

CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE 402)

CLASS X (SESSION 2021-2022)

BLUE- PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-II	2
2	Self-Management Skills-II	2
3	Information and Communication Technology Skills-II	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5 Marks

PART B - SUBJECT SPECIFIC SKILLS (20 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Digital Documentation (Advanced)	11
2	Electronic Spreadsheets (Advanced)	13
3	Database Management System	3
TOTAL QUESTIONS		27 Questions
NO. OF QUESTIONS TO BE ANSWERED		20 Questions
TOTAL MARKS		1 x 20 = 20 MARKS

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CLASS X (SESSION 2021-2022) SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1 x 5 = 5 marks)

1.	_____ feedback is specific information, in the form of written comments or verbal conversations that help the learner understand what she or he needs to do in order to improve. a. Descriptive b. Specific c. General d. Sign	1
2.	_____ communication is the use of body language, gestures and facial expressions to convey information to others. a. Verbal b. Written c. Non-Verbal d. Visual	1
3.	Sonika gets up at 6 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	1
4.	High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. a. Physical b. Emotional c. Mental d. Financial	1
5.	A _____ operating system is a computing environment that reacts to input within a specific period of time. a. Single User b. Multi-User c. Real Time d. Distribute	1
6.	Identify the measure to protect computer from threats and viruses: a. Sharing password with friends b. Allow anyone to use your device c. Use Antivirus d. Leave computer without logging out	1

SECTION B

Answer any 15 questions out of the given 20 questions

(1 x 15 = 15 marks)

7.	<p>When you apply a _____, you apply a group of formatting effects together in one single step.</p> <p>a. Effect b. Style c. Template d. Format</p>	1
8.	<p>Which function cannot be performed through Subtotal in a Spreadsheet?</p> <p>a. Sum b. Product c. Average d. Percentage</p>	1
9.	<p>In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.</p> <p>a. Arrangement b. Anchoring c. Alignment d. Text Wrapping</p>	1
10.	<p>A _____ is a model that you use to create other documents.</p> <p>a. Template b. Document c. Design d. Copy Paste</p>	1
11.	<p>_____ styles in a text document affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.</p> <p>a. Cell b. Paragraph c. Formatting d. Character</p>	1
12.	<p>To repeat the graphic across the entire background area, we need to select option in word processor.</p> <p>a. Tile b. Position c. Stretch d. Area</p>	1
13.	<p>Scenarios are a tool to test _____ questions.</p> <p>a. Auto b. Goal Seek c. What-if d. Drop Down</p>	1
14.	<p>_____ is particularly useful when creating a watermark or when wrapping the image in the background in a document.</p> <p>a. Transparency b. Fill c. Filters d. Crop</p>	1
15.	<p>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.</p> <p>a. Row b. Column c. Autosum d. Cell Referenc</p>	1
16.	<p>_____, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows Which step one must should follow before using the Subtotal option?</p> <p>a. Consolidate b. Rename Data c. Filter Data d. Subtotal</p>	1
17.	<p>A _____ hyperlink contains the full address of the destination file or web page.</p> <p>a. Relative b. Absolute c. Mixed d. Address</p>	1
18.	<p>Which of the following is more elaborate form of Goal Seek?</p> <p>a. Subtotal b. Scenario c. Solver d. Consolidate</p>	1

19.	_____ means combining data in a spreadsheet from different worksheets into master worksheet a. Hyperlinks c. Linking	b. Consolidating d. Filter	1	
20.	An _____ link will stop working only if the target is moved while a _____ link will stop working only if the start and target locations change relative to each other.	a. absolute, fixed c. absolute, relative	b. Relative, Absolute d. permanent, absolute	1
21.	Database servers are referred to as _____.	a. Front-ends c. Clients	b. Back-ends d. Model	1
22.	A table is a set of data elements that is organized using a model of vertical _____ and horizontal _____.	a. Rows, Tables c. Rows, Columns	b. Columns, Rows d. Forms, Reports	1
23.	_____ include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection in document.	a. Cell Style c. Paragraph Style	b. Numbering Style d. Character Style	1
24.	By default, sheets tab are present at the _____ of the spreadsheet.	a. Top c. Center	b. Bottom d. Right	1
25.	The cell reference in a spreadsheet for cell range B2 to F15 is _____.	a. B2.F15 c. B2:F15	b. B2;F15 d. B2-F15	1
26.	_____ controls how graphics are stacked upon each other or relative to the text.	a. Arrangement c. Anchoring	b. Alignment d. Wrapping	1

