

CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2023-2024)

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	ICT Skills - II	1	1	2
4	Entrepreneurial Skills - II	1	1	2
5	Green Skills - II	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 MARKS

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 (Advance)	6	1	1	8
2	Electronic Spreadsheet (Advance)	6	2	1	9
3	Database Management System	6	1	2	9
4	Web Applications and Security	6	2	1	9
TOTAL QUESTIONS		24	6	5	35
NO. OF QUESTIONS TO BE ANSWERED		20	Any 4	Any 3	27
TOTAL MARKS		1 x 20 = 20	2 x 4 = 8	4 x 3 = 12	40 MARKS

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Information Technology (SUBJECT CODE - 402)

Sample Question Paper for Class X (Session 2023-2024)

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.	When it is difficult to communicate with someone who is not willing to talk or express their feelings and views it means there is a/an _____ a. Culture Barrier b. Interpersonal Barrier c. Physical Barrier d. Language Barrier	1
ii.	Kartik's Computer was running very slow, hangs and often restarts. He is very confused and tensed as he was working on a very important assignment. Kartik's friend gave him the following suggestions. Identify who has given him a genuine suggestion. a. Radha : Restart your machine b. Ishan : Install reliable antivirus software and update c. Amar : Don't use Pendrive d. Sam : Install free antivirus from net	1
iii.	_____ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations. a. Self-Motivation b. Stress Management c. Self-Awareness d. Self-Regulation	1
iv.	High expectations from self can leave with chronic anxiety and stress, thus leading to _____ stress. a. Physical b. Emotional c. Mental d. Financial	1
v.	Which of the following is/are a myth about Entrepreneurship ? a. Need a lot of Money b. Must have a great Idea c. Should know everything about business d. All of these	1
vi.	Name the organization that has the Sustainable Development Goals ? a. UNICEF b. League of Nations c. United Nations d. World Health Organization	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which one is not the tab of the insert/index Table window of Writer Document? a. Entries b. Background c. Style d. Row	1
ii.	In the custom styles, each _____ field on the Structure line represents a blank space in a document. a. Black b. White c. Blue d. Yellow	1
iii.	Saurabh has made an advertisement in Digital Document. He is facing difficulty in positioning the images within the text. Suggest him how he can adjust the image? a. Wrap text b. Crop c. Alignment d. Layout	1

iv.	A _____ is a collection of records that store data in Mail merge. a. Data Source b. Main Document c. Document d. Merge Field	1
v.	To increase the contrast of an image, _____ option is used in a document. a. Smooth b. Sharpen c. Aging d. mosaic	1
vi.	_____ provide Internet access by transmitting digital data over wires of a local telephone network. a) ISP b) DSL c) Dial-up connection d) Modem	1

Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	_____ is specifically designed to minimize the results according to a set of rules that we define in a spreadsheet. a. Goal Seek b. Scenario c. solver d. Subtotal	1
ii.	Sahil and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option should they use to access the same Spreadsheet from home? a. Consolidate Worksheet b. Link Worksheet c. Merge Worksheet d. Lock Worksheet	1
iii.	_____ can help to clarify the relation between cells while using "Multiple Operations". a. Detective b. Solver c. Navigation d. Hyperlink	1
iv.	Identify the part of a Spreadsheet using which a user can manage multiple sheets. a. Status Bar b. Sheet Tab c. Formula Bar d. Worksheet Area	1
v.	Spreadsheet software can find the changes by _____ sheets. a. Changing b. Comparing c. Renaming d. Editing	1
vi.	At the bottom of each worksheet, left tab indicates the _____ of the worksheet in a workbook. a. Size b. 3 Type c. Name d. Color	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	It enables users to view, enter, and change data directly in database objects. a. Report b. Query c. Form d. Database	1
ii.	There are _____ types of Relationships in a table of a database. a. One b. 3 c. 4 d. Many	1
iii.	A Relational database uses _____ commands which is a standard user application that provides an easy programming interface for database interaction. a. Access b. Python c. SQL d. Protocol	1

iv.	Suraj wants to create a database for his clients. For this purpose, she needs to store the Email IDs of his clients. Which datatype should he use to accomplish this purpose? a. Numeric b. Varchar c. Binary d. Boolean	1
v.	Geet has written a SQL query in SQL view. But he doesn't know how to execute the query using keyboard keys. Suggest him the shortcut key to complete the task. a. Enter b. Ctrl + E c. Space bar d. F5	1
vi.	A table can have only _____ primary key in a database. a. 1 b. 2 c. 3 d. Many	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	_____ key is an accessibility feature that assists people having difficulty in using keyboard and mouse. a. Guide b. Sticky c. Serial d. Home	1
ii.	Anaisha is a wildlife photographer. She wants to create her website where she can update the pictures and discuss about different events, reviews, announcements, news etc. Suggest her a suitable option to complete the task. a. Blog b. E-Mail c. Instant Messaging d. Mail Merge	1
iii.	Which of the following is not a web browser? a. Safari b. Internet Explorer c. Google d. Firefox	1
iv.	Which out of the following is the best example of a strong password? a. 9412356789 b. 14Hd{]\$_Sb10 c. HarryPotterSeries d. 14Oct2004	1
v.	Bharat has set up his company with 20 computers in a building. He wants to connect all the computers together. Which type of Network will be the best suitable for this purpose? a. LAN b. WAN c. PAN d. MAN	1
vi.	IP stands for _____ . a. International Protocol b. Internet Protocol c. Intranet Protocol d. Interpersonal Protocol	1

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.

