

Marking Scheme links are on each paper

SAMPLE PAPERS

CBSE EXAM 2024

30 Sets

Class : 10th

Sub : Information Technology



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Sample Paper 1
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

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.
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SECTION - A
Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Which of the following is not a symptom of stress?
 - (a) Irritability
 - (b) Insomnia
 - (c) Fatigue
 - (d) Fever
 - (ii) Which of the following is not a type of entrepreneurship activities?
 - (a) Social
 - (b) Agricultural
 - (c) Women
 - (d) Leader
 - (iii) When you start a computer, the operating system gets loaded into the main memory from the hard disk. This is called _____.
 - (a) uploading
 - (b) booting
 - (c) starting
 - (d) downloading
 - (iv) The drive within you that compels you to complete tasks is
 - (a) self-motivation
 - (b) self-regulation
 - (c) self-awareness
 - (d) self-sufficient

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SOLUTIONS

- (v) Which of the following is a barrier to effective communication?
- (a) Use of jargon and technical terms
 - (b) Clear and concise messaging
 - (c) Active listening
 - (d) Mutual understanding
- (vi) What is the role of green skills in waste management?
- (a) Encouraging unsustainable disposal methods
 - (b) Promoting recycling and composting practices
 - (c) Increasing landfills and waste accumulation
 - (d) Disregarding the concept of resource conservation

2. Answer any 5 out of the given 6 questions

- (i) Template includes placeholder text that is surrounded by ____.
- (a) arrow
 - (b) brackets
 - (c) data source
 - (d) commas
- (ii) Which of the following is an attribute whose value is derived from the primary key of some other table?
- (a) Primary key
 - (b) Foreign key
 - (c) Alternate key
 - (d) None of these
- (iii) Do not use the elevator in times of fire in the building. Always use ____ for such emergencies.
- (a) office space
 - (b) staircase
 - (c) washroom
 - (d) None of these
- (iv) Solve option under Tools menu amounts to a more elaborate form of _____. The difference is that the Solver deals with equations with multiple _____.
- (a) unknown variables, goals seek
 - (b) variables, equation
 - (c) goal seek, unknown variables
 - (d) subtotal, goal seek
- (v) Databases have the ability to
- (a) store a large amount of data in a structured format, easy update, sort query, production of reports.
 - (b) spell check, perform calculations, library of mathematical functions, replication.
 - (c) rotate images, copy and paste, fill scale.
 - (d) None of the above
- (vi) In the Load Style dialog box, option loads the paragraph and the character styles from the selected document into the current document.
- (a) Page
 - (b) Paragraph
 - (c) Overwrite
 - (d) Text

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SOLUTIONS

3. Answer any 5 out of the given 6 questions

- (i) Editing Custom Shapes feature allows _____ of small segments of a drawing.
(a) shaping (b) reshaping
(c) rehearse (d) None of these
- (ii) Which tab is used to share the worksheet data?
(a) Home (b) Review
(c) Insert (d) Layout
- (iii) _____ is used to transfer files between computers on a network.
(a) Web server
(b) FTP
(c) Multimedia
(d) Web browser
- (iv) A tuple in RDBMS is referred to _____ of a table.
(a) record (b) field
(c) table (d) key
- (v) Which of the following is not a spreadsheet software?
(a) VisiCalc (b) MS-Excel
(c) Writer (d) Lotus 1-2-3
- (vi) _____ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily.
(a) Summation (b) Data Consolidation
(c) Data Format (d) Data Chart

4. Answer any 5 out of the given 6 questions

- (i) By dragging any _____ handle you can increase or decrease the _____ of the image diagonally.
(a) corner, size (b) side, quality
(c) top, depth (d) corner, quality
- (ii) Wireless broadband can be
(a) mobile (b) fixed
(c) Both (a) and (b) (d) None of these
- (iii) _____ can deal with multiple variables as the goal seek is used to manipulate one variable cell.
(a) Solver (b) Goal Seek
(c) Scenario (d) what-if
- (iv) _____ ensure that all the documents have a standard layout, look and feel.
(a) Graphics (b) Layout
(c) Properties (d) Templates

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- (v) To join the Internet, the computer has to be connected to a
- (a) Internet Architecture Board
 - (b) Internet society
 - (c) Internet Service Provider
 - (d) None of these
- (vi) A relational database is a collection of
- (a) attributes
 - (b) tables
 - (c) records
 - (d) fields

5. Answer any 5 out of the given 6 questions

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

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SOLUTIONS

SECTION - B
Subjective Type Questions

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

6. What is an operating system?
7. What is fatigue related stress? Why is it difficult to avoid?
8. What is the contribution of the entrepreneurs in the execution of Government policies?
9. In what way does inadequate planning hinder effective communication?
10. How can individuals acquire green skills?

