

# CBSE | DEPARTMENT OF SKILL EDUCATION

## INFORMATION TECHNOLOGY (SUBJECT CODE- 402)

### Blueprint for Sample Question Paper for Class X (Session 2020-2021)

Max. Time: 2 Hours

Max. Marks: 50

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

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills-II	1	1	2
2	Self-Management Skills-II	2	1	3
3	Information and Communication Technology Skills-II	1	1	2
4	Entrepreneurial Skills-II	1	1	2
5	Green Skills-II	1	1	2
<b>TOTAL QUESTIONS</b>		<b>6</b>	<b>5</b>	<b>11</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>Any 4</b>	<b>Any 3</b>	
<b>TOTAL MARKS</b>		<b>1 x 4 = 4</b>	<b>2 x 3 = 6</b>	<b>10 MARKS</b>

#### PART B - SUBJECT SPECIFIC SKILLS (40 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
1	Digital Documentation (Advanced)	6	1	1	8
2	Electronic Spreadsheet (Advanced)	6	2	1	9
3	Database Management System	6	1	2	9
4	Web Applications and Security	6	2	1	9
<b>TOTAL QUESTIONS</b>		<b>24</b>	<b>6</b>	<b>5</b>	<b>35</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>20</b>	<b>Any 4</b>	<b>Any 3</b>	
<b>TOTAL MARKS</b>		<b>1 x 20 = 20</b>	<b>2 x 4 = 8</b>	<b>4 x 3 = 12</b>	<b>40 MARKS</b>

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

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

### **Marking Scheme for Sample Question Paper Class X (Session 2020-2021)**

**Max. 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.
  - iv. Marks allotted are mentioned against each question/part.

## SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	<p>Karan lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. However, due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which another medium can he use to get immediate approval of his mother?</p> <p>a) E-mail                      b) Letter                      c) Message through Friend                      d) Fax</p> <p><b><u>ANSWER</u></b> a) E-mail</p>	1
ii.	<p>Trisha is always tense during exam time. She is a sincere and studious student, but the thought of exams creates anxiety in her. Which stress management technique that you would suggest to help her?</p> <p>a) Yoga                      b) Exercise                      c) Vacation with Family                      d) All of these</p> <p><b><u>ANSWER</u></b> d) All of these</p>	1
iii.	<p>_____ ability of a person to do the things that need to be done without someone or something influencing us.</p> <p>a) Self-Motivation                      c) Self Discipline b) Self Awareness                      d) Self-Regulation</p> <p><b><u>ANSWER</u></b> c) Self-Motivation</p>	1
iv.	<p>According to the concept of sustainable development, the environment and development are _____ issues.</p> <p>a) Inseparable                      b) Separate                      c) Independent                      d) None of these</p> <p><b><u>ANSWER</u></b> a) Inseparable</p>	1
v.	<p>The cleaning of software installed in the computer cannot be achieved by _____.</p> <p>a) Disk cleanup                      b) backup c) Cleaning CPU cabinet                      d) Installing antivirus software</p> <p><b><u>ANSWER</u></b> c) Cleaning CPU cabinet</p>	1
vi.	<p>Entrepreneurship has a crucial role in the _____ of the society.</p> <p>a) Evolution                      b) Planning                      c) Functioning                      d) None of these</p> <p><b><u>ANSWER</u></b> c) Functioning</p>	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i	<p>_____ is not an instant messaging service.</p> <p>a) Skype                      b) Yahoo! Messenger                      c) Firefox                      d) Whatsapp</p> <p><b><u>ANSWER</u></b> c) Firefox</p>	1
ii	<p>_____ is the process of emptying a place in case of an emergency, disaster.</p> <p>a) Accident                      b) Evacuation                      c) Hazards                      d) Exiting</p> <p><b><u>ANSWER</u></b> b) Evacuation</p>	1

iii	Richard needs to set up a network for his office where he wants to save all the data in a centralized system and other computers will take the services from the centralized system. Which architecture will be the best suitable for him? a) Peer to Peer      b) Client-Server      c) Point to Point      d) Ring <b>ANSWER</b> b) Client-Server	1
iv	A _____ is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines and vice versa. a) Repeater      b) Switch      c) Router      d) Modem <b>ANSWER</b> a) Modem	1
v	_____ is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet. a) Goal Seek      b) Scenario      c) Solver      d) Subtotal <b>ANSWER</b> c) Solver	1
vi	_____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. a) Alignment      b) Footer      c) Margin      d) Headings <b>ANSWER</b> a) Alignment	1