Q. 6	What are the learning objectives of communication? –	2
Q. 7	Why do we say that an entrepreneur should be open-minded?	2
Q. 8	How is self-regulation connected to the ability to work independently?	2

Q. 9	How we can prevent computer against attack by viruses.	2
Q. 10	“Green economy promotes sustainable development”. Justify the statement.	2

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

Q. 11	What do you understand by Anchoring in Word Processor?	2
Q. 12	What do you mean by Sorting in a Spreadsheet?	2
Q. 13	State any four etiquettes to be followed while chatting on the internet.	2
Q. 14	How is Goal Seek different from Solver in a Spreadsheet?	2
Q. 15	Differentiate between a Primary key and Foreign key.	2
Q. 16	What is the importance of healthy lifestyle? Give any four points related to it.	2

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

Q. 17	What do you understand by the term Table of Contents? List the characteristics of a good ‘Table of content’ in a word processor.	4																				
Q. 18	Explain the term ‘Scenarios’ in relation to the Spreadsheets with example.	4																				
Q. 19	Explain different kinds of online threats.	4																				
Q. 20	Explain the term “Referential Integrity”. Why is it important in a database?	4																				
Q. 21	<p>Consider the following Vendor table and write the queries for the following:</p> <p>Table Datesheet</p> <table border="1"> <thead> <tr> <th>Sub_code</th> <th>Sub_Name</th> <th>DateofExam</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>E001</td> <td>English</td> <td>11-03-2021</td> <td>Monday</td> </tr> <tr> <td>H002</td> <td>Hindi</td> <td>15-03-2021</td> <td>Friday</td> </tr> <tr> <td>S003</td> <td>Social Sci.</td> <td>18-03-2021</td> <td>Monday</td> </tr> <tr> <td>S004</td> <td>Science</td> <td>21-03-2021</td> <td>Thursday</td> </tr> </tbody> </table> <p>i. Write a SQL command to display the records in ascending order by date of exam. ii. Write a query to display the above date sheet. iii. Write a query to display the subject name and date of the exam held on ‘Monday’ iv. Write a SQL command to display the date of exam and Sub_Name of Science subject.</p> <p>For visually impaired candidates.</p> <p>Write a short note on the following:</p> <p>i) DBMS ii) Database Server iii)Data Integrity iv)Record</p>	Sub_code	Sub_Name	DateofExam	Days	E001	English	11-03-2021	Monday	H002	Hindi	15-03-2021	Friday	S003	Social Sci.	18-03-2021	Monday	S004	Science	21-03-2021	Thursday	4
Sub_code	Sub_Name	DateofExam	Days																			
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Series $\Psi Y Z X W / C$



Set-4



प्रश्न-पत्र कोड
Q.P. Code **89**

रोल नं.
Roll No.

परीक्षार्थी प्रश्न-पत्र कोड को उत्तर-पुस्तिका के मुख-पृष्ठ पर अवश्य लिखें।

Candidates must write the Q.P. Code on the title page of the answer-book.

सूचना प्रौद्योगिकी

INFORMATION TECHNOLOGY

निर्धारित समय : 2 घण्टे

अधिकतम अंक : 50

Time allowed : 2 hours

Maximum Marks : 50

- कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुद्रित पृष्ठ **15** हैं।
- प्रश्न-पत्र में दाहिने हाथ की ओर दिए गए प्रश्न-पत्र कोड को परीक्षार्थी उत्तर-पुस्तिका के मुख-पृष्ठ पर लिखें।
- कृपया जाँच कर लें कि इस प्रश्न-पत्र में **21** प्रश्न हैं।
- कृपया प्रश्न का उत्तर लिखना शुरू करने से पहले, उत्तर-पुस्तिका में प्रश्न का क्रमांक अवश्य लिखें।
- इस प्रश्न-पत्र को पढ़ने के लिए 15 मिनट का समय दिया गया है। प्रश्न-पत्र का वितरण पूर्वाह्न में 10.15 बजे किया जाएगा। 10.15 बजे से 10.30 बजे तक छात्र केवल प्रश्न-पत्र को पढ़ेंगे और इस अवधि के दौरान वे उत्तर-पुस्तिका पर कोई उत्तर नहीं लिखेंगे।
- Please check that this question paper contains **15** printed pages.
- Q.P. Code given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **21** questions.
- **Please write down the serial number of the question in the answer-book before attempting it.**
- 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.



सामान्य निर्देश:

- (i) कृपया निर्देशों को ध्यान से पढ़ें ।
- (ii) इस प्रश्न-पत्र में दो खण्डों में 21 प्रश्न हैं: खण्ड क और खण्ड ख ।
- (iii) खण्ड क में वस्तुनिष्ठ प्रकार के प्रश्न हैं जबकि खण्ड ख में विषयपरक प्रकार के प्रश्न हैं ।
- (iv) दिए गए $(5 + 16) = 21$ प्रश्नों में से, उम्मीदवार को 2 घंटे के आबंटित (अधिकतम) समय में $(5 + 10) = 15$ प्रश्नों के उत्तर देने हैं ।
- (v) किसी विशेष खण्ड के सभी प्रश्नों को सही क्रम में करने का प्रयास किया जाना चाहिए ।
- (vi) **खण्ड क:** वस्तुनिष्ठ प्रकार के प्रश्न (24 अंक) :
 - (a) इस खण्ड में 5 प्रश्न हैं ।
 - (b) कोई नकारात्मक अंकन नहीं है ।
 - (c) दिए गए निर्देशों के अनुसार कीजिए ।
 - (d) प्रत्येक प्रश्न/भाग के सामने आबंटित अंकों का उल्लेख किया गया है ।
- (vii) **खण्ड ख:** विषयपरक प्रकार के प्रश्न (26 अंक) :
 - (a) इस खण्ड में 16 प्रश्न हैं ।
 - (b) उम्मीदवार को 10 प्रश्न करने हैं ।
 - (c) दिए गए निर्देशों के अनुसार कीजिए ।
 - (d) प्रत्येक प्रश्न/भाग के सामने आबंटित अंकों का उल्लेख किया गया है ।