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

11. What is the difference between absolute and relative hyperlinks as used in Calc?
12. What do you mean by template?
13. Elucidate the following terms:
 - (i) PAN
 - (ii) WiMAX
14. What is the role of a foreign key in a database management system (DBMS)?
15. State any two practices for internet security.
16. Write the steps to insert a record in a Datasheet View.

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

17. Riddhima wants to know about mailing labels in word processor. Help her to find the answers of the given questions.
 - (a) What is a mailing label?
 - (b) What are the ways to prepare and print mailing labels?
18. Shubham is learning about DBMS. He wants to know about the following:
 - (a) The purpose of DBMS
 - (b) Any two uses of DBMS

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SOLUTIONS

19. Consider the following table PRODUCT

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

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

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Sample Paper 2
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A
Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) 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
 - (ii) Which of the following is an example of a barrier to effective communication?
 - (a) Active listening
 - (b) Providing clear instructions
 - (c) Language barriers
 - (d) Using appropriate body language
 - (iii) A _____ is a collection of information saved as a unit.
 - (a) Folder
 - (b) File
 - (c) Path
 - (d) File extension
 - (iv) _____ generates within the human regarding the unreasonable matters.
 - (a) Internal stress
 - (b) Survival stress
 - (c) Environmental stress
 - (d) None of the above

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- (v) Which of the following is not an environmental benefit of green skills?
- (a) Reduction in greenhouse gas emissions
 - (b) Preservation of biodiversity
 - (c) Increased use of non-renewable resources
 - (d) Conservation of natural habitats
- (vi) An entrepreneur must establish good relations with _____ and its functionaries.
- (a) customer
 - (b) government
 - (c) Both (a) and (b)
 - (d) None of these
2. Answer any 5 out of the given 6 questions
- (i) _____ command is used to restore database to original since the last COMMIT.
- (a) REVIEW
 - (b) SELECT
 - (c) ROLLBACK
 - (d) None of these
- (ii) Every computer is protected by a _____.
- (a) firewall
 - (b) software
 - (c) server
 - (d) network
- (iii) To delete a template, _____ on a template in the Templates window and select Delete.
- (a) Right-click
 - (b) Double-click
 - (c) Left-click
 - (d) None of these
- (iv) The structure line displays the elements for entries in the level column. The _____ button represents the page number.
- (a) #
 - (b) &
 - (c) %
 - (d) @
- (v) Which of the following fields will not make a suitable primary key?
- (a) A customer's account number
 - (b) A date-field
 - (c) An auto number field
 - (d) A student's admission number
- (vi) Default name of first scenario created in Sheet1 of Calc is _____.
- (a) Sheet_1_Scenario
 - (b) Sheet_Scenario_1
 - (c) Sheet1_Scenario_1
 - (d) None of the above

3. Answer any 5 out of the given 6 questions

- (i) Commands are a set of instructions that is used to interact with database.
- (a) SQL
 - (b) Java
 - (c) Mac
 - (d) DBMS

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SOLUTIONS

- (ii) Instant messaging service accepts instant messages from _____.
(a) external sites (b) internal sites
(c) Both (a) and (b) (d) None of these
- (iii) Under Insert tab, _____ group contains the features like Shapes, ClipArt etc.
(a) Illustrations (b) Shapes
(c) Paragraph (d) Clipboard
- (iv) In the Subtotal dialog box, the _____ box is used to select the column on which you want to add the Subtotal to.
(a) group by (b) filter by
(c) consolidate by (d) update by
- (v) _____ command is used to retrieve data from a database.
(a) SELECT (b) INSERT
(c) UPDATE (d) None of these
- (vi) Two other toolbars can be opened from Picture Tool bar are : the _____ and _____.
(a) Edit picture, Color picture
(b) Format, drawing
(c) Graphic Filter toolbar, Color toolbar
(d) Floating toolbar, Color toolbar
4. Answer any 5 out of the given 6 questions
- (i) Which of the following network devices is used to connect to dissimilar networks?
(a) Gateway (b) Switch
(c) Bridge (d) Router
- (ii) Type of software is accessed using browsers
(a) Open source (b) Web based
(c) Both (a) and (b) (d) None of these
- (iii) _____ is a collection of related information.
(a) Base (b) Database
(c) Web-based (d) None of the above
- (iv) Under _____ tab, Bullet and Numbering, Autocorrect etc options are present.
(a) Tools (b) Format
(c) Window (d) Table
- (v) In Goal seek dialog box, the _____ we enter the reference of the cell that contains the value to be changed.
(a) variable cell
(b) modifying cell
(c) changing cell
(d) replacing cell

- (vi) Which tab of Writer contains the Mail Merge Wizard?
- | | |
|----------|------------|
| (a) View | (b) Tools |
| (c) Edit | (d) Format |

5. Answer any 5 out of the given 6 questions

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

SECTION - B

Subjective Type Questions

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

6. Explain any two functions of an entrepreneur.
7. Difference between file and folder.
8. Why is self-regulation important in life?