<b>Q. 3</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i	Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish this task efficiently? a) Drawing/Shapes      b) Symbols      c) Pictures      d) All of these <b>ANSWER</b> a) Drawing/Shapes	1
ii	Fatima has inserted a picture in a document. But she wants to cut off a part of the picture. Which option she should use to accomplish the task? a) Cut      b) Copy      c) Crop      d) Layout <b>ANSWER</b> c) Crop	1
iii	The intersection point between a row and column is called _____. a) Row      b) Column      c) Table      d) Cell <b>ANSWER</b> d) Cell	1
iv	Amrita is celebrating her 14th birthday. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again? a) Mail Merge      b) Letter wizard      c) Document Type      d) None of these <b>ANSWER</b> a) Mail Merge	1

v	A ____ is a model that you use to create other documents. a) Styles                      b) Template                      c) Wizard                      d) Sample <b>ANSWER</b> b) Template	1
vi	Formulas in a Spreadsheet must begin with a _____ sign. a) \$                      b) @                      c) #                      d) = <b>ANSWER</b> d) =	1

<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i	_____ is a tool to test “what-if” questions. a) Scenario                      b) Solver                      c) Macro                      d) Average <b>ANSWER</b> a) Scenario	1
ii	Rohit scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. Suggest him the suitable option out of the following to do so. a) Macro                      b) Solver                      c) Goal Seek                      d) Sub Total <b>ANSWER</b> c) Goal Seek	1
iii	_____ can be used in a spreadsheet software to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites. a) Illustrations                      b) Hyperlinks                      c) Links                      d) Filter <b>ANSWER</b> b) Hyperlinks	1
iv	_____ uses the keyboard as a pointing device instead of a mouse. a) MouseKeys                      b) Toggle key                      c) Filter key                      d) Sticky key <b>ANSWER</b> a) MouseKeys	1
v	Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work. a) Consolidate Worksheet                      b) Shared Worksheet c) Link Worksheet                      d) Lock Worksheet <b>ANSWER</b> b) Shared Worksheet	1
vi	_____ database is a type of database that stores data in several tables. a) Flat                      b) Relational                      c) both (a) and (b)                      c) None of them <b>ANSWER</b> b) Relational	1

<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i	In database _____ helps us to retrieve the filtered data based upon some conditions. a) Forms      b) Reports      c) Queries      d) Table <b>ANSWER</b> c) Queries	<b>1</b>
ii	A _____ 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. a) LAN      b) WAN      c) MAN      d) PAN <b>ANSWER</b> a) LAN	<b>1</b>
iii	Rudrakshh wants that the name column of a table must not be left blank. Help him to identify the field property for this purpose. a) Length      b) Default      c) Entry Required      d) Format <b>ANSWER</b> d) Entry Required	<b>1</b>
iv	_____ can be set for a field if the user doesn't provide any value while entering the values in the table. a) Required      b) Default      c) Primary Key      d) Format <b>ANSWER</b> b) Default	<b>1</b>
v	Aadya wants to create a connection between two or more tables. Suggest her the option to accomplish the task. a) Table      b) Form      c) Relationships      d) Sorting <b>ANSWER</b> c) Relationships	<b>1</b>
vi	_____ data type takes the values in the form of 0 and 1 in the database. a) Integer      b) Text      c) Boolean      d) Memo <b>ANSWER</b> c) Boolean	<b>1</b>

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)**

**Answer each question in 20 – 30 words.**

<b>Q. 6</b>	Communication skills are very important for any business. Explain any two elements of a communication process. <b>ANSWER</b> The various elements of a communication cycle are: <b>Sender:</b> the person beginning the communication. <b>Message:</b> the information that the sender wants to convey. <b>Channel:</b> the means by which the information is sent. <b>Receiver:</b> the person to whom the message is sent. <b>Feedback:</b> the receiver's acknowledgement and response to the message. (ANY TWO CAN BE EXPLAINED)	<b>2</b>
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<p><b>Q. 7</b></p>	<p>Mention any two misconceptions about the Entrepreneurship.</p> <p><b><u>ANSWER</u></b>          Misconception 1          The misconception is that every business idea needs to be unique or special.          Misconception 2          The misconception we have is that a person needs a lot of money to start a business.          Misconception 3          A misconception we have is that only a person having a big business is an entrepreneur.          Misconception 4          A misconception we have is that entrepreneurs are born, not made.          (ANY TWO CAN BE MENTIONED)</p>	<p><b>2</b></p>
<p><b>Q. 8</b></p>	<p>Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.</p> <p><b><u>ANSWER</u></b>          SMART GOALS ARE:          S - Specific          M- Measurable          A - Achievable          R - Realistic          T - Time bound          Achievable: Breaking down big goals into smaller parts will make the goal achievable.</p>	<p><b>2</b></p>
<p><b>Q. 9</b></p>	<p>What are the measures to increase the performance of a computer system?</p> <p><b><u>ANSWER</u></b>          The performance of a computer can be increased by removing any extra files such as temporary files and images. We can use some disk cleaner software, which helps us clean up the unnecessary files.</p>	<p><b>2</b></p>
<p><b>Q. 10</b></p>	<p>How can an individual contribute to Sustainable Development Goals?</p> <p><b><u>ANSWER</u></b>          Sustainable development can happen only when each one of us works towards it. One has to become a responsible environment citizen who can protect the environment through our efforts, who can help others to get quality education, by reducing inequalities in the society etc.</p>	<p><b>2</b></p>

**Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)**

<p><b>Q. 11</b></p>	<p>Differentiate between Relative and Absolute Hyperlinks with the help of an example.</p> <p><b><u>ANSWER</u></b>          An absolute hyperlink will stop working only if the target is moved. A relative hyperlink will stop working only if the source and target locations change relative to each other. Suppose, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break a link.</p>	<p><b>2</b></p>
<p><b>Q. 12</b></p>	<p>What is the utility of text wrapping in a document?</p> <p><b><u>ANSWER</u></b>          Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character</p>	<p><b>2</b></p>

Q. 13	<p>What is the use of Macros in a Spreadsheet?</p> <p><b>ANSWER</b></p> <p>Macros help in saving time in cases when the same set of tasks are to be done repeatedly like formatting or applying a similar formula in a similar range of data. It can be used to name and record a set of actions or set of actions.</p>	2
Q. 14	<p>Write any two advantages of online shopping.</p> <p><b>ANSWER</b></p> <p>i. A customer does not have sufficient time to visit stores  ii. A product or service that is not available in the local market is available online.  (Or any other relevant advantage)</p>	2
Q. 15	<p>Differentiate between Primary key and Foreign key.</p> <p><b>ANSWER</b></p> <p>A primary key is a unique value that identifies a row in a table whereas a 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. A table can have only one primary Key but a table can have multiple foreign keys.</p>	2
Q. 16	<p>Define the following Hot spots:-</p> <p>a) WIMAX  b) Wi-Fi</p> <p><b>ANSWER</b></p> <p>a) WIMAX: It is a wireless communications standard designed to provide mobile broadband connectivity across cities and countries through a variety of devices  b) Wi-Fi: It is a popular technology that allows an electronic device such as computers or mobile phones to exchange data wirelessly over a network</p>	2

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

Q. 17	<p>Elaborate four different types of styles which can be provided in a Word Processor.</p> <p><b>ANSWER</b></p> <ul style="list-style-type: none"> <li>• Paragraph styles control all aspects of a paragraph’s appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.</li> <li>• Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.</li> <li>• Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.</li> <li>• Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.</li> </ul> <p>(Or any other valid style )</p>	4
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<p><b>Q. 18</b></p>	<p>Define the following:</p> <ul style="list-style-type: none"> <li>a) Subtotals</li> <li>b) Consolidating Data</li> </ul> <p><b><u>ANSWER</u></b></p> <p>a) Subtotals Subtotal adds data arranged in an array—that is, a group of cells with labels for columns and/or rows. It is available in Data Tab, using the Subtotals dialog, you can select arrays, and then choose a statistical function such as Count, Min, Max etc. to be applied on arrays. For efficiency, one must choose up to three groups of arrays to which to apply a function.</p> <p>b) Consolidating Data Consolidate provides a graphical interface for copying data from one range of cells to another, then running one of a dozen functions on the data. During consolidation, the contents of cells from several sheets can be combined in one place.</p>	<p><b>4</b></p>
<p><b>Q. 19</b></p>	<p>What precautions must be taken to improve online security?</p> <p><b><u>ANSWER</u></b></p> <ul style="list-style-type: none"> <li>i. Antivirus and Antispyware programs offer real-time protection monitoring your computer for any changes by malware software.</li> <li>ii. Use strong passwords a combination of alphanumeric and special characters could be used for creating a password that is not so easy to crack or guessed by other users</li> <li>iii. Secure transactions because information such as credit card details or personal information is sent over the network.</li> <li>iv. Use encryption software to protect your data from unauthorized users.</li> </ul> <p>(Or any other relevant precautions)</p>	<p><b>4</b></p>
<p><b>Q. 20</b></p>	<p>What is DBMS? Explain any two advantages of DBMS.</p> <p><b><u>ANSWER</u></b></p> <p>A database management system is a software package with computer programs that controls the creation, maintenance, and use of an integrated collection of data records, files, and other objects. It allows organizations to conveniently develop databases for various applications.</p> <p>Advantages:</p> <ul style="list-style-type: none"> <li>i) Data integrity: means the data is accurate and consistent in the database. It is very important as there are multiple databases in a DBMS so it helps to produce the correct result.</li> <li>ii) Data sharing: In a database, the users can share the data among themselves. Data can be shared for multiple purposes with the users located at different geographical locations then remote users can also access the database simultaneously.</li> </ul> <p>(Or any other relevant advantage)</p>	<p><b>4</b></p>

**Q. 21**

a) The structure of a table "ITEM" is given below. Suggest suitable data type and size of each column.

