printed, if required.

- (a) report (b) form
(c) table (d) query

Ans :

(a) report

A report allows you to present data retrieved from one or more tables in a structured format, making it easy to analyze and print when necessary. It is typically used for summarizing or presenting data to others.

3. Answer any 5 out of the given 6 questions

(i) Which of the following tab is used to run Macro?

- (a) Tools (b) Home
(c) Insert (d) Review

Ans :

(a) Tools

The Tools tab is used to run macros in most office applications, such as spreadsheets. It allows you to access and execute pre-recorded macros for automating tasks within the document.

(ii) If you see in place of data in a cell, it means you need to _____ the cell width.

- (a) increase
(b) decrease
(c) Both (a) and (b)
(d) None of these

Ans :

(b) decrease

The symbol appears when the cell width is too wide for the data, often due to alignment or formatting issues. Decreasing the cell width can correct this by fitting the content appropriately.

(iii) Ananya wants to delete an old template for her school project. She finds the option to delete by right-clicking on a template in a specific window. To delete a template, Right click on a template in the _____ window and select Delete.

- (a) Templates
(b) Design
(c) Template Design
(d) None of these

Ans :

(a) Templates

To delete a template, right-click on it in the Templates window and choose Delete. This option is specifically designed for managing templates in the software. Other windows do not offer this feature.

(iv) Which tab of writer contains the Hyperlink option?

- (a) File (b) Format
(c) Insert (d) Tools

Ans :

(c) Insert

The Hyperlink option is found under the Insert tab in Writer. This tab is used to add links, images, tables, and other elements to a document. Other tabs do not contain this feature.

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Sample Paper 07 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Riya is preparing a presentation on sustainable development for her school project. She is researching solutions that align with the principles of sustainability and comes across some practices that do not support this goal. Which of the following is not a solution for sustainable development?
- (a) Education and awareness programs
 - (b) Sustainable agriculture practices
 - (c) Deforestation and habitat destruction
 - (d) Green technology advancements

Ans :

- (c) Deforestation and habitat destruction

Sustainable development focuses on preserving the environment and ensuring resources for future generations. Deforestation and habitat destruction contradict this goal, making them unsuitable for sustainable development.

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- (ii) Aarav is a student who constantly sets high expectations for himself to excel in academics and extracurricular activities. Over time, he begins to experience chronic anxiety and stress due to his self-imposed pressure. High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress.
- | | |
|--------------|---------------|
| (a) physical | (b) emotional |
| (c) mental | (d) financial |

Ans :

- (c) mental

High expectations from oneself can lead to chronic anxiety and stress, which primarily affect emotional well-being. This type of stress impacts feelings and mental health, creating emotional strain.

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- (iii) Meera is preparing for a presentation on communication skills. While researching, she learns about different forms of communication, including non-verbal methods like gestures and facial expressions. Non-verbal communication includes

- (a) Written messages
- (b) Facial expressions
- (c) Email communication
- (d) Phone calls

Ans :

- (b) Facial expressions

Non-verbal communication includes facial expressions, gestures, and body language to convey messages. These methods do not involve spoken or written words. Written messages, emails, and phone calls are verbal forms.

- (iv) Which term means walking in the local park or a similar activity?
 - (a) Nature walk
 - (b) Motivation
 - (c) Regulation
 - (d) None of these

Ans :

- (a) Nature walk

A nature walk refers to walking in a local park or natural environment to relax and enjoy the surroundings. It promotes physical well-being and connection with nature, unlike the other options.

- (v) A/An _____ creates new needs and new means to satisfy them.
 - (a) leadership
 - (b) innovation
 - (c) entrepreneur
 - (d) None of these

Ans :

- (c) entrepreneur

An entrepreneur creates new needs and develops innovative ways to satisfy them by identifying opportunities and introducing new products or services to the market. This is a key aspect of entrepreneurship.

- (vi) Rohan is learning about computer interfaces in his IT class. His teacher explains different elements of the screen, including small graphical representations used to open files or applications. It is a picture or graphic representation of an application or a file.
 - (a) Icon
 - (b) Taskbar
 - (c) Status bar
 - (d) Desktop

Ans :

- (a) Icon

An icon is a graphical representation of an application, file, or function on a computer interface. It provides a visual shortcut to access these items. Taskbars, status bars, and desktops serve different purposes.