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SOLUTIONS

9. What role do green skills play in addressing climate change?
10. Can you explain the principle of completeness in the context of effective communication ?

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

11. Difference between circuit switching and packet switching.
12. What is the use of Consolidate option in Calc?
13. What is Referential Integrity? Explain its purposes.
14. State any two ways of inserting sheets in a workbook?
15. What is Internet Service Provider?
16. How can you define OLE?

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

17. Consider the following table: SHOPPE

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

- (i) How many fields and records are there in SHOPPE table?
- (ii) Write SQL commands for the following :
- (a) Display Id and SName of all the shops located in Nehru Place.
 - (b) Display the details alphabetically by SName.
 - (c) Display SName of shops whose Area is CP.
18. Lavish is preparing notes for his upcoming exams. Help him to write the correct answer of the following:
- (i) Scenario
 - (ii) Absolute link
 - (iii) Relative link
 - (iv) Macro

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19. Your friend's father owns a restaurant. He manually enters the customers records in a register. You want to explain to him the importance of creating a database in computer. Tell the advantages of using computerized database with the help of the following points:
- (a) Data redundancy
 - (b) Data inconsistency
 - (c) Confidentiality
 - (d) Sharing
20. Samarjit wants to know about template. Tell him the definition of template and also the steps to create a document using it.
21. Rahul and 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 a video conferencing after school hours in order to complete the project on time. Tell the use of the following devices used for video conferencing.
- (a) Microphone
 - (b) Web camera
 - (c) Speakers
 - (d) Headsets

□□□□□□

Sample Paper 3
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Effective communication involves
 - (a) Speaking only
 - (b) Listening only
 - (c) Speaking and listening
 - (d) Writing and reading
 - (ii) To find a suitable market an entrepreneur performs the functions of
 - (a) advertisement and publicity
 - (b) appointment of selling agents
 - (c) new organisation structure
 - (d) Both (a) and (b)
 - (iii) What is a file?
 - (a) A file is a section of main storage used to store data
 - (b) A file is a collection of information that has been given a name and have an extension
 - (c) A file is the part of a program that is used to describe what the program should do
 - (d) A file can be saved only in CDs.

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- (iv) In _____, we change from our normal activities to silence.
- (a) meditation
 - (b) stress
 - (c) worries
 - (d) survival
- (v) What is the meaning of sustainable development?
- (a) Development that focuses on economic growth only
 - (b) Development that meets the needs of the present without compromising future generations.
 - (c) Development that prioritizes social progress over environmental protection
 - (d) Development that relies solely on renewable energy sources
- (vi) _____ is a common response to danger in all people and animals.
- (a) Internal stress
 - (b) Environmental stress
 - (c) Survival stress
 - (d) Fatigue related stress

2. Answer any 5 out of the given 6 questions

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

3. Answer any 5 out of the given 6 questions

- (i) Calc considers any data that it does not recognise as a number, date, time or formula, as:
- (a) Expression (b) Equation
(c) Text (d) Function
- (ii) State True or False.
'Goal seek in Calc, helps us to find the desired result by adjusting an input value.'
- (a) True
(b) False
- (iii) Which of the following tools will help Swati, if she wants to arrange the height of students in her class in ascending order ?
- (a) Ordering data (b) Sorting data
(c) Presenting data (d) Referring data
- (iv) In ____ topology each node is connected to two and only two neighbouring nodes.
- (a) star (b) ring
(c) mesh (d) tree
- (v) Rajiv was asked to highlight the cells with green colour where the value entered is either greater than or equals to 120 in the worksheet containing thousands of data entries. Which feature of Calc should he use to get this work done within seconds?
- (a) Conditional formatting
(b) Filtering
(c) Sorting
(d) Simple formatting
- (vi) Select _____ → Track changes → Record from the menu bar. Thereafter, every change you record on the spreadsheet will have a red border around it.
- (a) File (b) Edit
(c) Format (d) Layout

4. Answer any 5 out of the given 6 questions

- (i) What dialog box opens on choosing File → Templates → Manage Templates in Writer?
- (a) The File dialog box (b) The Manage Templates dialog box
(c) The Templates dialog box (d) The Record Template dialog box
- (ii) Which shortcut key is used to make the selected text italic?
- (a) Ctrl + I (b) Shift + I
(c) F1 + I (d) None of these
- (iii) _____ are the ways to produce the data stored in databases and tables in a printed form.
- (a) Forms (b) Queries
(c) Reports (d) Data