**4**

Column name	Type	Size
Itemno	_____	_____
Iname	_____	_____
Price	_____	_____
Quantity	_____	_____

b) Consider the following table "ITEM":

Table: Item

Itemno	Iname	Price	Quantity
11	Soap	40	80
22	Powder	80	30
33	Face cream	250	25
44	Shampoo	120	100
55	Soap box	20	50

Write queries to

- Display the total amount of each item. The amount must be calculated as the price multiplied by quantity for each item.
- Display the details of items whose price is less than 50.

**ANSWER**

a) Itemno integer (10)  
Iname varchar(15)  
Price decimal(5,2)  
Quantity integer(3)

- b) i. Select price \* quantity from item;  
ii. Select \* from item where price < 50;

# **CBSE – DEPARTMENT OF SKILL EDUCATION**

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

### **Sample Question Paper with Marking Scheme**

#### **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. Answer – Language	(1)
2.	Vacationing helps in _____ individuals. Answer – de-stressing	(1)
3.	_____ serves as an interface between the user and computer. Answer - Operating System	(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. Answer – Entrepreneur	(1)

5.	An economy is called Green economy when it is based on the principles of _____.  Answer- sustainable development	(1)
6.	Physical exercise in the form of _____, _____ to relieve stress as they stabilize mood, improve self-esteem and induce sleep.  Answer – walking, skipping	(1)

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

7.	<p>Explain any two 7Cs of Communication.</p> <p>Answer: The 7Cs of Communication provide a checklist for making sure that your meetings, emails, conference calls, reports, and presentations are well constructed and clear –so your audience gets your message.</p> <ol style="list-style-type: none"> <li>1. <b>Be Clear</b> - Begin every message by asking the question, “What is the purpose of this communication?” This will enable you to make the objective of your communication clear to the recipient. Clarity is also about avoiding the use of complex words, sentences, and fuzzy language. It is important that you clearly communicate the intended information to the recipient. You must be able to explain a concept several ways and answer clarifying questions about the topic.</li> <li>2. <b>Be concise</b> - Make your message brief and to the point. To help make your communications more concise, avoid going over the same point several times, and avoid the use of filler words, sentences, and over wordy expressions.</li> <li>3. <b>Be Concrete</b> - Concrete communication is about being specific and clear rather than vague, obscure, and general. To be more concrete use sentences that cannot be misinterpreted. Include supporting facts and figures to underscore your message, but don't allow anything that detracts from the focus of your message.</li> <li>4. <b>Be Correct</b> - Incorrect information doesn't help anyone and it does your credibility no good. Ensure that: Your message is typo-free; your facts and figures are correct and you are using the right level of language. Being correct first time will both save you time and boost your credibility. A correct message will also have a greater impact on the recipient than an incorrect one.</li> <li>5. <b>Be Coherent</b> - Does your message make sense? Does it flow logically from one sentence to the next? To ensure that your communication is coherent: Check that each sentence flows logically from one to the next and check that you haven't tried to cover too many points or been distracted by side issues.</li> <li>6. <b>Be Complete</b> - Your message must contain all the necessary information to achieve the desired response. To ensure that your message is complete think about questions the receiver might think of as they receive your message. Address these questions. Ensure you have included a call to action so that your audience knows exactly what you expect them to do next.</li> <li>7. <b>Be Courteous</b> - Be polite. You're more likely to get what you want from your communication if you are courteous, as courtesy builds goodwill. Check that your message is polite, shows respect for the feelings of the receiver, and is tactful. Make your message brief and to the point.</li> </ol> <p>(Any two can be explained)</p>	(2)
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8.	How many origins can have stress causal?  Answer: Mental, Physical, Social, Financial.	(2)
9.	Write down the steps to create a folder in C drive with your name. Answer: 1) Double-click the <b>Computer icon</b> . 2) Double click on C drive in which we have to create a folder. 3) Right-click anywhere in the blank area of the right column. A shortcut menu appears. Select <b>New → Folder</b> from the shortcut menu. 1) A new folder is created with name <b>New Folder</b> highlighted and then type a name for the folder. Press Enter key.	(2)
10.	What are the myths about Entrepreneurship? Explain any two Answer- The myths about Entrepreneurship are: 1. Entrepreneurs are high risk takers. They are neither high nor low risk – takers. They always prefer situations which lead to generating profits. 2. Entrepreneurs become rich as they start a new business. Starting a business does not mean that person will become rich overnight. A new business always needs a span of year or two to become successful. 3. Entrepreneurs are Job hoppers. They are not job hoppers. They are the ones who create job opportunities for the people. They work for many years and gain experience before starting any new venture. 4. Entrepreneurs have limited dedication Dedication is the key to success. An entrepreneur can never be successful unless he is dedicated towards his work.  (Any other related myth)	(2)
11.	List down any four factors causing ecological imbalance. Answer- (any four of the following) a. Destruction of forests b. Industrialization c. Urbanization d. Large scale use of pesticides e. Overgrazing	(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.  Ans FilterKeys	(1)
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13.	Define DSL.  Ans <b>DSL</b> : Digital subscriber line (DSL) provide Internet access by transmitting digital data over wires of a local telephone network.	(1)
14.	_____are text or image included at the bottom of the page and may repeat in all pages of the document.  Ans Footers	(1)
15.	Symbol option is available under _____ group in the Insert Tab in word document.  a. Illustrations b. Symbols c. Media d. Text  Ans Symbols	(1)
16.	_____ feature is used to extract the data using some conditions on columns.  Ans Filter	(1)
17.	A _____ is a graphical representation of data, in which the data is represented by symbols, such as bars.  Ans Chart	(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  Ans Slide transition	(1)
19.	_____ helps to move, rotate or resize multiple objects in a presentation.  a. Grouping b. Charts c. Table d. Movie clip  Ans Grouping	(1)
20.	_____ statement is used to retrieve records in a database. a) Alter b) Update c) Select d) Create  Ans Select	(1)