2. Answer any 5 out of the given 6 questions

- (i) Computer based record keeping system is known as
 - (a) Data Manipulation System
 - (b) Computerised Data System
 - (c) Computerised Record Keeping System
 - (d) DBMS

Ans :

- (d) DBMS

A DBMS (Database Management System) is a computer-based record-keeping system that stores, retrieves, and manages data efficiently. It ensures organized data handling compared to other general systems.

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- (ii) Facilities offered by databases are
 - (a) the ability to store a large amount of data in a structured format, easy update, sort query, production of reports.
 - (b) easy edition, spell check, perform calculations, library of mathematical functions, replication.
 - (c) the ability to rotate images, copy and paste, fill scale.
 - (d) None of the above

Ans :

- (a) the ability to store a large amount of data in a structured format, easy update, sort query, production of reports.

Databases provide structured storage, easy updates, sorting, querying, and report generation. These features enable efficient data management, unlike options related to image editing or calculations.

(iii)

Which of the following is a spreadsheet software?

- (a) Lotus 1-2-3
- (b) VisiCalc
- (c) Both 'a' and 'b'
- (d) None of these

Ans :

- (c) Both 'a' and 'b'

Both Lotus 1-2-3 and VisiCalc are spreadsheet software programs used for organizing, calculating, and analyzing data in tabular format. They were pioneers in the development of spreadsheet applications.

- (iv) _____ is a form of electronic commerce where customers can buy or sell goods over the Internet.
- (a) Online shopping (b) E-Reservation
(c) Email (d) E-banking

Ans :

- (a) Online shopping

Online shopping is a form of electronic commerce that enables customers to buy or sell goods over the Internet. It involves platforms where transactions occur, unlike email, e-banking, or e-reservation services.

- (v) Kavya is studying the architecture of databases in her IT class. She learns that the main role of database servers is to store, manage, and process data efficiently within a system. Database servers are referred to as
- (a) front-ends (b) back-ends
(c) clients (d) model

Ans :

- (b) back-ends

Database servers are referred to as back-ends because they handle data storage, processing, and management behind the scenes. They work in conjunction with front-end applications that interact with users.

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- (vi) A template is a model that you use to create _____.
- (a) images (b) other documents
(c) design (d) DBMS

Ans :

- (b) other documents

A template is a pre-designed model used to create other documents with a consistent layout and style. It simplifies the process of creating professional and uniform documents.

3. Answer any 5 out of the given 6 questions

- (i) It refers to a cell or a range of cells on a worksheet and can be used to find a formula.

- (a) Row (b) Column
(c) Autosum (d) Cell reference

Ans :

- (d) Cell reference

A cell reference identifies a cell or range of cells on a worksheet and is used in formulas to calculate or manipulate data. Rows and columns are structural components, not references.

- (ii) _____ is a Malware which is designed to spy on the victim's computer.
- (a) Virus (b) Spyware
(c) Worms (d) Trojan horse

Ans :

- (b) Spyware

Spyware is a type of malware designed to secretly monitor and collect information from a victim's computer. Unlike viruses or worms, it specifically targets privacy.

- (iii) Which of the following is a set of formats consisting of such things as fonts, colors etc?
- (a) Style (b) Margin
(c) Indent (d) Leading

Ans :

- (a) Style

A style is a predefined set of formatting options, including fonts, colors, and spacing, applied to text or elements in a document. Margins, indents, and leading are specific formatting aspects, not comprehensive sets.

- (iv) Which of the following is not a data type?
- (a) Picture/Graphic (b) Date/Time
(c) Text (d) Number

Ans :

- (a) Picture/Graphic

Picture/Graphic is not considered a standard data type in most databases. Common data types include Date/Time, Text, and Number, which are used to store specific types of information.

- (v) Which function cannot be performed through Subtotal in a Spreadsheet?
- (a) Sum (b) Product
(c) Average (d) Percentage

Ans :

(d) Percentage

The Subtotal function in a spreadsheet can perform operations like Sum, Product, and Average, but it does not directly calculate Percentage. Percentages require separate formulas or calculations.

(vi) Pictures can be added to Word documents and they cannot be formatted in various ways.