- (iv) Tamanna wants to know the name of the kind of software which seems useful in the beginning, but will cause damage to the computer once installed. What is such kind of software called?
- (a) Trojan horse (b) Worm
(c) Malware (d) Virus
- (v) In URL, `http://www.freejobalert.com/index.htm`, which component identifies the path of a web page?
- (a) `http` (b) `www.freejobalert.com`
(c) `/index.htm` (d) All of the above
- (vi) Arnab learnt about a software which gets installed on the computer without the user's knowledge. Help him to find the name of the same.
- (a) Spyware (b) Malware
(c) Adware (d) None of these

5. Answer any 5 out of the given 6 questions

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

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SOLUTIONS

SECTION - B
Subjective Type Questions

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

6. Explain innovativeness as a quality of entrepreneur.
7. When interviewing job candidates, what qualities do employers find impressive?
8. What are the facilities provided by operating system?
9. What policies can support the development of green skills?
10. What do you mean by internal stress?

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

11. Define router as network device.
12. What is the purpose of a primary key in a database management system?
13. When is Memo data type is preferred over Text data type for a field?
14. Write down the significance of electronic spreadsheets.
15. Explain the role of template in word processor.
16. What are slipping and tripping hazards?

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

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

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

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- (i) To calculate the Stock Value as product of 'Quantity in Stock' and 'Rate' for each item present in the spreadsheet.
- (ii) To calculate the 'Quantity to Order' as 'Minimum Stock Quantity' - 'Quantity in Stock' for each item.
- (iii) To calculate the 'Order Value' as product of 'Quantity to Order' and 'Rate' for the items if 'Quantity to Order' ≥ 0 , else assign the value as 0.
- (iv) Proprietor wants to graphically represent his stationery stock. Suggest him the most appropriate feature of MS-Excel.
18. How can a document's style be changed? Explain with proper steps.
19. Ajay is learning about the different terms and commands of a database. He came across the following terms. Tell him the definition of the following
- (i) Insert command
- (ii) Select command
- (iii) Delete command
- (iv) DCL command
20. Consider the following table: Employee

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

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

□□□□□□

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SOLUTIONS

Sample Paper 4
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) An entrepreneur must form contacts with the _____ to analyse the market.

(a) Planning	(b) Competitors
(c) neighbours	(d) None of these
 - (ii) _____ stress is a result of body's response to deal with a dangerous situation or escape from it.

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

(a) Social media platforms	(b) Face-to-face meetings
(c) Text messages	(d) Voicemails
 - (iv) _____ plays a major role in reaction to stress.

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

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SOLUTIONS

- (v) An operating system that manages a group of independent computers and makes them appear to be a single computer is known as a _____ operating system.
- (a) real-time (b) graphical
(c) distributed (d) multi-user
- (vi) How can green skills contribute to poverty reduction?
- (a) By creating job opportunities in sustainable sectors
(b) By encouraging overconsumption of resources
(c) By promoting deforestation for economic growth
(d) By neglecting social and community development

2. Answer any 5 out of the given 6 questions

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

3. Answer any 5 out of the given 6 questions

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

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

4. Answer any 5 out of the given 6 questions

- (i) A/An _____ that identifies a specific computer on the Internet.
(a) user name (b) domain name
(c) E-mail (d) None of these
- (ii) The first network ever developed was _____.
(a) ARPANET (b) Internet
(c) NSFnet (d) NET
- (iii) Template includes _____ text that is surrounded by brackets.
(a) margin (b) placeholder
(c) data source (d) track changes
- (iv) _____ is the blank space between the worksheet data and the edges of the printed page.
(a) Field space (b) Data space
(c) Margins (d) Description box
- (v) Which of the following commands is not a Data manipulation language?
(a) Select (b) Insert
(c) Update (d) Alter

- (vi) Prashant is a writer. He has just completed writing his book using Writer software. Now, he wants to add a page which will contain the title of each chapter and its respective page number. Suggest the feature that can be used to do this task.
- (a) Mail merge (b) Templates
(c) Styles (d) Table of contents

5. Answer any 5 out of the given 6 questions

- (i) In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
- (a) arrangement (b) anchoring
(c) alignment (d) text wrapping
- (ii) Duplication of data is known as _____.
- (a) data security (b) data incomplete
(c) data redundancy (d) None of these
- (iii) To create a hyperlink to a webpage, FTP server or Telnet connection, click on the _____ icon.
- (a) internet explorer (b) Internet
(c) hyperlink (d) document
- (iv) In www, a client is called _____.
- (a) web server (b) web page
(c) web browser (d) None of these
- (v) Reviewers and authors can add their _____ to explain their changes in the cell of Spreadsheet.
- (a) Comments (b) Hyperlink
(c) Worksheet (d) Macros
- (vi) Priya, Ravi and Suresh are working in the accounts department of an advertising company. They handle different set of clients. Now, they are collaborating to create a spreadsheet for maintaining records of all their clients combined together. Which option should they use so that they all can work simultaneously in the sheet?
- (a) Add document (b) Share document
(c) Combine document (d) None of these

SECTION - B**Subjective Type Questions**

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

6. What is the difference between moving and copying a folder?
7. How do green skills contribute to sustainable development?
8. How entrepreneur is helpful in capital formation?
9. How stress can be caused by both good and bad experiences?
10. Can you explain what it means to encode a message?