21.	<p>A _____ represents a single, data item in a table.</p> <ol style="list-style-type: none"> <li>Row</li> <li>Column</li> <li>Datatype</li> <li>Primary Key</li> </ol> <p>Ans Row</p>	(1)
22.	<p>You can categorize appointments in time management software by giving specific _____ to appointments.</p> <p>Ans Colors</p>	(1)
23.	<p>Define Journal Entry.</p> <p>Ans: A Journal entry creates a timeline of transactions that can be linked to a contact. A transaction might be an email, task, appointment etc.</p>	(1)

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

24.	<p>State the purpose of creating a Blog.</p> <p>Ans : A blog is a discussion style site used by non-technical (and technical users) users for creating personal web pages. Blog is used to convey messages about events, announcements, news, reviews, etc. Blogs are usually managed using a web browser and this requires active internet connection.</p>	(2)
25.	<p>Differentiate between Page Break and Section Break options of a word document.</p> <p>Ans: A page break can be inserted anywhere in a document to force the end of a page and the beginning of a new one. A section break controls the formatting of the document content that precedes it, until it reaches another section break.</p>	(2)
26.	<p>Explain Conditional formatting with a help of suitable example.</p> <p>Ans : Conditional formatting allows to change the formatting (font color, border, shading) of the cells based on the values in it. One or more cells can be selected, and create rules (conditions) for when and how those cells are formatted. The conditions can be, based on the selected cell's contents, or based on the contents of another cell. For example Highlight the marks of the students who got marks greater than 80 with green colored text</p>	(2)
27.	<p>List the activities recorded under Journal entry.</p> <p>Ans : The following activities can be automatically recorded under Journal entry:</p> <ul style="list-style-type: none"> <li>• Emails Sent &amp; Received</li> <li>• Telephone calls</li> <li>• Meeting requests &amp; responses</li> <li>• Office documents you manage</li> </ul>	(2)

28.	Differentiate between Flat File and Relational Database.  <b>Flat File:</b> Data is stored in a single table. Usually suitable for less amount of data. <b>Relational Database:</b> Data is stored in multiple tables and the tables are linked using a common field. Relational is suitable for medium to large amount of data.	(2)
29.	Mention two points stating the effective use of animation in a presentation. Ans: <ul style="list-style-type: none"> <li>• It helps focus audience attention on information.</li> <li>• It controls the flow of information especially while explaining a diagram.</li> <li>• It reveals concepts one by one.</li> </ul> (any two relevant points)	(2)

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

30.	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.  Ans: (i) Wrap <b>Text</b> option is available under <b>Text</b> section of the <b>Insert</b> Tab. (ii) Any two text wrapping options from following 1. In Line with text 2. Square 3. Through 4. Top and Bottom 5. Behind Text 6. In Front of text	(1+2)
31.	Explain any three character formatting options in a word document.  Ans <b>Change Case</b> – It helps us to change the text case to capital letters or small letters. You can also capitalize each word in the sentence and capitalize the starting word of the sentence using Change Case under Font Group.  <b>Font Face</b> It can be used to give Font Name in the Font group to select the particular font style from the fonts listed.  <b>Text Highlight Colour:</b> This option can be used to change the background colour.	(3)
32.	State the purpose of creating Tables in a digital Presentation. Mention two ways to insert a table in a presentation.  Ans: To represent the statistical data meaningfully Tables .It can be used to present text and numerical data. Data is shown in the grid format. Tables can be inserted in two ways <ul style="list-style-type: none"> <li>• Using Insert tab</li> <li>• Using Title and Content Option</li> </ul>	(3)