- (a) True (b) False

Ans :

(b) False

Pictures can be added to Word documents and can also be formatted in various ways, such as resizing, cropping, applying effects, and adjusting brightness or contrast. This enhances the document's visual appeal.

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4. Answer any 5 out of the given 6 questions

(i) In a document, _____ is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double click every time.

- (a) Fill format mode
(b) Formatting window
(c) Painter mode
(d) Text wrapping

Ans :

(a) Fill format mode

Fill format mode allows applying a style to multiple areas quickly without repeatedly accessing the Styles and Formatting window. This feature streamlines formatting in a document.

(ii) A computer _____ controls access between networks.

- (a) Firewall (b) Virus
(c) Spyware (d) Antivirus

Ans :

(a) Firewall

A firewall controls access between networks by monitoring and managing incoming and outgoing traffic based on security rules. It protects against unauthorized access, unlike viruses, spyware, or antivirus software.

(iii) When you define a field for a table, _____ are the names given to column in a table.

- (a) Field Name
(b) Field Size
(c) Data Type
(d) Description

Ans :

(a) Field Name

Field Name refers to the names assigned to columns in a table. These names identify the type of data stored in each column, distinguishing them from field size, data type, or descriptions.

(iv) The _____ feature creates a summarized outline of data in a worksheet.

- (a) Subtotal
(b) Solver
(c) Goal Seek
(d) Scenario

Ans :

(a) Subtotal

The Subtotal feature generates a summarized outline of data in a worksheet by grouping and calculating totals for categorized data. Other options like Solver, Goal Seek, and Scenario serve different purposes.

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(v) Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees?

- (a) Macro
(b) Link workbook
(c) Change worksheet
(d) Track changes

Ans :

(d) Track changes

The Track Changes feature in a spreadsheet allows Raj to monitor any edits made by his employees, such as updates to their address and phone number. This helps in reviewing and managing changes effectively.

Sample Paper 08 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Regular exercise helps pep up your mood and can take your mind off a lot of worry and negativity which are the main feed of stress. Which of the following activity is not considered as exercise?

- (a) Walking (b) Jogging
(c) Swimming (d) Talking

Ans :

- (d) Talking

Activities like walking, jogging, and swimming are physical exercises that improve mood and reduce stress. Talking, however, is not considered a form of physical exercise.

- (ii) Aman is studying the concept of sustainable development and its impact on society. He is particularly interested in identifying the social benefits it brings to communities. Which of the following is a social benefit of sustainable development?

- (a) Increased income inequality
(b) Improved access to education and healthcare
(c) Limited job opportunities
(d) Neglected social infrastructure

Ans :

(b) Improved access to education and healthcare
Sustainable development aims to improve social well-being by providing better access to education and healthcare. It reduces inequalities and strengthens social infrastructure, unlike the negative impacts mentioned in other options.

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- (iii) Priya is organizing her computer files to improve efficiency. She needs to move some folders and files from one location to another and wants to understand what this process entails. Moving a folder or a file means _____ it from its original location and placing it at another location.

- (a) Removing
(b) Leaving
(c) Pointing
(d) None of these

Ans :

(a) Removing

Moving a folder or file involves removing it from its original location and placing it in a new one. Unlike copying, this action transfers the file completely, leaving nothing behind at the source.

(iv) What is visual communication dependent on among people?

- (a) Signs, symbols, and pictures
- (b) Text messages
- (c) Posture
- (d) Body language

Ans :

(a) Signs, symbols, and pictures

Visual communication relies on signs, symbols, and pictures to convey information effectively. These visual elements help in understanding ideas quickly, unlike text messages, posture, or body language, which fall under other communication forms.

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(v) Riya is managing a team at her workplace and notices that some employees are unable to meet the job requirements. She is trying to understand the meaning of incompetent staff. Incompetent staff means

- (a) experienced staff
- (b) qualified staff
- (c) not experienced and not qualified
- (d) None of the above

Ans :

(c) not experienced and not qualified.

Incompetent staff refers to employees who lack the necessary experience or qualifications to perform their duties effectively. This contrasts with experienced or qualified staff.