**SECTION C
(COMPETENCY BASED QUESTIONS)**

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

27.	Millennium University is organizing a reunion meet for their alumnae students. For this purpose, university wants to send the invite to all these students with their different addresses. Which feature of the Word Processor University should use to accomplish the task?	a. Mail Merge c. Templates	b. E-Mail d. Data Source	1
28.	Prisha is a book editor. She wants to change the indentation of all paragraphs, and change the font of all titles in the book. Which feature she should use to make the task easy?	a. Styles c. Table of content	b. Templates d. Consolidating	1

29.	<p>Gaurav has inserted an image in a document. He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task?</p> <p>a. Clip art c. Crop</p> <p>b. Cut d. Contrast</p>	1
30.	<p>Hema is a chartered accountant. She used to maintain the accounts in a spreadsheet on everyday basis. There are number of steps which she needs to follow every time. Can you suggest her a feature of spreadsheet through which she can perform these tasks quickly without repeating the steps every time?</p> <p>a. Record Changes c. Goal Seek</p> <p>b. Track Changes d. Using Macros</p>	1
31.	<p>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?</p> <p>a. Macro c. Change Worksheet</p> <p>b. Link Workbook d. Track Changes</p>	1
32.	<p>Akshat wants to store a huge amount information about his firm in a database. Which type of table organization would be most suitable for this purpose?</p> <p>a. Relational c. Either Relational or Flat file</p> <p>b. Flat File d. Hierarchical</p>	1
33.	<p>Sunita is making a project in spreadsheets. Her friend has told her how to rename a spreadsheet as it will help her identify the worksheet data easily. She was very excited and told the same to her brother. Her brother told her that in spreadsheets(OpenOffice0, a worksheet can be renamed using _____ ways.</p> <p>a. 2 c. 4</p> <p>b. 3 d. 1</p>	1

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INFORMATION TECHNOLOGY (SUBJECT CODE: 402)

CLASS X (SESSION 2021-2022)

BLUE-PRINT FOR SAMPLE QUESTION PAPER FOR TERM -II

Max. Time Allowed: 1 Hour (60 min)

Max. Marks: 25

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA (2 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
4	Entrepreneurial Skills	2	1	-	3
5	Green Skills	2	1	-	3
TOTAL QUESTIONS		4	2	-	06
NO. OF QUESTIONS TO BE ANSWERED		Any 3	Any 1	-	04
TOTAL MARKS		3 x 1 = 3 Marks	1 x 2 = 2 Marks	-	05 Marks

PART B - SUBJECT SPECIFIC SKILLS (20 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA (2 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
3	Database Management System	3	3	1	7
4	Web Applications and Security	3	3	2	8
TOTAL QUESTIONS		06	06	03	15
NO. OF QUESTIONS TO BE ANSWERED		04	04	02	10
TOTAL		4 x 1 = 04	4 x 2 = 08	2 x 4 = 08	20
TOTAL MARKS		20 + 5 = 25 MARKS			

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INFORMATION TECHNOLOGY (SUBJECT CODE: 402)

CLASS X (SESSION 2021-2022) SAMPLE QUESTION PAPER FOR TERM - II

Max. Time Allowed: 1 Hour (60 min)

Max. Marks: 25

General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
 - a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
 - b) Questions numbers 5 and 6 are two marks questions. Attempt any one question.
4. Section B is of 12 marks and has 12 questions on Subject Specific Skills.
 - a) Questions numbers 7 to 12 are one mark questions. Attempt any four questions.
 - b) Questions numbers 13 to 18 are two marks questions. Attempt any four questions.
5. Section C is of 08 marks and has 03 competency-based questions.
 - a) Questions numbers 19 to 21 are four marks questions. Attempt any two questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.

