

# Information Technology

## Sample Question Paper

Class X - 2018-19

Time: 2 Hours

Max. Marks: 50

### General Instructions:

1. Question paper is divided into two sections: Section-A and Section- B.
2. Section–A:
  - i. Multiple choice question/Fill in the blanks/Direct Questions of 1 mark each. Answer any 10 questions out of the given 12 questions.
  - ii. Very Short Answer of 2 marks each. Answer any 5 questions from the given 7 questions.
  - iii. Short Answer of 3 marks each. Answer any 5 questions from the given 7 questions.
3. Section–B: Long/Essay type questions of 5 marks each. Answer any 3 questions from the given 5 questions.
4. All questions of a particular section must be attempted in the correct order.
5. Please check that this question paper contains 31 questions out of which 23 questions are to be attempted.
6. The maximum time allowed is 2 hrs.

### SECTION- A

#### Answer any 10 questions out of the given 12 questions:

1. What is kept on \_\_\_\_\_ table  
a. an    b. the    c. of    d. a
2. The chemist shop is right next \_\_\_\_ the hospital. (for, to).
3. www stands for \_\_\_\_\_ .  
(a) Whole World Web  
(b) World Wide Web  
(c) World With Web  
(d) Web Web Web

4. \_\_\_\_\_ is designed to help users with auditory impairments.
  - (a) Filter Key
  - (b) Toggle Keys
  - (c) Sound Sentry
  - (d) Serial Key
5. Default tab stop position is \_\_\_\_\_ .
6. \_\_\_\_\_ can be used to break continuous text to one or more sentences.
7. \_\_\_\_\_ can be used for inserting information at the top of each page automatically.
8. AutoSum option is available in \_\_\_\_\_ group under the Home tab.
9. \_\_\_\_\_ are used for playing sound files while making a presentation.
10. Selecting the \_\_\_\_\_ view shows calendar for a month.
11. You can categorize appointments in time management software by giving specific \_\_\_\_\_ to appointments.
12. A \_\_\_\_\_ creates a timeline of transactions that can be linked to a contact.

### **Very short Answer Questions**

**(5X2=10)**

13. Rohan's father told him that they need to attach a modem for internet connection on their computer. Explain the meaning and function of modem to Rohan.
14. What are document templates? State the purpose of using document template.
15. What are Clip arts? List any two websites that offer free clipart.
16. Explain any two types of views available in Spreadsheet
17. Explain the purpose of grouping objects in a Digital presentation.
18. Differentiate between Animation and Transition in digital presentation.
19. Pulkit has got a proposal for a meeting through Calendar. Suggest four types of responses that are available under calendar software.

### **Short Answer Questions**

**(5X3=15)**

20. A stranger has helped your grandfather and you want to appreciate him for the help extended by him. Write any three lines to thank him.
21. You have recently visited a hill station. Describe it using appropriate phrases.
22. List any three word wrapping options available under Word Processing software.
23. Write steps to insert shape in a word document.

24. Yashika is preparing a Digital Presentation for her project. Give any three basic guidelines to be followed while making a digital Presentation.
25. Ankush has to present monthly report of his department to his managing committee. Suggest him with appropriate tools to do the following in a digital presentation:
- To show statistical data pictorially for analysis.
  - Two ways to insert movie in his presentation.
  - Which option he shall use to keep guided text used by presenter
26. Define the following terms
- Tuple
  - Foreign Key
  - DBMS

### Section B

#### Long Answer Questions

(5X3=15)

27. Ananya uses Internet for her School Project. Suggest any five security measure to ensure safety from online threats.
28. Explain the following terms :
- Internet
  - LAN
  - Instant Messaging
  - Blog
  - P2P Architecture

29. Write command to create table named 'BOOK ' with following fields:

BOOK ID	Char(4)
Bname	Varchar(15)
Author	Varchar(20)
Price	Decimal

- Identify the primary key of the Book Table, also mention the suitable reason for choosing it as a Primary Key
  - Differentiate between (i) char and varchar data type  
(ii) DDL and DML
30. Write the SQL commands to answer the queries based on Fabric table

FabricID	Fname	Type	Disc
F001	Shirt	Woollen	10
F002	Suit	Cotton	20
F003	Tunic	Cotton	10
F004	Jeans	Denim	5
F006	Shorts	Cotton	7

- a. To insert the following record  
("F005", "Kurta", "Woollen",5)
- b. To display only those fabric whose disc is more than 10
- c. To display those records whose type is "Woollen"
- d. To modify the fabric shirt by increasing discount by 10
- e. To delete the record of fabric 'F003' from table