(vi) Society plays a role in boosting entrepreneurship by

- (a) creates needs and demands
- (b) provides raw materials
- (c) creates a need for education
- (d) All of the above

Ans :

(d) All of the above

Society supports entrepreneurship by creating needs and demands for products, providing raw materials for production, and emphasizing the importance of education to build entrepreneurial skills.

2. Answer any 5 out of the given 6 questions

(i) _____ styles are used to format graphics and text frames, including text wrap, borders, backgrounds and columns.

- (a) Border
- (b) Frame
- (c) Table
- (d) Text

Ans :

(b) Frame

Frame styles are used to format graphics and text frames by applying features like text wrap, borders, backgrounds, and columns. Other styles like Border or Table serve different specific purposes.

(ii) The _____ command is used to modify the existing rows in a table.

- (a) UPDATE
- (b) ALTER
- (c) INSERT
- (d) REVIEW

Ans :

(a) UPDATE

The UPDATE command is used to modify existing rows in a table by changing their data values. Other commands like ALTER modify the table structure, while INSERT adds new rows.

(iii) A _____ language is a portion of a DML involving information retrieval only.

- (a) DCL
- (b) Query
- (c) TCL
- (d) None of these

Ans :

(c) TCL

A Query language is a part of DML (Data Manipulation Language) used specifically for retrieving information from a database. It focuses on data extraction, unlike DCL or TCL, which handle permissions and transactions.

(iv) Neeta is planning to take a car loan to buy a new car. But she is not sure about the payback time, i.e. whether to pay it back in 5 or 6 years considering that her monthly fuel cost will also increase. In such cases, which of the following features of spreadsheet can she use to get an idea about it?

- (a) Consolidation (b) Macros
(c) Templates (d) What-if analysis

Ans :

(d) What-if analysis

Neeta can use What-if analysis in a spreadsheet to evaluate different loan payback scenarios over 5 or 6 years while factoring in increased fuel costs. This helps her make an informed decision.

- (v) A person who writes a blog or a weblog is known as _____.
(a) program (b) user
(c) blogger (d) None of these

Ans :

(c) blogger

A blogger is a person who writes and publishes content on a blog or weblog. They share opinions, ideas, or information through this platform, unlike general users or programs.

- (vi) A _____ is a database element that is used to view, enter and edit records in a table.
(a) Form (b) Report
(c) Query (d) None of these

Ans :

(a) Form

A Form is a database element used to view, enter, and edit records in a table. It provides a user-friendly interface, unlike Reports or Queries, which serve different purposes.

3. Answer any 5 out of the given 6 questions.

- (i) For sorting through macro, the selected cell range must be _____.
(a) identical (b) different
(c) Both (a) and (b) (d) formatted

Ans :

(c) Both (a) and (b)

For sorting through a macro, the selected cell range can be identical or different, as macros can handle a variety of cell structures and apply sorting rules accordingly.

- (ii) _____ service can integrate both video calling and instant messaging abilities.
(a) Web conferencing (b) Web browser
(c) Web page (d) None of these

Ans :

(a) Web conferencing

Web conferencing services integrate video calling and instant messaging features, enabling seamless communication. Web browsers and web pages do not provide these integrated functionalities directly.

- (iii) Riya is working on a presentation and wants to enhance it by adding new images to the Gallery. She is looking for the correct option to achieve this efficiently. To add a new image to the Gallery, you can click on the _____ button.
(a) New image (b) Add image
(c) New theme (d) Add theme

Ans :

(c) New theme

To add a new image to the Gallery, you can click on the New theme button, which organizes the image into a newly created theme in the Gallery.

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- (iv) This is a type of hyperlink available in Hyperlink dialog box, which creates a new worksheet.
(a) New document (b) New file
(c) New worksheet (d) New data

Ans :

(a) New document

The New document option in the Hyperlink dialog box allows users to create a hyperlink that generates a new worksheet or document. Other options like New file or New data are not standard features.

- (v) The processed form of data is known as _____.
(a) value
(b) information
(c) knowledge
(d) None of these

Ans :

(b) information

The processed form of data that is organized, interpreted, and meaningful is called information. This makes it useful for decision-making, unlike raw data, which lacks context.