33.	<p>Define the following:</p> <p>Table , Primary Key, Foreign Key</p> <p>Ans:</p> <p>Table: A table is a collection of related data held in a table format within a database. It consists of columns, and rows.</p> <p>Primary Key A primary key is a unique value that identifies a row in a table. For example, Student Table contains columns such as Admno, Name, DOB , Address, Phone and Admno can be considered as Primary Key</p> <p>Foreign Key: a <b>foreign key</b> is a field or a column that is used to establish a link between two tables. In simple words you can say that, a <b>foreign key</b> in one table used to point primary <b>key</b> in another table.</p>	(3)
34.	<p>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.</p> <p>(i) Presented by a speaker (ii) Browsed by an individual (iii) Browsed at a Kiosk</p> <p>Ans: (i) Presented by a speaker (full screen) option can be used if the presentation is to be made to an audience . (ii) Browsed by an individual is used when the presentation is to be made to an individual (iii) Browsed at a Kiosk is used when the presentation is to be given at Kiosk computer terminal.</p>	(3)
35.	<p>What is DDL and DML? Give one example of each.</p> <p><b>Ans: Data Definition Language (DDL)</b> A data definition language or data description language (DDL) is a standard for commands that define the different structures in a database. DDL statements create, modify, and remove database objects such as tables, indexes, and users. Example CREATE, ALTER, and DROP.</p> <p><b>Data Manipulation Language (DML)</b> A data manipulation language (DML) is a language that enables users to access and manipulate data in a database. The goal is to provide efficient human interaction with the system. For Example Insert, Update, Delete and Select</p>	(1 ½ + 1 ½)

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

36.	<p>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.</p> <p><b>Ans Steps followed while transferring data are</b></p> <ul style="list-style-type: none"> <li>• The data is broken up into bits of same sized pieces called packets.</li> <li>• A header is added to each packet explaining where the data has come from, where it should end up and where it fits in with the rest of the packets. Each packet is sent from computer to computer until it finds its destination.</li> <li>• Each computer on the way decides where next to send the packet. All packets may not take the same route.</li> <li>• At the destination, the packets are examined. If any packets are missing or damaged, a message is sent asking for them to be re-sent. This continues until all packets have been received intact.</li> <li>• The packets are now reassembled into their original form.</li> </ul>	(5)
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**37.** Elaborate the five types of Views available in a spreadsheet. **(5)**

Ans.

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

**Page Layout:** It is 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:** To view selected areas of a document the custom view option can be used.

**Full Screen:** Selecting this option makes the workbook cover the entire screen. All tabs are hidden from view.

**38.** Write the points to be kept in mind to make an effective presentation for the audience (Mention any 5 Points). **(5)**

Ans.

1. Do prior research, know the topic and collect the material of what you will talk about.
2. Highlight key points that are necessary for the audience to remember. Keep the points as short as possible.
3. Avoid too much text Summarize the content as bullet points. Use simple language and limit the number of bullets to three or four per slide.
4. Limit the number of slides - On average, one slide per minute is recommended.
5. Fancy fonts must be avoided.
6. Keep slide color scheme consistent throughout the presentation.
7. Transitions and Animations must be used carefully to avoid distractions.
8. Use a slide design template to keep presentation look consistent.

**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

Ans: Create table Product  
(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  
Ans Select \* from Vendor;

(ii) Write a Query to add a new row with the following details  
(‘V005’, ‘Vadilal’, ‘2010-03-20’, ‘Pune’)

Ans Insert into Vendor values (‘V005’, ‘Vadilal’, ‘2010-03-20’, ‘Pune’);

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

Update Vendor

Set location= ‘Gujrat’

Where location= ‘Kolkata’;

# CBSE | DEPARTMENT OF SKILL EDUCATION

## INFORMATION TECHNOLOGY (SUBJECT CODE- 402)

### Blueprint for Sample Question Paper for Class X (Session 2020-2021)

Max. Time: 2 Hours

Max. Marks: 50

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

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills-II	1	1	2
2	Self-Management Skills-II	2	1	3
3	Information and Communication Technology Skills-II	1	1	2
4	Entrepreneurial Skills-II	1	1	2
5	Green Skills-II	1	1	2
<b>TOTAL QUESTIONS</b>		<b>6</b>	<b>5</b>	<b>11</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>Any 4</b>	<b>Any 3</b>	
<b>TOTAL MARKS</b>		<b>1 x 4 = 4</b>	<b>2 x 3 = 6</b>	<b>10 MARKS</b>