खण्ड क

(वस्तुनिष्ठ प्रकार के प्रश्न)

(24 अंक)

1. रोज़गार कौशल पर दिए गए 6 प्रश्नों में से किन्हीं 4 के उत्तर दीजिए । 4×1=4
 - (i) _____ स्वतंत्र रूप से काम करने की योग्यता है ।
 - (a) अभिप्रेरणा
 - (b) आत्मबोध
 - (c) आत्म-विश्वास
 - (d) अनुकूलन
 - (ii) उस स्थिति/वस्तु को पहचानिए जिससे बच्चों में मानसिक तनाव होता है ।
 - (a) विद्यालय के प्रधानाचार्य को बदलने के कारण तनाव
 - (b) परीक्षा में प्राप्त ग्रेड्स के कारण तनाव
 - (c) मित्र के परिवार की समस्याओं के कारण तनाव
 - (d) सुबह उठने के कारण तनाव



General Instructions :

- (i) Please read the instructions carefully.
- (ii) This question paper consists of **21** questions in **two** Sections : **Section A** and **Section B**.
- (iii) **Section A** has Objective Type questions, whereas **Section B** contains Subjective type questions.
- (iv) 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.
- (v) All questions of a particular section must be attempted in the correct order.
- (vi) **Section A : Objective Type Questions (24 marks) :**
 - (a) This section has **5** questions.
 - (b) There is no negative marking.
 - (c) Do as per the instructions given.
 - (d) Marks allotted are mentioned against each question / part.
- (vii) **Section B : Subjective Type Questions (26 marks) :**
 - (a) This section has **16** questions.
 - (b) A candidate has to do **10** questions.
 - (c) Do as per the instructions given.
 - (d) Marks allotted are mentioned against each question / part.

Section A

(Objective Type Questions)

(24 Marks)

1. Answer any **4** out of the given **6** questions on Employability Skills. $4 \times 1 = 4$
- (i) _____ is the ability to work independently.
 - (a) Motivation
 - (b) Self-awareness
 - (c) Self-reliance
 - (d) Adaptability
 - (ii) Identify the situation/thing which leads to mental stress among children.
 - (a) Stress due to change of Principal of school
 - (b) Stress due to examination grades
 - (c) Stress due to problems in friend's family
 - (d) Stress due to waking up in the morning



- (iii) _____ एक प्रकार का ऑपरेटिंग सिस्टम है जो कम्प्यूटरों के ऐसे सेट पर चलता है जो एक नेटवर्क से परस्पर जुड़े होते हैं ।
- (a) मल्टी-यूजर (b) डॉस
(c) सिंगल (d) डिस्ट्रीब्यूटेड
- (iv) किसी फाइल या फोल्डर की नकल करने के लिए आप किन कुंजियों को दबाते हैं ?
- (a) Ctrl + X (b) Ctrl + C
(c) Ctrl + Z (d) Ctrl + Y
- (v) बताइए कि निम्नलिखित कथन सत्य है या असत्य :
“उद्यमिता और समाज में प्रत्यक्ष (सीधा) संबंध है ।”
- (vi) निम्नलिखित में से कौन-सा उद्यमिता का उदाहरण है ?
- (a) रेस्टोरेंट में काम करने वाला कुक
(b) एक मालिक मैकेनिक जिसके पास गाड़ियों की मरम्मत के लिए अपना गैरेज है
(c) अस्पताल में काम करने वाला डॉक्टर
(d) स्कूल में पढ़ाने वाला शिक्षक

2. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए ।

5×1=5

- (i) _____ में मार्जिन, हेडर और फुटर, बॉर्डर और बैकग्राउंड शामिल हैं ।
- (a) करैक्टर स्टाइल (b) पेज स्टाइल
(c) नंबरिंग स्टाइल (d) फ्रेम स्टाइल
- (ii) पुष्कर ने एक डॉक्यूमेंट में विविध आकारों को एक खास स्थिति और तरीके से उपयोग करते हुए उसे तैयार किया है । एक फ्रीचर का सुझाव दीजिए जिसके उपयोग से ऑब्जेक्ट्स को संग्रह में बने रहने दिया जा सके ।
- (a) ट्रांसपेरेंसी (b) पोस्टराइज़
(c) ग्रुपिंग ड्राइंग ऑब्जेक्ट्स (d) ऑर्डरिंग ड्राइंग ऑब्जेक्ट्स
- (iii) मेहुल ने अपने डॉक्यूमेंट रिपोर्ट “मेरे राज्य में घूमें” को अधिक स्पष्ट बनाने के लिए उसमें कुछ चित्र डाले हैं । कई चित्रों में कुछ अतिरिक्त भाग हैं जिन्हें हटाया जाना है । इस काम के लिए निम्नलिखित में से कौन-सा विकल्प उपयुक्त है ?
- (a) रिसाइज़ (b) क्रॉप
(c) रिकलर (d) रोटेट