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

11. What is the difference between a workbook and worksheet?
12. Name any two ways of wireless connections of Internet. Ramya wants to connect all the computers of her office wirelessly in order to avoid uncoordinated cables. Which wireless technology would be best suitable for her office?
13. Define data, the major component of a database.
14. What are the benefits of online shopping?
15. What is the use of grouping objects in a word processor application?
16. What is the use of Scenario tool?

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

17. Ojas had prepared a Table of Contents of the project work he had done in a word processor application.
 - (a) Tell him the different steps to update the TOC.
 - (b) Tell him the different steps to delete the TOC.
18. Define the following types of integrity :
 - (i) Entity integrity
 - (ii) Domain integrity
 - (iii) Referential integrity
 - (iv) User defined integrity
19. What is sorting? How to use ascending or descending sort which depends on one column?

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20. Consider the following table: Employee

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

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

□□□□□□

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SOLUTIONS

Sample Paper 5
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Stress is identified as a condition in which a person is _____.
 - (a) tensed
 - (b) worried
 - (c) relaxed
 - (d) Both (a) and (b)
 - (ii) Which of the following is a problem related to sustainable development?
 - (a) Overconsumption and waste production
 - (b) Efficient use of resources
 - (c) Promotion of renewable energy
 - (d) Conservation of biodiversity
 - (iii) _____ is our body's way of responding to any kind of demand.
 - (a) Stress
 - (b) Self-regulation
 - (c) Self-motivation
 - (d) All of these
 - (iv) Identify the measure to protect computer from viruses.
 - (a) Sharing password with friends
 - (b) Allow anyone to use your device
 - (c) Use Antivirus
 - (d) Leave computer without logging out
 - (v) Innovation of an entrepreneur includes
 - (a) division of work
 - (b) opening new markets
 - (c) introducing new products
 - (d) Both (b) and (c)

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

2. Answer any 5 out of the given 6 questions

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

3. Answer any 5 out of the given 6 questions

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

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- (ii) Aanya is making a table in Database to store data of all the employees working in her organisation. She has decided on the various information that she needs to store in that table. She also has to have a field in which only unique data can be entered. Out of the given fields suggest the best field suitable that can be used as a primary key, so that it can accept only unique data.
- (a) Emp_name (b) Emp_dept
(c) Emp_number (d) Emp_DOB
- (iii) According to OpenOffice Calc which of the following is not a What-if analysis tool?
- (a) Conditional formatting (b) Goal seek
(c) Scenarios (d) Solver
- (iv) ____ allows multiple users to view, edit and change in a spreadsheet.
- (a) Opening (b) Reviewing
(c) Sharing (d) Collaborating
- (v) Computer connected with LAN
- (a) can work fast (b) can go online
(c) can E-mail (d) can share information or peripheral devices
- (vi) Grouping drawing object can be used for which of the following?
- (a) Combining drawing objects as one (b) Resizing
(c) Adding more drawing objects (d) None of these
4. Answer any 5 out of the given 6 questions
- (i) Manya has created a spreadsheet using Calc, to find the average of the values in a range of cells. She wants to use a function, so that it is calculated automatically and also she can copy the same formula for other range of cells. Which of these functions will give the correct result?
- (a) AVG (b) Average
(c) Mean (d) None of these
- (ii) The Show Changes dialog box has which of the following settings?
- (a) Data (b) Comment
(c) Views (d) All of these
- (iii) ____ is an example of a text-based browser which provides access to the Internet in the text-only mode.
- (a) Mozilla Firefox (b) Lynx
(c) Internet Explorer (d) All of these
- (iv) Reports are generally used to show the data in ____ form.
- (a) printed (b) chart
(c) Both (a) and (b) (d) None of these