SECTION A

(3 + 2 = 5 marks)

Answer any 3 questions out of the given 4 questions. Each question is of mark.		1 x 3 = 3
Q.1	Give any one quality of a successful entrepreneur	1
Q.2	Name the term used for a false belief or opinion about something.	1
Q.3	Give any one practice / sustainable process that is being used to help preserve the environment.	1
Q.4	Give an example of large scale production of solar power in India	1
Answer any 1 question out of the given 2 questions. Each question is of 2 marks.		2 x 1 = 2
Q.5	Explain any two functions of an entrepreneur.	2
Q.6	'Reduced Inequalities' is one of the Sustainable development goals set by the UN. Give any two ways to reduce inequalities.	2

SECTION B**(4 + 8 = 12 marks)**

Answer any 04 questions out of the given 06 questions		1 x 4 = 4
Q.7	Name the device that converts digital signal to analog that can travel over phone lines.	1
Q.8	_____ key is an accessibility function which is designed for people who have vision impairment or cognitive disabilities.	1
Q.9	Networks in which certain computers have special dedicated tasks, providing services to other computers (in the network) are called _____ networks	1
Q.10	Mention any two integer data types of a table field in database.	1
Q.11	Name the relationship in which one column of the primary key table is associated with all the columns of the associated table and vice versa.	1
Q.12	Define Reports of a database.	1
Answer any 04 questions out of the given 06 questions		2 x 4 = 8
Q.13	List any 4 advantages associated with networking.	2
Q.14	Differentiate between wired and wireless access. Give one example for each type.	2
Q.15	What do you understand by ISP with respect to web applications? Name any two connection type that home users use.	2
Q.16	How Entry Required and Default Value properties of a table field in a database are different from each other?	2
Q.17	What is Referential Integrity? Explain its two(any) purposes.	2
Q.18	Identify the columns and data types of a table: Airlines. Mention at least four columns with data type.	2

SECTION C**(2 x 4 = 8 marks)****(COMPETENCY BASED QUESTIONS)**

Answer any 02 questions out of the given 03 questions		
Q.19	Rahul and Amit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and also do video conferencing after school hours in order to complete the project on time. a. Suggest any 4 good instant messaging software that they can use. b. Apart from computers, list 4 hardwares that Rahul and Amit need for videoconferencing.	4
Q.20	Rahul has purchased some stationary items from an online site. He has to make online payment for the items to complete the transaction. Help by answering his following queries. 1. Suggest any two options that he can use to make payment of his bill on the online shopping website. 2. Name any 2 situations where online shopping could be useful. 3. Name any 2 popular online transaction websites. 4. Write full form of COD in reference to online shopping.	4

		TEACHERS						
NUMBER	NAME	AGE	SUBJECT	DATEOFJOIN	SALARY	GEN DER		
1	JUGAL	34	COMPUTER	10/01/2019	12000	M		
2	PRATIGYA	31	SCIENCE	24/03/2019	20000	F		
3	SANDEEP	32	MATHS	12/12/2019	30000	M		
4	SANGEETA	35	SCIENCE	01/07/2020	40000	F		
5	SATTI	42	MATHS	05/09/2020	25000	M		
6	SHYAM	50	SCIENCE	27/06/2021	30000	M		
7	SHIV OM	44	COMPUTER	25/02/2021	21000	M		
8	SHALAKHA	33	MATHS	31/07/2020	20000	F		

Q.21

Write SQL commands:

- To show all the information about IT teachers.
- To list the details of all the teachers who are getting salary between 20000 to 35000.
- To display the subject of all the teachers whose age is more than 40 years.
- To display the list of names of all the teachers in alphabetical order.