Sample Paper 09 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Raj is reflecting on what might prevent him from convincing others to support his startup goals. In which situation an entrepreneur will not be able to convince his fellow beings to achieve his goals?
- (a) Low self-confidence
 - (b) Innovative ness
 - (c) Risk-taking
 - (d) None of the above

Ans :

- (a) Low self-confidence

An entrepreneur with low self-confidence may struggle to inspire trust and motivate others toward achieving shared goals. Confidence is crucial for convincing others and gaining support. Innovativeness and risk-taking are beneficial traits for an entrepreneur.

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- (ii) Priya is working on improving her personal development skills. She is focusing on understanding her own emotions and behaviors to enhance her growth and interactions with others. Which term refers to our knowledge and understanding of ourselves?

- (a) Self-awareness
- (b) Motivation
- (c) Both (a) and (b)
- (d) None of these

Ans :

- (a) Self-awareness

Self-awareness refers to the knowledge and understanding of one's own thoughts, feelings, and behaviours. It is a key aspect of personal growth, unlike motivation, which drives actions.

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- (iii) Ramesh is learning about computer systems and wants to understand how multiple tasks can run at the same time without affecting each other's performance. _____ provides process and memory management services that allow two or more tasks, jobs or programs to run simultaneously.

- (a) Multi- tasking
- (b) Multi- threading
- (c) Multi- processing
- (d) Multi- computing

Ans :

- (a) Multi- tasking

Multi- tasking allows a computer to manage multiple tasks or programs simultaneously by efficiently allocating resources like CPU and memory. It enables users to perform several operations at once without interrupting each other.

- (iv) Which of the following is an example of effective written communication?
 - (a) Using excessive jargon and technical terms
 - (b) Writing lengthy paragraphs without any breaks or bullet points
 - (c) Using concise and clear language
 - (d) Including personal opinions and biases

Ans :

- (c) Using concise and clear language

Using concise and clear language is an example of effective written communication. It ensures that the message is easily understood by the reader, without unnecessary complexity or ambiguity.

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- (v) Which of the following is an example of a green skill?
 - (a) Traditional farming techniques
 - (b) Renewable energy installation and maintenance
 - (c) Conventional manufacturing processes
 - (d) Non-recyclable waste disposal methods

Ans :

(b) Renewable energy installation and maintenance
Renewable energy installation and maintenance is an example of a green skill, as it involves sustainable practices that contribute to environmental protection. It focuses on using renewable resources like wind, solar, and hydro power.

- (vi) Riya has been feeling overwhelmed with her upcoming exams. She is noticing physical symptoms and is wondering which of them may be related to stress. Which one of the following is not a symptom of stress?

- (a) Increased sweating
- (b) Dry mouth
- (c) Cold hands or feet
- (d) None of the above

Ans :

- (d) None of the above

Increased sweating, dry mouth, and cold hands or feet are all common symptoms of stress. These physical reactions are part of the body's response to stress, known as the "fight or flight" response.

2. Answer any 5 out of the given 6 questions

- (i) Neeta is planning to take a car loan to buy a new car. But she is not sure about the payback time, i.e. whether to pay it back in 5 or 6 years considering that her monthly fuel cost will also increase. In such cases, which of the following features of spreadsheet can she use to get an idea about it?
 - (a) Consolidation
 - (b) Macros
 - (c) Templates
 - (d) What-if analysis

Ans :

- (d) What-if analysis

What-if analysis allows Neeta to explore different scenarios based on varying loan repayment periods and changing fuel costs. This feature helps her evaluate the impact of different assumptions on her financial situation.

- (ii) The small area network created around a blue-tooth device is called _____.
 - (a) LAN
 - (b) PAN
 - (c) WAN
 - (d) MAN

Ans :

- (b) PAN

A PAN (Personal Area Network) is a small network created around a Bluetooth device, typically covering a very short range, such as a few meters, for connecting personal devices like phones, tablets, and laptops.

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(iii) Which of the following allows you to reorder data?

- (a) Sorting (b) Filtering
(c) Scenario (d) Custom sorting

Ans :

(a) Sorting

Sorting allows you to reorder data in a specific order, either ascending or descending, based on selected criteria like numbers, dates, or text. Custom sorting gives more control, but sorting is the general term for reordering.

(iv) The _____ SQL statement is used to make a query or retrieve data from a table in a database.