- (v) What can you do with the Internet?
- (a) Exchange information with friends and colleagues.
 - (b) Access pictures, sounds, video clips and other media elements.
 - (c) Find diverse perspective on issues from a global audience.
 - (d) All of the above
- (vi) Anila works in a Multi National Company (MNC) and needs to work online from home also. She requires fast Internet connection. Which type of Internet connection in your view would be best suited for her?
- (a) Dialup
 - (b) Broadband
 - (c) Both are suitable
 - (d) None of these
5. Answer any 5 out of the given 6 questions
- (i) Rishabh wants to make a professional resume. He tried many a times but the end result was not satisfactory as he was not knowing what all points should be there and that too in which order . Which one of the following writer would you suggest him, so that his problem is solved?
- (a) Template
 - (b) Form
 - (c) Worksheet
 - (d) Format
- (ii) If you have a safer and healthy workplace, there will be fewer days lost and it will have higher
- (a) employee satisfaction
 - (b) productivity
 - (c) stress levels
 - (d) None of the above
- (iii) Goal Seek is also called as _____ is one of the What-if analysis tools that is available in Calc.
- (a) back-solving
 - (b) solver
 - (c) forward-solving
 - (d) result analysis
- (iv) When primary key constraint is applied on more than one column, then it is known as
- (a) composite primary key
 - (b) foreign key
 - (c) composite foreign key
 - (d) connecting key
- (v) Which data type is the most appropriate to store a short bio about an employee?
- (a) Text
 - (b) String
 - (c) Memo
 - (d) Large text
- (vi) It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.
- (a) Row
 - (b) Column
 - (c) Autosum
 - (d) Cell reference

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SECTION - B

Subjective Type Questions

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

6. Explain any two items of the Windows desktop.
7. Why are green skills important?
8. What strategies can a communication sender use to overcome information overload as a barrier?
9. Explain the role and significance of entrepreneurs.
10. What happens during meditation that makes it a useful technique for managing stress?

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

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

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

17. Lavish wants to know the following points about database.
 - (a) Definition of a Database Management System.
 - (b) Any two advantages of using database management system for school.

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SOLUTIONS

18. Consider the following table: SummerCamp.

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

- (i) How many fields and records are there in the table SummerCamp?
- (ii) Write SQL queries for the following:
- Display all the record of table SummerCamp whose DOB is between 02/02/09 and 06/03/10.
 - Display all the records having Gender F
 - Display all the records according to the First Name.
19. Ojas had prepared a Table of Contents of the project work he had done in a word processor application.
- Tell him the different steps to update the TOC
 - Tell him the different steps to delete the TOC
20. Explain the Scenario tool of a spreadsheet software.
21. Manya is studying about the different topologies available in networking. Tell her the difference between Star topology and Bus topology with the help of a suitable diagram.

□□□□□□

Sample Paper 6
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Which of the following is an example of green building design?
 - (a) Constructing buildings with no regard for energy efficiency
 - (b) Using renewable materials for construction
 - (c) Increasing waste generation during construction
 - (d) Ignoring water conservation measures
 - (ii) From the following statements, which one is not the positive impact of entrepreneurship on society?
 - (a) Stimulates Innovation and Efficiency
 - (b) Creates jobs and Employment Opportunities
 - (c) Solves the problems of the society
 - (d) Discourages welfare of the society
 - (iii) Stress management infuses a sense of _____ and accomplishment.
 - (a) pressure
 - (b) control
 - (c) threat
 - (d) None of these

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- (iv) _____ are the people who are too focused on what others think and they fail to focus on their internal matters.
- | | | |
|------------------|-----|---------------|
| (a) Seekers | (b) | Introspectors |
| (c) Gold diggers | (d) | Pleasers |
- (v) A _____ is a network security device that monitors incoming and outgoing network. It restricts access to unwanted sites.
- | | |
|-----------------|-------------------|
| (a) firewall | (b) anti-virus |
| (c) block sites | (d) None of these |
- (vi) Effective communication is important in the workplace because it:
- (a) Enhances personal relationships
 - (b) Improves productivity and efficiency
 - (c) Reduces conflict and misunderstandings
 - (d) All of the above

2. Answer any 5 out of the given 6 questions

- (i) Which one of the following is an example of RDBMS ?
- | | |
|---------------|----------------------|
| (a) MongoDB | (b) Windows registry |
| (c) Publisher | (d) Oracle |
- (ii) Which of the following fields will not make a suitable primary key?
- (a) A customer's account number
 - (b) A date-field
 - (c) An auto number field
 - (d) A student's admission number
- (iii) Goal Seek is also called as _____ is one of the What-if analysis tools that is available in Calc.
- | | |
|---------------------|---------------------|
| (a) back-solving | (b) solver |
| (c) forward-solving | (d) result analysis |
- (iv) abc@mnc.co.in represents an _____.
- | | |
|--------------------|-------------------|
| (a) MAC address | (b) URL |
| (c) E-mail address | (d) None of these |
- (v) If you choose styles, and then change the base style then all the _____ styles will change as well.
- | | |
|------------|-------------------|
| (a) linked | (b) edited |
| (c) copied | (d) None of these |
- (vi) A _____ allows you to present data retrieved from one or more tables so that, it can be analysed and printed, if required.
- | | |
|------------|-----------|
| (a) report | (b) form |
| (c) table | (d) query |