4

21	FOR VISUALLY IMPAIRED STUDENTS.	
	<p>Define the following:</p> <ol style="list-style-type: none"> Data Integrity Data Inconsistency Composite Primary Key Relationship (with respect to DBMS) 	4

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INFORMATION TECHNOLOGY (SUBJECT CODE 402)

CLASS X (SESSION 2021-2022) MARKING SCHEME FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills

(1 x 5 = 5 marks)

1.	Ans. a. Descriptive	1
2.	Ans. c. Non-Verbal	1
3.	Ans. b. Self-Motivation	1
4.	Ans. c. Mental	1
5.	Ans. c. Real Time	1
6.	Ans. c. Use Antivirus	1

SECTION B

Answer any 15 questions out of the given 20 questions

(1 x 15 = 15 marks)

7.	Ans. b. Style	1
8.	Ans. d. Percentage	1
9.	Ans. c. Alignment	1
10.	Ans. a. Template	1
11.	Ans. d. Character	1
12.	Ans. a. Tile	1
13.	Ans. c. What-if	1
14.	Ans. a. Transparency	1
15.	Ans. d. Cell Reference	1
16.	Ans. d. Subtotal	1
17.	Ans. b. Absolute	1

18.	Ans. c. Solver	1
19.	Ans. b. Consolidating	1
20.	Ans. c. absolute, relative	1
21.	Ans. b. Back-ends	1
22.	Ans. b. Columns, Rows	1
23.	Ans. a. Cell Style	1
24.	Ans. b. Bottom	1
25.	Ans. c. B2:F15	1
26.	Ans. a. Arrangement	1

**SECTION C
(COMPETENCY BASED QUESTIONS)**

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

27.	Ans. a. Mail Merge	1
28.	Ans. a. Styles	1
29.	Ans. c. Crop	1
30.	Ans. d. Using Macros	1
31.	Ans. d. Track Changes	1
32.	Ans. c. Either Relational or Flat File	1
33.	Ans : b. 3	1

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INFORMATION TECHNOLOGY (SUBJECT CODE : 402)

CLASS X (SESSION 2021-2022) ANSWER KEY FOR TERM -II

SECTION A

(3 + 2 = 5 marks)

Answer any 3 questions out of the given 4 questions. Each question is of mark.		1 x 3 = 3
ANS.1	They are confident	1
ANS.2	Myth	1
ANS.3	one such practice is : organic farming/ vermicomposting etc.	1
ANS.4	Charanka - Gujarat Solar Park	1
Answer any 1 question out of the given 2 questions. Each question is of 2 marks.		2 x 1 = 2
ANS.5	Any two functions of an entrepreneur are : a. making decisions: b. Managing the business	2
AND.6	Two easy to reduce inequalities are : - be helpful to one another. - be friendly with everyone	2

SECTION B

(4 + 8 = 12 marks)

Answer any 04 questions out of the given 06 questions		1 x 4 = 4
ANS .7	MODEM	1

ANS.8	Toggle key	1
ANS9	Client server	1
ANS.10	TINYINT, SMALLINT, INTEGER, NUMERIC, BIGINT (½ mark for each integer datatype)	1
ANS.11	One to Many Relationship or Many to One Relationship	1
ANS.12	A report helps to display the data in a summarized manner. It is used to generate the overall work outcome in a clear format. You can create reports in the database.	1
Answer any 04 questions out of the given 06 questions		2 x 4 = 8
ANS.13	Four advantages are : Data Sharing Files Transfer Hardware Sharing. Internet Access Sharing Usage of network based applications ½ marks for each correct advantage listed	2
ANS.14	A wired setup uses physical cables to transfer data between different devices and computer systems. Wireless network does not use wires for data or voice. Examples Wired: Dial-up, DSL or Cable Internet Access etc Wireless .3G or WiMAX or Wi-Fi 1 marks for correct difference ½ marks for each correct example	2
ANS.15	An Internet service provider (ISP) is an organization which provides you with access to the Internet via a dial-up (using modem) or direct (hard wired) or wireless connection. DSL, cable modem, dial-up, broadband wireless, WiMAX etc 1 marks for the correct definition and 1/2 each for correct connection type	2