- (a) INSERT (b) UPDATE
(c) SELECT (d) REVIEW

Ans :

(c) SELECT

The SELECT SQL statement is used to retrieve or query data from a table in a database. It allows users to view specific data or all records based on the given conditions.

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(v) Which of the following is not an AutoShape?

- (a) Line (b) Circle
(c) Curve (d) ClipArt

Ans :

(d) ClipArt

ClipArt is not an AutoShape. AutoShapes are pre-defined shapes like lines, circles, and curves that can be inserted and formatted in applications like Microsoft PowerPoint. ClipArt refers to images or illustrations.

(vi) A _____ is a temporary connection that uses the Public Switched Telephone Network (PSTN) to connect to the Internet.

- (a) broadband connection
(b) wireless connection
(c) dial-up connection
(d) None of the above

Ans :

(c) dial-up connection

A dial-up connection is a temporary internet connection that uses the Public Switched Telephone Network (PSTN) to connect to the internet. It is slower compared to modern broadband and wireless connections.

3. Answer any 5 out of the given 6 questions

(i) DBMS is a program, that controls the creation, maintenance and use of a database.

Here, DBMS stands for

- (a) Digital Base Management System
(b) Data Build Management System
(c) Database Management System
(d) Database Management Service

Ans :

(c) Database Management System

DBMS stands for Database Management System, which is a software program that controls the creation, maintenance, and use of databases. It provides a way to store, manage, and retrieve data efficiently.

(ii) Template includes a text space that is surrounded by brackets. It is called a

_____.

- (a) margin (b) placeholder
(c) data source (d) track changes

Ans :

(b) placeholder

A placeholder in a template refers to a text space surrounded by brackets, indicating where content should be inserted or replaced with specific data, like a name or date.

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(iii) Neha is adjusting a custom graphic for her presentation and wants to modify certain segments. Editing Custom Shapes feature allows _____ of small segments of a drawing.

- (a) shaping
(b) reshaping
(c) rehearse
(d) None of these

Ans :

Sample Paper 10 Solutions

INFORMATION TECHNOLOGY (402)

Class X Session 2024-25

Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills

- (i) Meera is attending a workshop on effective communication and is learning about the role of feedback in conversations. What is the importance of feedback in communication?
- (a) It allows the speaker to dominate the conversation
 - (b) It helps in avoiding any further communication
 - (c) It facilitates understanding, clarification, and improvement
 - (d) It discourages active listening

Ans :

- (c) It facilitates understanding, clarification, and improvement

Feedback is crucial in communication as it ensures the message is understood correctly, allows for clarification of doubts, and helps improve the effectiveness of future interactions. It fosters active listening and mutual understanding.

- (ii) Anita is studying stress management techniques in her psychology class and learned that positive stress can motivate individuals to achieve their goals. The good stress is called _____

- (a) Eustress
- (b) Emstress
- (c) Both (a) and (b)
- (d) None of these

Ans :

- (a) eustress

Eustress is positive stress that can motivate individuals to perform better and achieve their goals. It enhances focus and productivity rather than causing harm. It is considered beneficial for personal growth.

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- (iii) Ravi, a budding entrepreneur, is learning about effective leadership in his management class. He wants to know the best approach to get work done efficiently from his team. Based on this, how can an entrepreneur get the work done from his/her team?

- (a) By creating a spirit of teamwork
- (b) By motivation
- (c) Using harsh words and actions
- (d) Both (a) and (b)

Ans :

- (d) Both (a) and (b)

An entrepreneur can effectively get work done from the team by fostering a spirit of teamwork and providing motivation. These methods create a positive work environment, enhance productivity, and build strong team morale.

- (iv) Windows 10 is an operating system developed by _____.
 (a) Microsoft (b) IBM
 (c) Samsung (d) Sony

Ans :

- (a) Microsoft™

Windows 10 is an operating system developed by Microsoft. It provides a user-friendly interface and supports various applications, making it one of the most widely used operating systems globally.

- (v) What is the primary goal of green skills training?
 (a) To reduce employment opportunities
 (b) To promote sustainable practices and industries
 (c) To prioritize economic growth over environmental concerns
 (d) To discourage technological advancements

Ans :

- (b) To promote sustainable practices and industries

The primary goal of green skills training is to encourage sustainable practices and support eco-friendly industries. It aims to balance environmental conservation with economic development by equipping individuals with relevant skills.