3. Answer any 5 out of the given 6 questions

- (i) Which of the following tab is used to run Macro?
(a) Tools (b) Home
(c) Insert (d) Review
- (ii) If you see ##### in place of data in a cell, it means you need to _____ the cell width.
(a) increase (b) decrease
(c) Both (a) and (b) (d) None of these
- (iii) To delete a template, Right click on a template in the _____ window and select Delete.
(a) Templates (b) Design
(c) Template Design (d) None of these
- (iv) Which tab of writer contains the Hyperlink option?
(a) File (b) Format
(c) Insert (d) Tools
- (v) When a user inserts a new worksheet in spreadsheet software, the new worksheet will be inserted _____.
(a) at the end of sheet tab (b) in the beginning of sheet tab
(c) next to active sheet (d) None of these
- (vi) To insert a symbol like © (copyright), you need to click on the _____ option of the Insert tab.
(a) Special Character (b) Character
(c) Equation (d) Header

4. Answer any 5 out of the given 6 questions

- (i) A primary key field cannot be null, which also means that it cannot be _____.
(a) invalid (b) positive
(c) alphanumeric (d) empty
- (ii) Which of the following is not a style type in Writer?
(a) Frame style (b) Image style
(c) List style (d) Character style
- (iii) Which of the following websites is not used for buying clothes?
(a) Nykaa (b) IRCTC
(c) Amazon (d) Myntra
- (iv) A group of computers connected together with the help of cables within an office building is called
(a) PAN (b) MAN
(c) WAN (d) LAN

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- (v) In the given formula, identify the type of reference and the cells that are passed as arguments.
= Average(\$A\$5, \$B\$5)
- (a) Absolute reference; cells are-A5 and B5
 - (b) Relative reference; cells are-A5 and B5
 - (c) Relative reference; cells are-A5 to B5
 - (d) Absolute reference; cells are-A5 to B5
- (vi) Which of the following is an application based instant messaging software?
- (a) Google Talk
 - (b) eBuddy
 - (c) Meebo
 - (d) MSN Web Messenger
5. Answer any 5 out of the given 6 questions
- (i) DBMS provides various key fields as
- (a) primary key and candidate key
 - (b) alternate key and foreign key
 - (c) Both (a) and (b)
 - (d) None of the above
- (ii) You can move a dockable window to a convenient position on the screen by holding down the _____ key and drag it by the title bar to where you want it docked.
- (a) Ctrl
 - (b) Alt
 - (c) Shift
 - (d) Windows
- (iii) Instant messaging service accepts instant messages from
- (a) external sites
 - (b) internal sites
 - (c) Both (a) and (b)
 - (d) None of the above
- (iv) Information is the processed form of _____.
- (a) words
 - (b) data
 - (c) sentence
 - (d) records
- (v) _____ is the act of posting content on a blog.
- (a) Edublog
 - (b) Posting
 - (c) Blogging
 - (d) Blogger
- (vi) In order to use data from a worksheet, you need to use its _____ name.
- (a) alias
 - (b) representative
 - (c) qualified
 - (d) quantified

SECTION - B

Subjective Type Questions

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

6. How can green skills be acquired?
7. Write any two main advantages of an operating system.
8. What role does non-verbal communication play in effective communication?
9. Describe the following functions of an entrepreneur:
 - (i) Innovation
 - (ii) Risk-Taking
10. How can we self-motivate ourselves for completing a task which appears to be too large or too complex to be done by us?

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

11. How to create the reference with the mouse in Calc?
12. Explain the term relational database management system.
13. Describe the term wireless fidelity.
14. Differentiate between wired and wireless access. Give one example for each type.
15. What is data analysis in a spreadsheet software?
16. Write some features of spelling checker in OpenOffice Writer.

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

17. Ram wants to compress a picture. Write the steps through which he can do so.
18. Yuan is learning about database. But, he didn't understand the concept of field, records and table. Answer to him the following queries:
 - (i) How are fields, record and a table related to each other? Explain with the help of an example.
 - (ii) What are the main purposes of a database system?

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SOLUTIONS

19. Consider the following table: MASTER

Table : MASTER				
SNo	Name	Age	Department	Salary
1	Shyam	21	Computer	12000
2	Shiv	25	Maths	15000
3	Rakesh	31	Hindi	14000
4	Sharmila	32	History	20000
5	Dushyant	25	Software	30000

- (i) How many fields and records are there in the table MASTER?
- (ii) Write the SQL queries to:
- (a) Display all the records according to Age.
 - (b) Display Name and Department of the person having salary less than 20000.
 - (c) Display the Name of the person having age less than 30.
20. Simran wants to know about Subtotal.
Answer the given questions for her.
- (i) What is SUBTOTAL() function?
- (ii) Names of any 5 functions with their function index number.
21. Reema has been appointed as SME in an IT based company. Tell her the following:
- (i) What is workplace emergency?
- (ii) Name the workplace emergencies that may happen.