- (iii) _____ is a type of operating system that runs on a set of computers that are interconnected by a network.
- (a) Multi-user (b) DOS
(c) Single (d) Distributed
- (iv) Which keys do you press to copy a file or a folder ?
- (a) Ctrl + X (b) Ctrl + C
(c) Ctrl + Z (d) Ctrl + Y
- (v) State whether the following statement is *True* or *False* :
“There is a direct relationship between entrepreneurship and society.”
- (vi) Which of the following is an example of entrepreneurship ?
- (a) A cook working in a restaurant
(b) A mechanic who owns a garage for repairing vehicles
(c) A doctor working in a hospital
(d) A teacher teaching in a school

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

5×1=5

- (i) _____ includes margins, headers and footers, borders and backgrounds.
- (a) Character Style (b) Page Style
(c) Numbering Style (d) Frame Style
- (ii) Pushkar has created a drawing using multiple shapes that are arranged in a particular position and manner in his document. Suggest a feature that can be used to let the objects remain set as a collection.
- (a) Transparency (b) Posterize
(c) Grouping drawing objects (d) Ordering drawing objects
- (iii) Mehul has inserted images in his document report “Travel My State” to make it more descriptive. Some of the images are having some extra part that needs to be removed. Which of the following option is suitable to do the task ?
- (a) Resize (b) Crop
(c) Recolor (d) Rotate



- (iv) सुरेश को एक टास्क दिया गया है कि वह मल्टीपल डॉक्यूमेंट्स इस प्रकार बनाए कि प्रत्येक डॉक्यूमेंट के मुख पृष्ठ पर कंपनी का नाम और लोगो एक खास शैली में बना हो। इस टास्क को जल्दी से पूरा करने के लिए वर्ड प्रोसेसर के किस फ़ीचर का उपयोग किया जा सकता है ?
- (a) सेल स्टाइल्स (b) इमेज़
(c) टेम्प्लेट (d) टेबल ऑफ कंटेंट्स
- (v) राइटर का _____ फ़ीचर आपको आपके डॉक्यूमेंट के शीर्षकों से एक स्वचालित सूची बनाने देता है।
- (a) हेडर (b) स्टाइल्स
(c) टेबल ऑफ कंटेंट्स (d) टेम्प्लेट
- (vi) टेबल ऑफ कंटेंट्स को अचानक बदले जाने से सुरक्षित रखने के लिए _____ चेक बॉक्स को चेक करें :
- (a) प्रोटेक्टेड अगेंस्ट मैनुअल चेंजेस
(b) अलाउ ओनली मैनुअल चेंजेस
(c) मैनुअल चेंजेस
(d) पासवर्ड

3. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए। 5×1=5

- (i) स्टैटिस्टिकल फार्मूला की सेलों को चुने हुए विन्यास (ऐरे) पर _____ का उपयोग करते हुए लागू किया जा सकता है।
- (a) कॉन्सोलीडेट (b) गोल सीक
(c) सबटोटल (d) ऑटोसम
- (ii) निम्नलिखित में से कौन-सा शब्द उन सेल या सेलों की शृंखला से संबंधित है जो एक फार्मूला पर उपयोग हो सकते हैं ?
- (a) सेल रेफरेंस (b) सेल फार्मूला
(c) फार्मूला रेफरेंस (d) लिंकड सेल्स
- (iii) किसी वर्कबुक में बाय डिफॉल्ट कितनी शीटें उपलब्ध होती हैं ?
- (iv) Calc में स्टैटिस्टिकल फंक्शन का एक उदाहरण दीजिए।
- (v) Calc का रिकॉर्ड चेंजेज फ़ीचर किसी वर्कशीट में एक डिलीट किए गए कॉलम या रो को _____ से मार्क करता है।
- (a) सेल के ऊपर लाल बॉर्डर (b) सेल के ऊपर हरा बॉर्डर
(c) सेल पर लाल शेड (d) गाढ़े रंग का बार



- (iv) Suresh has been assigned a task to create multiple documents such that the first page of every document contains the company's name and logo in a particular style. Which feature of word processor can be used to complete the task quickly ?
- (a) Cell styles (b) Image
(c) Template (d) Table of Contents
- (v) Writer's _____ feature lets you build an automated index from the headings in your document.
- (a) Header (b) Styles
(c) Table of Contents (d) Template
- (vi) To protect the table of contents from being changed accidentally, check the _____ check box.
- (a) Protected against manual changes
(b) Allow only manual changes
(c) Manual changes
(d) Password

3. Answer any **5** out of the given **6** questions. *5×1=5*

- (i) A statistical formula can be applied to a selected array of cells using _____.
- (a) Consolidate (b) Goal seek
(c) Subtotal (d) Autosum
- (ii) Which of the following term refers to a cell or range of cells that can be used in a formula ?
- (a) Cell Reference (b) Cell Formula
(c) Formula Reference (d) Linked Cells
- (iii) How many sheets are provided by default in spreadsheets in a workbook ?
- (iv) Give an example of statistical function in Calc.
- (v) Record changes feature of Calc marks a deleted column or row in a worksheet by a _____.
- (a) red border over the cell (b) green border over the cell
(c) red shade in the cell (d) heavy colored bar