31. Given the following Spreadsheet, Write the appropriate Formula/ Expression/ Function to be used for (a) to (e)

	A	B	C	D	E	F
1						
2	Departmental Store					
3	ProdCode	PNAME	QTY	PRICE	AMOUNT	
4	P101	BAT	55	1250		
5	P102	RACKET	40	700		
6	P103	BALL	65	150		
7	P104	GLOVES	50	300		
8		TOTAL				
9		AVERAGE				
10		MAXIMUM				

- a. Write formula to calculate the Total Qty(C4:C7)) in cell C8
- b. Write the feature used for arranging the Price from Highest to Lowest
- c. To find the Maximum Price to be written in Cell D10
- d. To find the Average Qty to be written in cell C9
- e. Write formula to calculate the Total Amount in cell E8



Marking Scheme-2018-19  
Class X  
INFORMATION TECHNOLOGY(402)

**Time: 2.5 Hrs**

**Maximum Marks: 50**

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**Section A**

**: Attempt any ten from the following**

10 x 1=10

1. What is kept on \_\_\_\_\_ table  
a. an    b. the    c. of    d. a

Ans : the

2. The chemist shop is right next \_\_\_\_\_ the hospital. (for, to).

Ans : to

3. www stands for \_\_\_\_\_ .  
(a) Whole World Web  
(b) World Wide Web  
(c) World With Web  
(d) Web Web Web

Ans : (b) World Wide Web

4. \_\_\_\_\_ is designed to help users with auditory impairments.  
(a) Filter Key  
(b) Toggle Keys  
(c) Sound Sentry  
(d) Serial Key

Ans : (c) Sound Sentry

5. Default tab stop position is \_\_\_\_\_ .

Ans : 0.5"

6. \_\_\_\_\_ can be used to break continuous text to one or more sentences.

Ans : Paragraph

7. \_\_\_\_\_ can be used for inserting information at the top of each page automatically.

Ans : Header

8. AutoSum option is available in \_\_\_\_\_ group under the Home tab.

Ans : Editing

9. \_\_\_\_\_ are used for playing sound files while making a presentation.

Ans : Audio clips

10. Selecting the \_\_\_\_\_ view shows calendar for a month.

Ans : Month

11. You can categorize appointments in time management software by giving specific \_\_\_\_\_ to appointments.

Ans : colours

12. A \_\_\_\_\_ creates a timeline of transactions that can be linked to a contact.

Ans : Journal

### Very short Answer Questions

(5X2=10)

13. Rohan's father told him that they need to attach a modem for internet connection on their computer. Explain the meaning and function of modem to Rohan.

Ans : A modem is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines. It also re-converts the analog signals back into digital signals. The word modem is derived from its function MODulator/DEMulator.

14. What are document templates? State the purpose of using document template. (2)

Ans : Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes, etc. For example, if you want to create a resume you can use a resume template and modify only the sections that require changes.

**Or**

15. What are Clip arts? List any two websites that offer free clipart. (2)

Ans: Clip arts are pre-defined images available for use in documents. Clip Art can help in making a document look colourful and presentable. 1 mark

Name of any two valid websites that offer free clipart

( $\frac{1}{2} + \frac{1}{2} = 1$  mark)

16. Explain any two types of views available in Spreadsheet

(2)

Ans : five types of views are ;

**Normal View:** The default view of the spreadsheet application is the Normal. It is a collection of cells arranged in the work area.

**Page Layout:** You can select the Page Layout view in order to quickly fine tune a worksheet that contains many charts or huge amounts of data and achieve professional looking results.

**Page Break Preview:** This option is similar to the Page Layout option except you can set the area that is to be set as a page after inserting page break.

**Custom Views:** If you would like to view selected areas of a document, you can use the custom view option. For example, if you would like to point out certain row and column, you can add that to the Custom view.

**Full Screen:** Selecting this option makes the workbook cover the entire screen. All tabs are hidden from view. To get back the tabs, click on File> Restore.

**(Any two views)**

17. Explain the purpose of grouping objects in a Digital presentation.

(2)

Ans: Grouping can help when you want to move, rotate or resize multiple objects in a presentation. You can group objects such as pictures, clip art, shapes and text box; once grouped they appear as a single object.

**2 marks for any two valid points**

**Or**

18. Differentiate between Animation and Transition in Digital Presentation.

Ans : Animation is used for applying effects on objects and text,

Transition is used for applying animation effects on slides

**(2 marks for any two valid points of difference)**

19. Pulkit has got a proposal for a meeting through Calendar. Suggest four types of responses that are available under calendar software.