- (vi) Managing stress is about making a plan to be able to cope effectively with daily pressures. Always keep in mind the ABC of stress management. The acronym ABC stands for
 (a) Ability, Burden, Concise
 (b) Adore; Belief, Cause
 (c) Adversity, Beliefs, Consequences
 (d) Adapt, Balance, Cooperate

Ans :

- (c) Adversity, Beliefs, Consequences

The ABC of stress management refers to Adversity (the challenging event), Beliefs (thoughts about the event), and Consequences (emotional and behavioral response). This framework helps in effectively managing stress by addressing thought patterns.

2. Answer any 5 out of the given 6 questions

- (i) To start the macro recorder, which of the following command is used?
 (a) Tools → Macros → Record Macro
 (b) Tools → Record → Record Macro
 (c) Data → Macros → Record
 (d) None of the above

Ans :

- (a) Tools → Macros → Record Macro

To start the macro recorder, the command “Tools Macros Record Macro” is used. This feature enables users to record repetitive tasks and execute them later with a single command.

- (ii) Cell referencing can be done by using a _____ as well as _____.
 (a) keyboard, windows menu
 (b) keyboard, mouse
 (c) windows menu, mouse
 (d) None of the above

Ans :

- (b) keyboard, mouse

Cell referencing can be performed using both the keyboard and the mouse. The keyboard allows you to manually enter the reference, while the mouse lets you select cells directly by clicking.

- (iii) After adding the data source, you need to specify the salutation. The selected salutation will be displayed in the pane.
 (a) salutation (b) preview
 (c) display (d) None of these

Ans :

- (b) preview

After adding the data source, the salutation is displayed in the preview pane. This allows you to verify and format the selected salutation before finalizing the document.

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- (iv) We can rename a new sheet in Calc.
- After inserting a new sheet
 - While inserting a new sheet
 - Both (a) and (b)
 - None of the above

Ans :

- (c) Both (a) and (b)

In Calc, you can rename a new sheet either after inserting it or during the insertion process. This flexibility allows for better organization and identification of worksheets

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- (v) In case, another user is trying to save the shared worksheet and resolve conflicts, you see a message that the shared spreadsheet file is due to a merge in progress.
- stopped
 - locked
 - Both (a) and (b)
 - None of the above

Ans :

- (b) locked

When another user is saving a shared worksheet and a merge is in progress, the spreadsheet file becomes locked temporarily. This ensures data integrity and prevents conflicting changes during the save process.

- (vi) Full form of OLE is _____.
 - Object Linked and Embedded
 - Option Linking and Embedding
 - Open Linking and Embedding
 - Object Linking and Embedding

Ans :

- (d) Object Linking and Embedding

3. Answer any 5 out of the given 6 questions

- (i) If a table has to be created which tab and group should be used?
- Insert tab → Tables group
 - Home tab → Tables group
 - Design tab → Tables group
 - None of the above

Ans :

- (c) Design tab → Tables group

To create a table, the “Insert” tab and “Tables” group are used. This option provides tools to insert a table into a document or spreadsheet quickly.

- (ii) _____ is a computer program that provides services to other computer programs.
- Server
 - Client
 - Network
 - None of these

Ans :

- (a) Server

- (iii) State True or False.

ClipArt object includes effects such as shadows, outlines, colors, gradients and 3D effects.

- True
- False

Ans :

- (b) False

ClipArt objects are simple predefined images or illustrations that do not inherently include advanced effects like shadows, gradients, or 3D effects. These effects need to be manually applied using additional editing tools.

- (iv) Which of the following is not the main building block of a database?
- Lists
 - Queries
 - Reports
 - Forms

Ans :

- (a) Lists

The main building blocks of a database include queries, reports, and forms, which help manage, retrieve, and present data. Lists are not a core database component but rather a way to organize data outside a database structure.

- (v) Raj is working on a spreadsheet and wants to make changes to multiple sheets simultaneously. His instructor told him about grouping sheets. Based on this, in order to group sheets, while holding the _____ key, click on the Sheets tab you want to group.
- Alt
 - Shift
 - Ctrl
 - Tab

Ans :

- (c) Ctrl