(vi) _____ कमांड्स या की-स्ट्रोकस का एक सुरक्षित (सेव्ड) सीक्वेंस है जिनको बाद में उपयोग के लिए स्टोर किया जाता हो ।

- (a) रिकॉर्ड चेंजेज़ (b) कम्पेयर्ड चेंजेज़
(c) मर्ज (d) मैक्रो (Macro)

4. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए ।

5×1=5

(i) _____ एक डाटाबेस ऑब्जेक्ट है जो उपयोगकर्ता से डाटा स्वीकार करने का क्रमबद्ध तरीका प्रदान करता है और उसे डाटाबेस के एक टेबल में भंडारित करता है ।

- (a) क्वेरी (b) फॉर्म
(c) रिपोर्ट (d) टेबल

(ii) प्राइमरी कुंजियाँ भी डाटाबेस में _____ होती हैं, जिससे रिकॉर्ड खोजने के लिए डाटाबेस की गति तेज हो जाती है ।

- (a) इंडेक्स (b) डिफाइंड
(c) डुप्लीकेटेड (d) रेप्लीकेटेड

(iii) टेबल की विशिष्टता (यूनिकनेस) से, उपयोगकर्ता अथवा कम्प्यूटर एरर द्वारा रिकॉर्ड्स के अचानक _____ होने से बचा जा सकता है ।

- (a) डुप्लीकेशन (b) की
(c) डिलीशन (d) रिमूवल

(iv) RDBMS का डाटा _____ में ऑर्गनाइज़ होता है ।

- (a) फाइल्स (b) टेबल्स
(c) टेक्स्ट रिलेटेड ऑनली (d) नेटवर्क से लिंक हुआ

(v) बाइनरी डाटा टाइप्स को _____ में डाटा स्टोर करने के लिए उपयोग किया जाता है ।

- (a) इंटीजर फॉर्मेट (b) करैक्टर फॉर्मेट
(c) टेक्स्ट फॉर्मेट (d) बाइनरी फॉर्मेट

(vi) _____ का आशय है कि क्वेरी उस मापदंड का उपयोग करता है जो आप कुछ डाटा को अदृश्य करने के लिए उपलब्ध कराते हैं और वही प्रस्तुत करता है जिसे आप देखना चाहते हैं ।

- (a) इंडेक्सिंग (b) सॉर्टिंग
(c) फिल्टरिंग (d) रिलेटिंग



(vi) _____ is a saved sequence of commands or keystrokes that are stored for later use.

- (a) Record Changes (b) Compare Changes
(c) Merge (d) Macro

4. Answer any **5** out of the given **6** questions.

5×1=5

(i) A _____ is a database object that provides a systematic way to accept data from the user and store it in a table of a database.

- (a) Query (b) Form
(c) Report (d) Table

(ii) Primary Keys are also _____ in the database, making it faster for the database to search for a record.

- (a) indexed (b) defined
(c) duplicated (d) replicated

(iii) Record uniqueness in a table helps to avoid accidental _____ of records caused by user or computer error.

- (a) duplication (b) key
(c) deletion (d) removal

(iv) Data in RDBMS is organized in _____.

- (a) files (b) tables
(c) text related only (d) linked through network

(v) Binary data types are used for storing data in _____.

- (a) integer format (b) character format
(c) text format (d) binary format

(vi) _____ means that the query uses criteria you provide to hide some data and present only what you want to see.

- (a) Indexing (b) Sorting
(c) Filtering (d) Relating



5. दिए गए 6 प्रश्नों में से किन्हीं 5 के उत्तर दीजिए ।

5×1=5

- (i) _____ एक एक्सेसिबिलिटी फंक्शन है जो कुंजीपटल को बताता है संक्षिप्त या बार-बार के की-स्ट्रोकस की अनदेखी करे, जिससे उन लोगों के लिए टाइप करना आसान हो जिनके हाथ काँपते हों ।
- (a) स्टिकी कीज़ (b) फिल्टर कीज़
(c) टॉगल कीज़ (d) इन्सर्ट कीज़
- (ii) _____ कम्प्यूटरों और अन्य हार्डवेयर कम्पोनेंटों का संग्रह है जो कम्यूनिकेशन चैनलों (केबल्स या सैटेलाइट्स) से परस्पर जुड़ा होता है जो संसाधनों और सूचना को साझा करने की अनुमति देते हैं ।
- (a) कम्प्यूटर (b) कम्प्यूटर नेटवर्क
(c) क्लाइंट (d) सर्वर
- (iii) वाईफाई डिवाइसों, जैसे पर्सनल कम्प्यूटर, स्मार्टफोन, वीडियो गेम कंसोल, आदि को एक डिवाइस द्वारा इंटरनेट जैसे नेटवर्क सिसोर्स से जोड़ा जा सकना जो _____ कहलाता है ।
- (a) PSTN (b) DSL
(c) WiMax (d) WAP
- (iv) OLTP का अर्थ है
- (a) ऑनलाइन ट्रांज़ैक्शन प्रोटोकॉल
(b) ऑन लाइन ट्रांसफर प्रोटोकॉल
(c) ऑनलाइन ट्रांज़ैक्शन प्रोसेसिंग
(d) ओवरलाइन ट्रांज़ैक्शन प्रोटोकॉल
- (v) निम्नलिखित में से कौन-सा स्वस्थ जीवनशैली का हिस्सा **नहीं** है ?
- (a) शारीरिक गतिविधियाँ
(b) गहरी नींद
(c) स्वास्थ्यकर खाने की आदतें
(d) लम्बे समय तक टेलीविज़न देखना
- (vi) कोई अनपेक्षित स्थिति जिसमें तुरन्त ध्यान और कार्य की ज़रूरत होती है, कहलाती है _____ ।
- (a) एस.डी.जी. (SDGs) (b) आपातकाल
(c) हानि (d) लाभ