Ans : Four types of responses for a meeting are :

- Accept,
  - Tentative,
  - Decline or
  - Propose New Time options
- (1/2 mark for each type, total 2 marks)

### Short Answer Questions

(5X3=15)

20. A stranger has helped your grandfather and you want to appreciate him for the help extended by him. Write any three lines to thank him.

Ans : Thanks a lot!

Thanks! You helped my grandfather.

Thanks! I really appreciate your help

(any three phrases).

21. You have recently visited a hill station. Describe it using appropriate phrases.

Ans : Example: Nainital is a beautiful hill-station in Uttarakhand.

1. Nainital is a beautiful hill-station...

2. It is surrounded by...

3. ...in Uttarakhand.

4. ...above sea-level.

5. ...high mountain peaks

6. Nainital is a very...

7. ...especially during winter...

8. ...popular tourist spot,

9. ...when the snow falls.

**(3 marks for 3 Sentences using any of the above phrases)**

22. List any three word wrapping options available under Word Processing software.

Ans : Various word wrapping options are :

- In line with text
- Square
- Tight
- Through
- Top and bottom
- Behind text
- In front of text

**(3 marks for any of the three options)**

**Or**

23. Write steps to insert shape in a word document.

Ans : Steps to insert shapes are :-

1. Click on the Insert tab on the Ribbon. Click on the option Shapes in the Illustrations group
2. Once you click the Shapes option a dropdown list with pre-defined shapes such as box, circle, etc. appears.
3. Select the shape from the list of shapes available and draw the shape by dragging the mouse with the left button clicked. For example, if you like to insert a square, select the box shaped item from the list, click and drag the shape to draw a square.

**(3 marks for correct sequence of steps)**

24. Yashika is preparing a Digital Presentation for her project. Give any three basic guidelines to be followed while making a digital Presentation.

Ans : Do a thorough spell check across all slides

- Perform a manual spell check for terms that are not included during the standard spell check in the presentation software; NOT all terms (particularly technical terms such as biological names, etc.) will be checked
- Remove irrelevant content such as images or clip arts, terms, etc. if they are not required.

**(any three valid guidelines)**

**(1 mark for each guideline)**

**Or**

25. Ankush has to present monthly report of his department to his managing committee. Suggest him with appropriate tools to do the following in a digital presentation:

- i. To show statistical data pictorially for analysis.

Ans : Charts may be used

**(1 mark)**

- ii. Two ways to insert movie in his presentation.

Ans: You can insert a movie in two ways:

- Using Insert tab
- Using Title and Content Layout Option

**(1 mark)**

- iii. Which option he shall use to keep guided text used by presenter

Ans : He should use Presenter View in Slide Show Tab

**(1 mark)**

26. Define the following terms

a. Tuple :

A row also called a record or tuple represents a single, data item in a table

b. Foreign Key

The foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table.

c. DBMS : Database Management System is a software package with computer programs that controls the creation, maintenance, and use of a database

### Section B

#### Long Answer Questions

(5X3=15)

27. Ananya uses Internet for her School Project. Suggest any five security measure to ensure safety from online threats.

Ans : Five safety measures :

- i) Use antivirus and antispyware software
- ii) Use strong passwords
- iii) Backup your data:
- iv) Use encryption software
- v) Keeping your username and password private
- vi) Do not share personal information
- vii) Secure transactions:

(5 marks for any 5 valid security measures)

(1 mark for each)

Or

28. Explain the following terms :

- a. Internet : The Internet is a global system of interconnected computer networks that use the standard Internet protocol suite to serve billions of users worldwide
- b. LAN : A local area network (LAN) is one which connects computers and devices in a limited geographical area such as home, school, computer laboratory, office building, or closely positioned group of buildings
- c. Instant Messaging: Instant messaging (IM) is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver.
- d. Blog : A blog is a discussion style site used by non-technical (and technical users) users for creating personal web pages.
- e. P2P Architecture : Peer to Peer : Networks in which all computers have an equal status are called peer to peer networks.

29. Write command to create a table named 'BOOK' with following fields:

BOOK ID	Char(4)
Bname	Varchar(15)
Author	Varchar(20)
Price	Decimal

Ans:

```
Create table BOOK
( BOOK_ID char(4),
  Bname varchar(15),
  Author varchar(20),
  Price Decimal );
```

**(2 marks)**

- a. Identify the primary key of the 'Book' Table, also mention the suitable reason for choosing it as a Primary Key

Ans : Book\_id may be chosen as the Primary key because every book has a unique id that may be used to identify the book.