#### PART B - SUBJECT SPECIFIC SKILLS (40 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
1	Digital Documentation (Advanced)	6	1	1	8
2	Electronic Spreadsheet (Advanced)	6	2	1	9
3	Database Management System	6	1	2	9
4	Web Applications and Security	6	2	1	9
<b>TOTAL QUESTIONS</b>		<b>24</b>	<b>6</b>	<b>5</b>	<b>35</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>20</b>	<b>Any 4</b>	<b>Any 3</b>	
<b>TOTAL MARKS</b>		<b>1 x 20 = 20</b>	<b>2 x 4 = 8</b>	<b>4 x 3 = 12</b>	<b>40 MARKS</b>

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

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

### **Sample Question Paper for Class X (Session 2020-2021)**

Max. 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.
  - iv. Marks allotted are mentioned against each question/part.

## SECTION A: OBJECTIVE TYPE QUESTIONS

<b>Q. 1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>	
<b>i.</b>	Karan lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. However, due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which another medium can he use to get immediate approval of his mother? a) E-mail                      b) Letter                      c) Message through Friend                      d) Fax	<b>1</b>
<b>ii.</b>	Trisha is always tense during exam time. She is a sincere and studious student, but the thought of exams creates anxiety in her. Which stress management technique that you would suggest to help her? a) Yoga                      b) Exercise                      c) Vacation with Family                      d) All of these	<b>1</b>
<b>iii.</b>	_____ ability of a person to do the things that need to be done without someone or something influencing us. a) Self-Motivation                      c) Self Discipline b) Self Awareness                      d) Self-Regulation	<b>1</b>
<b>iv.</b>	According to the concept of sustainable development, the environment and development are _____ issues. a) Inseparable                      b) Separate                      c) Independent                      d) None of these	<b>1</b>
<b>v.</b>	The cleaning of software installed in the computer cannot be achieved by _____. a) Disk cleanup                      b) backup c) Cleaning CPU cabinet                      d) Installing antivirus software	<b>1</b>
<b>vi.</b>	Entrepreneurship has a crucial role in the _____ of the society. a) Evolution                      b) Planning                      c) Functioning                      d) None of these	<b>1</b>

<b>Q. 2</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
<b>i</b>	_____ is not an instant messaging service. a) Skype                      b) Yahoo! Messenger                      c) Firefox                      d) Whatsapp	<b>1</b>
<b>ii</b>	_____ is the process of emptying a place in case of an emergency, disaster. a) Accident                      b) Evacuation                      c) Hazards                      d) Exiting	<b>1</b>
<b>iii</b>	Richard needs to set up a network for his office where he wants to save all the data in a centralized system and other computers will take the services from the centralized system. Which architecture will be the best suitable for him? a) Peer to Peer                      b) Client-Server                      c) Point to Point                      d) Ring	<b>1</b>
<b>iv</b>	A _____ is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines and vice versa. a) Repeater                      b) Switch                      c) Router                      d) Modem	<b>1</b>
<b>v</b>	_____ is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet. a) Goal Seek                      b) Scenario                      c) Solver                      d) Subtotal	<b>1</b>
<b>vi</b>	_____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. a) Alignment                      b) Footer                      c) Margin                      d) Headings	<b>1</b>

<b>Q. 3</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
<b>i</b>	Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish this task efficiently? a) Drawing/Shapes                      b) Symbols                      c) Pictures                      d) All of these	<b>1</b>
<b>ii</b>	Fatima has inserted a picture in a document. But she wants to cut off a part of the picture. Which option she should use to accomplish the task? a) Cut                      b) Copy                      c) Crop                      d) Layout	<b>1</b>
<b>iii</b>	The intersection point between a row and column is called _____. a) Row                      b) Column                      c) Table                      d) Cell	<b>1</b>
<b>iv</b>	Amrita is celebrating her 14th birthday. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again? a) Mail Merge                      b) Letter wizard                      c) Document Type                      d) None of these	<b>1</b>
<b>v</b>	A _____ is a model that you use to create other documents. a) Styles                      b) Template                      c) Wizard                      d) Sample	<b>1</b>
<b>vi</b>	Formulas in a Spreadsheet must begin with a _____ sign. a) \$                      b) @                      c) #                      d) =	<b>1</b>

<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
<b>i</b>	_____ is a tool to test "what-if" questions. a) Scenario                      b) Solver                      c) Macro                      d) Average	<b>1</b>
<b>ii</b>	Rohit scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. Suggest him the suitable option out of the following to do so. a) Macro                      b) Solver                      c) Goal Seek                      d) Sub Total	<b>1</b>
<b>iii</b>	_____ can be used in a spreadsheet software to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites. a) Illustrations                      b) Hyperlinks                      c) Links                      d) Filter	<b>1</b>
<b>iv</b>	_____ uses the keyboard as a pointing device instead of a mouse. a) MouseKeys                      b) Toggle key                      c) Filter key                      d) Sticky key	<b>1</b>
<b>v</b>	Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work.  a) Consolidate Worksheet                      b) Shared Worksheet c) Link Worksheet                      d) Lock Worksheet	<b>1</b>
<b>vi</b>	_____ database is a type of database that stores data in several tables. a) Flat                      b) Relational                      c) both (a) and (b)                      d) None of them	<b>1</b>