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

5×1=5

- (i) _____ is an accessibility function that tells the keyboard to ignore brief or repeated keystrokes, making typing easier for people with hand tremors.
- (a) Sticky keys (b) Filter keys
(c) Toggle keys (d) Insert key
- (ii) A _____ is a collection of computers and other hardware components interconnected by communication channels (cables or satellites) that allow sharing of resources and information.
- (a) Computer (b) Computer network
(c) Client (d) Server
- (iii) WiFi devices such as personal computer, smartphones, video game console, etc. can connect to a network resource such as Internet through a device called the _____.
- (a) PSTN (b) DSL
(c) WiMax (d) WAP
- (iv) OLTP stands for
- (a) Online Transaction Protocol
(b) On Line Transfer Protocol
(c) Online Transaction Processing
(d) OverLine Transaction Protocol
- (v) Which one of the following is **not** a part of healthy lifestyle ?
- (a) Physical activities
(b) Sound sleep
(c) Healthy eating habits
(d) Watching television for long hours
- (vi) Any unexpected situation that needs immediate attention and action is called _____.
- (a) SDGs (b) emergency
(c) loss (d) profit



खण्ड ख

(विषयपरक प्रकार के प्रश्न)

(26 अंक)

रोज़गार कौशल पर दिए गए 5 प्रश्नों में से किन्हीं 3 के उत्तर 20 – 30 शब्दों (प्रत्येक) में दीजिए । $3 \times 2 = 6$

6. तनाव प्रबंधन के कोई दो लाभ समझाइए ।
7. योग और ध्यान में क्या अंतर है ?
8. ऑपरेटिंग सिस्टम क्या है ? दो उदाहरण दीजिए ।
9. उद्यमी के कोई दो प्रकार्य (फंक्शन) बताइए ।
10. उद्यमी के बारे में कोई दो भ्रान्त धारणाएँ लिखिए ।

दिए गए 6 प्रश्नों में से किन्हीं 4 के उत्तर 20 – 30 शब्दों (प्रत्येक) में दीजिए ।

$4 \times 2 = 8$

11. एजिंग और पोस्टराइज़ ग्राफिक फिल्टरों में अंतर स्पष्ट कीजिए ।
12. स्प्रेडशीट में हाइपरलिंक्स सृजित करने के कोई दो लाभ लिखिए ।
13. रिकॉर्ड परिवर्तन फ़ीचर के अंतर्गत, कोई फिल्टरों की सहायता से स्क्रीन पर दिखाई पड़ने वाले परिवर्तनों को नियंत्रित कर सकता है । कोई दो क्राइटेरिया लिखिए जिन पर ये फिल्टर आधारित होते हैं ।
14. किसी फ्लैट फाइल पर संगठित किए गए डाटा तथा रिलेशनल फॉर्म में अंतर स्पष्ट कीजिए ।
15. www का पूरा नाम बताइए और उसे स्पष्ट कीजिए ।
16. (क) निम्नलिखित नेटवर्क को गति के घटते क्रम में क्रमबद्ध कीजिए ।
DSL, 3G, 5G
(ख) इंस्टेंट मैसेजिंग सॉफ्टवेयर के कोई दो उदाहरण दीजिए ।

दिए गए 5 प्रश्नों में से किन्हीं 3 के उत्तर 50 – 80 शब्दों (प्रत्येक) में दीजिए ।

$3 \times 4 = 12$

17. दो क्षेत्र बताइए जहाँ मेल मर्ज का उपयोग हो सकता हो । साथ ही किन्हीं दो सॉफ्टवेयरों के नाम बताइए जिनका उपयोग डाटा लिस्ट के भंडारण (स्टोर) में हो सकता है ।
18. निम्नलिखित को स्प्रेडशीटों के संदर्भ में समझाइए :
(क) सिनेरियो
(ख) गोलसीक



Section B

(Subjective Type Questions)

(26 Marks)

Answer any **3** out of the given **5** questions on *Employability Skills* in 20 – 30 words each.

3×2=6

6. Explain any two benefits of stress management.
7. What is the difference between yoga and meditation ?
8. What is an operating system ? Give two examples.
9. Give any two functions of an entrepreneur.
10. Give any two misconceptions about an entrepreneur.

Answer any **4** out of the given **6** questions in 20 – 30 words each.

4×2=8

11. Differentiate between Aging and Posterize graphic filters.
12. Give any two uses of creating hyperlinks in a spreadsheet.
13. Under Record changes feature, one can control the changes that appear on the screen using filters. Explain any two criteria on which these filters are based.
14. Differentiate between data organized in a flat file and a relational form.
15. Expand and explain the term www.
16. (a) Arrange the following network in decreasing order of speed :
DSL, 3G, 5G
(b) Give any two examples of instant messaging software.