( ½ mark for primay key and ½ mark for reason)

- b. Differentiate between (i) char and varchar datatype

Ans : char :

1. Stores exactly the length specified by user in field definition.
2. Pads with trailing spaces for shorter strings

varchar:

1. It Stores up to the specified length.
2. No padding with extra spaces

**(1 mark for 1 correct difference)**

(ii) DDL and DML

DDL : A data definition language or data description language (DDL) is a standard for commands that define the different structures in a database

DML : A data manipulation language (DML) is a language that enables users to access and manipulate data in a database.

**(1 mark for 1 correct difference)**

**OR**

30. Write the SQL commands to answer the queries based on Fabric table

FabricID	Fname	Type	Disc
F001	Shirt	Woollen	10
F002	Suit	Cotton	20
F003	Tunic	Cotton	10
F004	Jeans	Denim	5
F006	Shorts	Cotton	7

- a. To insert the following record  
("F005", "Kurta", "Woollen",5)

Ans : insert into Fabric values ('F005', 'Kurta', 'Woollen',5); (1 mark)

- b. To display only those fabric whose disc is more than 10

Ans : select \* from Fabric where Disc>10; (1 mark)

- c. To display those record whose type is 'Woollen'

Ans : select \* from Fabric where type = 'Woollen'; (1 mark)

- d. To modify the fabric shirt by increasing discount by 10

Ans : update fabric

set Disc =Disc + 10

where Fname = 'Shirt'; (1 mark)

- e. To delete the record of fabric F003 from table

Ans : delete from Fabric where FabricID = 'F003'; (1 mark)

31. Given the Following Spreadsheet, Write the appropriate Formula/ Expression/ Function to be used for (a) to (e) (5)

	A	B	C	D	E	F
1						
2	Departmental Store					
3	ProdCode	PNAME	QTY	PRICE	AMOUNT	
4	P101	BAT	55	1250		
5	P102	RACKET	40	700		
6	P103	BALL	65	150		
7	P104	GLOVES	50	300		
8		TOTAL				
9		AVERAGE				
10		MAXIMUM				

- a. Write formula to calculate the Total Qty(C4:C7)) in cell C8

Ans : =sum(C4:C7)

**(1 mark)**

b. Write the feature used for arranging the Price from Highest to Lowest

Ans : Sort in 'Sort and Filter' group under Data tab

**(1 mark)**

c. To find the Maximum Price to be written in Cell D10

Ans : = max(D4:D7)

**(1 mark)**

d. To find the Average Qty to be written in cell C9

Ans : = average( C4:C7)

**(1 mark)**

e. Write formula to calculate the Total Amount in cell E8

Ans : = sum(E4: E7)

**(1 mark)**

# **CBSE – DEPARTMENT OF SKILL EDUCATION**

## **INFORMATION TECHNOLOGY (SUBJECT CODE 402)**

### **Sample Question Paper**

#### **Class X (Session 2019–2020)**

**Time: 2 Hours**

**Max. Marks: 50**

#### **General Instructions:**

1. *This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.*
2. **Part A: Employability Skills (10 Marks)**
  - i. *Answer any 4 questions out of the given 6 questions of 1 mark each.*
  - ii. *Answer any 3 questions out of the given 5 questions of 2 marks each.*
3. **Part B: Subject Skills (40 Marks):**
  - i. *Answer any 10 questions out of the given 12 questions of 1 mark each.*
  - ii. *Answer any 4 questions from the given 6 questions of 2 marks each.*
  - iii. *Answer any 4 questions from the given 6 questions of 3 marks each.*
  - iv. *Answer any 2 questions from the given 4 questions of 5 marks each.*
4. ***This question paper contains 39 questions out of which 27 questions are to be answered.***
5. *All questions of a particular part/section must be attempted in the correct order.*
6. *The maximum time allowed is 2 hrs.*

### **PART A: EMPLOYABILITY SKILLS (10 MARKS)**

**Answer any 4 questions out of the given 6 questions of 1 mark each:**

1.	Use of abbreviations in a communication leads to misinterpretation of messages is an example of _____ barriers.	(1)
2.	Vacationing helps in _____ individuals.	(1)
3.	_____ serves as an interface between the user and computer.	(1)
4.	An _____ is a person who establishes a business or a venture that generates some value to the customer and proves to be profitable for him.	(1)
5.	An economy is called Green economy when it is based on the principles of _____.	(1)
6.	Physical exercise in the form of _____, _____ to relieve stress as they stabilize mood, improve self-esteem and induce sleep.	(1)