<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i	In database _____ helps us to retrieve the filtered data based upon some conditions. a) Forms      b) Reports      c) Queries      d) Table	<b>1</b>
ii	A _____ 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. a) LAN      b) WAN      c) MAN      d) PAN	<b>1</b>
iii	Rudrakshh wants that the name column of a table must not be left blank. Help him to identify the field property for this purpose. a) Length      b) Default      c) Entry Required      d) Format	<b>1</b>
iv	_____ can be set for a field if the user doesn't provide any value while entering the values in the table. a) Required      b) Default      c) Primary Key      d) Format	<b>1</b>
v	Aadya wants to create a connection between two or more tables. Suggest her the option to accomplish the task. a) Table      b) Form      c) Relationships      d) Sorting	<b>1</b>
vi	_____ data type takes the values in the form of 0 and 1 in the database. a) Integer      b) Text      c) Boolean      d) Memo	<b>1</b>

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)**

**Answer each question in 20 – 30 words.**

<b>Q. 6</b>	Communication skills are very important for any business. Explain any two elements of a communication process.	<b>2</b>
<b>Q. 7</b>	Mention any two misconceptions about the Entrepreneurship.	<b>2</b>
<b>Q. 8</b>	Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.	<b>2</b>
<b>Q. 9</b>	What are the measures to increase the performance of a computer system?	<b>2</b>
<b>Q. 10</b>	How can an individual contribute to Sustainable Development Goals?	<b>2</b>

**Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)**

<b>Q. 11</b>	Differentiate between Relative and Absolute Hyperlinks with the help of an example.	<b>2</b>
<b>Q. 12</b>	What is the utility of text wrapping in a document?	<b>2</b>
<b>Q. 13</b>	What is the use of Macros in a Spreadsheet?	<b>2</b>
<b>Q. 14</b>	Write any two advantages of online shopping.	<b>2</b>
<b>Q. 15</b>	Differentiate between Primary key and Foreign key.	<b>2</b>
<b>Q. 16</b>	Define the following Hot spots:- a) WIMAX b) Wi-Fi	<b>2</b>

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

<b>Q. 17</b>	Elaborate four different types of styles which can be provided in a Word Processor.	<b>4</b>																																							
<b>Q. 18</b>	Define the following: a) Subtotals b) Consolidating Data	<b>4</b>																																							
<b>Q. 19</b>	What precautions must be taken to improve online security?	<b>4</b>																																							
<b>Q. 20</b>	What is DBMS? Explain any two advantages of DBMS.	<b>4</b>																																							
<b>Q. 21</b>	<p>a) The structure of a table “ITEM” is given below. Suggest suitable data type and size of each column.</p> <table data-bbox="347 584 991 779"> <thead> <tr> <th>Column name</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Itemno</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Iname</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Price</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Quantity</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>b) Consider the following table “ITEM”: Table: Item</p> <table data-bbox="347 898 884 1128"> <thead> <tr> <th>Itemno</th> <th>Iname</th> <th>Price</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Soap</td> <td>40</td> <td>80</td> </tr> <tr> <td>22</td> <td>Powder</td> <td>80</td> <td>30</td> </tr> <tr> <td>33</td> <td>Face cream</td> <td>250</td> <td>25</td> </tr> <tr> <td>44</td> <td>Shampoo</td> <td>120</td> <td>100</td> </tr> <tr> <td>55</td> <td>Soap box</td> <td>20</td> <td>50</td> </tr> </tbody> </table> <p>Write queries to</p> <p>i. Display the total amount of each item. The amount must be calculated as the price multiplied by quantity for each item.</p> <p>ii. Display the details of items whose price is less than 50 .</p>	Column name	Type	Size	Itemno	_____	_____	Iname	_____	_____	Price	_____	_____	Quantity	_____	_____	Itemno	Iname	Price	Quantity	11	Soap	40	80	22	Powder	80	30	33	Face cream	250	25	44	Shampoo	120	100	55	Soap box	20	50	<b>4</b>
Column name	Type	Size																																							
Itemno	_____	_____																																							
Iname	_____	_____																																							
Price	_____	_____																																							
Quantity	_____	_____																																							
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33	Face cream	250	25																																						
44	Shampoo	120	100																																						
55	Soap box	20	50																																						