ANS.16	<p>Entry Required – if set to yes then it will be necessary for the user to insert the value in the field which means that field cannot be left blank.</p> <p>Default Value – A default value can be set for a field if user don't provide any value while entering the values in the table.</p> <p>(1 mark for each property)</p>	2														
ANS.17	<p>Referential Integrity is used to maintain accuracy and consistency of data in a relationship. In Base, data can be linked between two or more tables with the help of primary key and foreign key constraints.</p> <p>Referential integrity helps to avoid:</p> <ol style="list-style-type: none"> 1. Records can be added to a related table, if there is no associated record available in the primary key table. 2. The values can be modified in a primary if any dependent records are present in the associated table(s). 3. Deleting records from a primary key table if there are any matching related records available in associated table(s) <p>(1 mark for definition. ½ mark each for any two purposes.)</p>	2														
ANS.18	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Columns</th> <th style="text-align: left;">Data type</th> </tr> </thead> <tbody> <tr> <td>Flight No</td> <td>Text</td> </tr> <tr> <td>No.of Passengers</td> <td>Integer</td> </tr> <tr> <td>Airlines</td> <td>Text</td> </tr> <tr> <td>Arrival Time</td> <td>Date/Time</td> </tr> <tr> <td>Departure Time</td> <td>Date/Time</td> </tr> <tr> <td>Fares</td> <td>Float</td> </tr> </tbody> </table> <p>(½ mark for each column & data type)</p>	Columns	Data type	Flight No	Text	No.of Passengers	Integer	Airlines	Text	Arrival Time	Date/Time	Departure Time	Date/Time	Fares	Float	2
Columns	Data type															
Flight No	Text															
No.of Passengers	Integer															
Airlines	Text															
Arrival Time	Date/Time															
Departure Time	Date/Time															
Fares	Float															

SECTION C **(2 x 4 = 8 marks)**
(COMPETENCY BASED QUESTIONS)

Answer any 02 questions out of the given 03 questions		
ANS.19	<p>a. Google Talk , Yahoo! Messenger , Skype , Windows Live Messenger , Rediff Bol, MS-Teams, ZOOM etc. ½ marks for each correct name</p> <p>b. Headphone, Speaker & Microphone & Web Camera ½ marks for each correct hardware listed</p>	4

ANS.20	<p>1. credit, debit card or by internet banking etc(1/ 2 marks for each correct options)</p> <p>2.</p> <ul style="list-style-type: none"> • A customer does not have sufficient time to visit stores. • Visiting a store is more expensive than purchasing a product online. • A product or service that is not available in the local market is available online. etc (1/ 2 marks for each correct situation) <p>3.Flipkart , amazon, Myntra etc</p> <p>(1/ 2 marks for each correct name of website)</p> <p>1. Cash On Delivery</p> <p>1 marks for correct full form</p>	4
ANS.21	<ul style="list-style-type: none"> a. Select * from Teachers where subject = "COMPUTER"; b. Select * from teachers where salary >= 20000 and salary <= 35000; c. Select Subject from Teachers where age > 40; d. Select * from Teachers order by name 	4
ANS 21 for FOR VISUALLY IMPAIRED STUDENTS	<p>a. Data Integrity: Data Integrity is very important as there are multiple databases in a DBMS. It means that the data is accurate and consistent in the database.</p> <p>b. Data Inconsistency: Data inconsistency is when the same data exists in different forms in multiple tables. Which can provide a unreliable or meaningless information.</p> <p>c. Composite Primary Key: It is also called a composite key. It is a combination of two or more columns to form a primary key for a table</p> <p>d. Relationship: A relationship refers to an association or connection between two or more tables. When we relate two tables, we don't need to enter the same data in separate tables.</p> <p>Three types of relationships are:</p> <ul style="list-style-type: none"> 1. One to One relationship 2. One to many or many to one relationship 3. Many to many relationships <p>(1 mark each for all the parts.)</p>	