**Answer any 3 questions out of the given 5 questions of 2 marks each:**

7.	Explain any two of 7Cs of Communication.	(2)
8.	How many origins can have stress causal?	(2)
9.	Write down the steps to create a folder in C drive with your name.	(2)
10.	What are the myths about Entrepreneurship? Explain any two	(2)
11.	List down any four factors causing ecological imbalance.	(2)

**PART B: SUBJECT SKILLS (40 MARKS)**

**Answer any 10 questions out of the given 12 questions:**

12.	_____ is an accessibility function that tells the keyboard to ignore brief or repeated keystrokes, making typing easier for people with hand tremors.	(1)
13.	Define DSL.	(1)
14.	_____ are text or image included at the bottom of the page and may repeat in all pages of the document.	(1)
15.	Symbol option is available under _____ group in the Insert Tab in word document.  a. Illustrations b. Symbols c. Media d. Text	(1)
16.	_____ feature is used to extract the data using some conditions on columns.	(1)
17.	A _____ is a graphical representation of data, in which the data is represented by symbols, such as bars.	(1)
18.	A _____ is the visual motion when one slide changes to the next during a presentation. a. Slide transition b. Animation c. Sound d. Movie Clip	(1)

19.	_____ helps to move, rotate or resize multiple objects in a presentation. a. Grouping b. Charts c. Table d. Movie clip	(1)
20.	_____ statement is used to retrieve records in a database. a) Alter b) Update c) Select d) Create	(1)
21.	A _____ represents a single, data item in a table. a. Row b. Column c. Datatype d. Primary Key	(1)
22.	You can categorize appointments in time management software by giving specific _____ to appointments.	(1)
23.	Define Journal Entry.	(1)

**Answer any 4 questions out of the given 6 questions of 2 marks each:**

24.	State the purpose of creating a Blog.	(2)
25.	Differentiate between Page Break and Section Break options of a word document.	(2)
26.	Explain Conditional formatting with a help of suitable example.	(2)
27.	List the activities recorded under Journal entry.	(2)
28.	Differentiate between Flat File and Relational Database.	(2)
29.	Mention two points stating the effective use of animation in a presentation.	(2)

**Answer any 4 questions out of the given 6 questions of 3 marks each:**

<b>30.</b>	Sanya is working on Word document. She has inserted graphics and wants to use Wrap text with graphics. (i) Under which tab she can find text wrapping? (ii) List any two text wrapping options available in a word processing software.	<b>(1+2)</b>
<b>31.</b>	Explain any three character formatting options in a word document.	<b>(3)</b>
<b>32.</b>	State the purpose of creating Tables in a digital Presentation. Mention two ways to insert a table in a presentation.	<b>(3)</b>
<b>33.</b>	Define the following:  Table , Primary Key, Foreign Key	<b>(3)</b>
<b>34.</b>	Snehal works for an event management company. She has prepared a presentation and while setting up the Slide Show she is getting the following options, explain them briefly.  (i) Presented by a speaker (ii) Browsed by an individual (iii) Browsed at a Kiosk	<b>(3)</b>
<b>35.</b>	What is Data Definition Language (DDL) and Data Manipulation Language (DML)? Give one example of each.	<b>(1½ + 1½)</b>

**Answer any 2 questions out of the given 4 questions of 5 marks each:**

<b>36.</b>	Rohan's Grandfather was wondering that how does Rohan chat on web with his father posted in California, Elaborate the steps involved while transferring data over internet.	<b>(5)</b>
<b>37.</b>	Elaborate the five types of Views available in a spreadsheet.	<b>(5)</b>
<b>38.</b>	Write the points to be kept in mind to make an effective presentation for the audience (Mention any 5 Points).	<b>(5)</b>

39. (a) Write a Query to create a Table with the following structure

(2+3)

**Table Product**

Field	Datatype
PID	Char(4)
Pname	Varchar(20)
Description	Varchar(40)
Price	Decimal

(b) Consider the following Vendor table and write the queries

**Table Vendor**

VendorID	VName	DateofRegistration	Location
V001	Mother Dairy	20-01-2009	Delhi
V002	Havmor	01-04-2015	Gujrat
V003	Amul	12-05-2012	Kolkata
V004	Kwality Walls	15-10-2013	Mumbai

(i) Write a Query to display all records

(ii) Write a Query to add a new row with the following details

('V005', 'Vadilal', '2010-03-20', 'Pune')

(iii) Write a query to modify the location of V003 from Kolkata to Gujrat