Answer any **3** out of the given **5** questions in 50 – 80 words each.

3×4=12

17. Give two areas where Mail Merge can be used. Also give names of any two softwares that can be used to store the data list.
18. Explain the following w.r.t. spreadsheets :
 - (a) Scenario
 - (b) Goalseek



19. DBMS के कोई चार न्यूमेरिक डाटा टाइप लिखिए ।

20. (क) एक टेबल “SUPPLIER” की संरचना नीचे की गई है । प्रत्येक कॉलम के लिए उपयुक्त डाटा टाइप का सुझाव दीजिए ।

टेबल : SUPPLIER

Suppno	Suppname	City	Amount
11	Sourabh	Delhi	98983.00
22	Pratabh	Jaipur	45780.00
33	Faviaam	Mumbai	82875.00
44	Shekhar	Jaipur	45465.00
55	Swami	Mumbai	56784.00

(ख) (क) में दी गई टेबल “SUPPLIER” पर विचार कीजिए ।

निम्नलिखित के लिए क्वेरी लिखिए :

(i) दिल्ली के सभी सप्लायर्स के नाम प्रदर्शित कीजिए ।

(ii) उन सप्लायर्स के विवरण प्रदर्शित कीजिए जिनकी धनराशि 50000 से अधिक हो ।

21. (क) इंटरनेट के दो खतरों (थ्रेट्स) के उदाहरण दीजिए ।

(ख) अधिकतर समय उपयुक्त उपाय करके आग को रोका जा सकता है । कोई दो उपाय बताइए ।



19. Write any four numeric data types in DBMS.

20. (a) The structure of a table “SUPPLIER” is given below. Suggest suitable data type of each column.

Table : SUPPLIER

Suppno	Suppname	City	Amount
11	Sourabh	Delhi	98983.00
22	Pratabh	Jaipur	45780.00
33	Faviaam	Mumbai	82875.00
44	Shekhar	Jaipur	45465.00
55	Swami	Mumbai	56784.00

(b) Consider the table “SUPPLIER” given in (a).

Write queries to :

(i) Display the supplier name of all suppliers from Delhi

(ii) Display details of suppliers whose amount is greater than 50000.

21. (a) Give examples of two Internet threats.

(b) Most of the time fire can be prevented using appropriate measures. Give any two measures.

CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE - 402)

MARKING SCHEME FOR CLASS X (SESSION 2023-2024)

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. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section contains 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. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
i.	b. Interpersonal Barrier	NCERT	Communication Skills	Pg-72	1
ii.	b. Ishan : Install reliable antivirus software and update	NCERT	Unit 3	Pg-77	1
iii.	b. Stress Management	NCERT	Unit-2 Self-Management Skills	Pg-42	1
iv.	c. Mental	NCERT	Unit-2 Self-Management Skills	Pg-17	1
v.	d. All of these	Employability Study Material	Entrepreneurial Skills	Pg-55	1
vi.	c. United Nations	NCERT	Green Skills	Pg-63	1
Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	d. Row	CBSE Study Material	Unit 1 Session 4	Pg – 30	1
ii.	a. Black	CBSE Study Material	Unit 1 Session 4	Pg – 17	1

iii.	a. Wraptaxt	CBSE Study Material	Unit 1	Pg - 13	1
iv.	a. Data source	CBSE Study Material	Unit 1 Session 5	Pg – 41	1
v.	b. Sharpen	CBSE Study Material	Unit 4 Session 2	Pg – 172	1
vi.	b. DSL	CBSE Study Material			1
Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	b. Scenario	CBSE Study Material	Unit 1	Pg - 17	1
ii.	b. Linksheet	CBSE Study Material	Unit 2 Session 2	Pg - 74	1
iii.	c. Solver	CBSE Study Material	Unit 2 Session 1	Pg – 67,68	1
iv.	a. Sheet tab	CBSE Study Material	Unit 2 session 2	Pg - 72	1
v.	b. Sharpen	CBSE Study Material	Unit 1 Session 2	Pg - 13	1
vi.	b. Comparing	CBSE Study Material	Unit 2	Pg -94	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	c. Form	CBSE Study Material	Unit 3	Pg - 155	1
ii.	b. 3	CBSE Study Material	Unit 3	Pg – 135	1
iii.	c. SQL	CBSE Study Material	Unit 2	Pg - 72	1
iv.	b. Varchar	CBSE Study Material	Unit 3	Pg - 124	1
v.	d. F5	CBSE Study Material	Unit 3 Session 4	Pg - 143	1
vi.	a. 1	CBSE Study Material	Unit 3	Pg - 113	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	c. Serial	CBSE Study Material	Unit 4 Session 1	Pg - 168	1
ii.	a. Blog	CBSE Study Material	Unit 4 Session 5	Pg - 183	1
iii.	c. Google	CBSE Study Material	Unit 4	Pg - 177	1
iv.	b. 14Hd{]}_Sb10	CBSE Study Material	Unit 4 Session 5	Pg - 184	1
v.	a. LAN	CBSE Study Material	Unit 4 Session 2	Pg - 170	1
vi.	b. IP Protcol	CBSE Study Material	Unit 4 Session 11	Pg - 170	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/ PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)					
Q. 6	Learning objectives of Effective communication are : 1. Sending, receiving and understanding the message or information 2. Development of Interposal Skills 3. To express effectively with maximum efficiency	Employability Study Material	Chap. No. 1	Pg – 1,2	2
Q. 7	The smartest and most successful people welcome new ideas and diverse perspectives, allowing them to see more opportunities ahead of them and better solutions to problems. Open-minded entrepreneurs are able to strategize better because they can listen to varying and look at a problem through multiple lenses.	NCERT	Chap. No. 1	Pg - 13	2

Q. 8	The ability to work independently can be enhanced by being self-regulated. Self-regulation guides independent individuals as it help them to consider long term consequences rather than just transient feelings. It leads to a responsible and a value driven behavior. It teaches self-control and well-directed efforts to reach the goal. Self-regulated includes discipline that helps in consistent efforts to move towards the goal.	NCERT	Unit 2	Pg - 43	2
Q. 9	We can prevent the computer against attack of viruses by installing proper antivirus, enabling the firewall, scan external devices before using on other computer, by avoiding emails that are suspicious or not known to us, should be very careful while downloading files or any programs from the internet etc.	NCERT	Unit 3	Pg - 81	2
Q. 10	The focus of green growth strategies is ensuring that natural assets can deliver their full economic potential on a sustainable basis. That potential includes the provision of critical life support services – clean air and water, and the resilient biodiversity needed to support food production and human health.	STUDY MATERIAL	Entrepre - neurship Skills	Pg – 63	2
Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)					
Q. 11	Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is, paragraph, or even a character. An image always has an anchor point. (Answer in Libre Office and Open Office both are acceptable.)	CBSE Study Material	Unit 1 Session 2	Pg-21	2
Q. 12	Sorting is the process of arranging data into meaningful order so that you can analyze it more effectively. For example , you might want to arrange sales data by calendar month so that you can produce a graph of sales performance. (Answer in Libre Office and Open Office both are acceptable.)	CBSE Study Material	Unit 2 Session 4	Pg-104	2
Q. 13	The etiquettes to be followed while chatting on the internet are : i. Message should be short and to the point. ii. Always introduce yourself by name if your screen name doesn't reflect it. iii. Always ask if the other person has time to chat first, regardless of how important you think what you have to say is, it's not going to be well received if the recipient is busy.	CBSE Study Material	Unit 3 Session 3	Pg-130	2
Q. 14	Goal seek determines what values needs to be input in a cell to achieve the described result in a formula	CBSE Study Material	Unit 2 Session 1	Pg-66	2

	cell as it allows varying the value for one cell whereas Solver can solve equations that uses several variables, so it can be used to determine what values need to be entered in multiple-input cells to achieve the described result.				
Q. 15	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 column in another (referenced. table. A table can have only Primary Key but a table can have multiple foreign keys.	CBSE Study Material	Unit 3 Session 1	Pg-113	2
Q. 16	A healthy lifestyle helps to keep and improve people’s health and well-being. A healthy lifestyle includes : i. Healthy eating habits. ii. Physical activities. iii. Stress management v. Sound sleep vi.	NCERT	Unit 4 Session 11	Pg-211	2
Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)					
Q. 17	The table of contents is a snapshot of the headings and page numbers in your document and does not automatically updates itself as you make changes. It acts as a map for the users. A good table of content has the following characteristics: <ul style="list-style-type: none"> • It should be easy to read and simple to use. • It should be organised and formatted properly. • It must be accurate and easily accessible. • It should be given after the title and copyright page. (Answer in Libre Office and Open Office both are acceptable.)	CBSE Study Material	Unit 1 Session 2	Pg-21	4
Q. 18	Scenarios are a tool to test “What-if” questions. Each scenario is names and can be edited and formatted separately. When you print the spreadsheet, only the content of the currently active scenario is printed. A scenario is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the navigator or a drop-down list which can be shown beside the changing cells. For example, if you wanted to calculate the effect of different interest rates on investment, you could add a scenario for each interest rate and quickly view the results. Formulas that rely on the values changed by your scenario are updated when the scenario is opened. If all your	CBSE Study Material	Unit 2 Session 1	Pg-65	4

	sources of income used scenarios, you could efficiently build a complex model of your possible income.				
Q. 19	<p>There are different kinds of online threads:</p> <p>i. Phishing: Phishing attacks use fake communication, such as an email, to trick the receiver into opening it and carrying out the instructions inside, such as providing a credit card number.</p> <p>ii. Malware: Malware is malicious software such as spyware, ransomware, viruses, and worms. Malware is activated when a user clicks on a malicious link or attachment, which leads to installing harmful software.</p> <p>iii. Password Attacks: With the right password, a cyber attacker has access to a wealth of information. Social engineering is a type of password attack that data insider defines as “a strategy cyber attackers use that relies heavily on human interaction and often involves tricking people into breaking standard security practices.”</p> <p>iv. Email spoofing: It is the forgery of an email header so that the message appears to have originated from someone or somewhere other than the actual source.</p>	CBSE Study Material	Unit 4 Session 8	Pg-195	4
Q. 20	<p>Referential Integrity is used to maintain the 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 constrains. Referential Integrity is important in DBMS as:</p> <ul style="list-style-type: none"> • It prevents the entry of duplicate data. • It prevents one table from pointing to a nonexistent field in another table. • It prevents consistency between “Partnered” tables. • It prevents the deletion of a record that contains a value referred to by a foreign key in another table. • It prevents the addition of a record to a table that contains a foreign key unless key unless there is primary key in the linked table. 	CBSE Study Material	Unit 3 Session 3	Pg-135	4