□□□□□□

Sample Paper 7
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) Which of the following is not a solution for sustainable development?

(a) Education and awareness programs	(b) Sustainable agriculture practices
(c) Deforestation and habitat destruction	(d) Green technology advancements
 - (ii) High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress.

(a) physical	(b) emotional
(c) mental	(d) financial
 - (iii) Non-verbal communication includes

(a) Written messages	(b) Facial expressions
(c) Email communication	(d) Phone calls
 - (iv) Which term means walking in the local park or a similar activity?

(a) Nature walk	(b) Motivation
(c) Regulation	(d) None of these
 - (v) A/An _____ creates new needs and new means to satisfy them.

(a) leadership	(b) innovation
(c) entrepreneur	(d) None of these

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SOLUTIONS

- (vi) It is a picture or graphic representation of an application or a file.
- | | |
|----------------|-------------|
| (a) Icon | (b) Taskbar |
| (c) Status bar | (d) Desktop |

2. Answer any 5 out of the given 6 questions

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

3. Answer any 5 out of the given 6 questions

- (i) It refers to a cell or a range of cells on a worksheet and can be used to find a formula.
- | | |
|-------------|--------------------|
| (a) Row | (b) Column |
| (c) Autosum | (d) Cell reference |
- (ii) _____ is a Malware which is designed to spy on the victim's computer.
- | | |
|-----------|------------------|
| (a) Virus | (b) Spyware |
| (c) Worms | (d) Trojan horse |
- (iii) Which of the following is a set of formats consisting of such things as fonts, colors etc?
- | | |
|------------|-------------|
| (a) Style | (b) Margin |
| (c) Indent | (d) Leading |

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SOLUTIONS

- (iv) Which of the following is not a data type?
- (a) Picture/Graphic (b) Date/Time
(c) Text (d) Number
- (v) Which function cannot be performed through Subtotal in a Spreadsheet?
- (a) Sum (b) Product
(c) Average (d) Percentage
- (vi) Pictures can be added to Word documents and they cannot be formatted in various ways.
- (a) True (b) False
4. Answer any 5 out of the given 6 questions
- (i) In a document, _____ is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double click every time.
- (a) Fill format mode (b) Formatting window
(c) Painter mode (d) Text wrapping
- (ii) A computer _____ controls access between networks.
- (a) Firewall (b) Virus
(c) Spyware (d) Antivirus
- (iii) When you define a field for a table, _____ are the names given to column in a table.
- (a) Field Name (b) Field Size
(c) Data Type (d) Description
- (iv) The _____ feature creates a summarized outline of data in a worksheet.
- (a) Subtotal (b) Solver
(c) Goal Seek (d) Scenario
- (v) Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees?
- (a) Macro (b) Link workbook
(c) Change worksheet (d) Track changes
- (vi) _____ program(s) also offer real-time protection monitoring your computer for any changes by malware software.
- (a) Antivirus (b) Antispyware
(c) Both (a) and (b) (d) None of these
5. Answer any 5 out of the given 6 questions
- (i) In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
- (a) arrangement (b) alignment
(c) indentation (d) margin

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SOLUTIONS

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

SECTION - B

Subjective Type Questions

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

6. What are the benefits of acquiring green skills?
7. How can empathy enhance communication skills?
8. What are the responsibilities of an operating system with respect to file management?
9. What are the skills necessary for independent working? List any six.
10. What are the disadvantages of entrepreneurship?

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

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SOLUTIONS

11. What is the role of key fields in a database? Name the keys in a DBMS.
12. What is a macro?
13. How does a router help in maintaining a network ?
14. What is Mail Merge?
15. How can you prepare for emergencies?
16. Define the following terms:
 - (i) Active Cell
 - (ii) Sheet Tab

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

17. Write the steps for text fitting inside a shape in a word processor document. Also, describe its options.
18. Ishita is a teacher. She had entered the marks of all the students and also calculated the total of the students. Now, she wants to sort the data so that she can find the names of the students according to their marks in descending order. Tell her the different steps to sort the data.
19. What do you mean by data control language? Also, give its types.
20. Consider the following table : Employee Salary.

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

- (i) How many fields and records are there in the table EmployeeSalary?
- (ii) Write the SQL queries for the following:
 - (a) List all data of table EmployeeSalary.
 - (b) Display all the records whose salary is less than 25000.
 - (c) Display the FirstName and JobTitle of employees having Dept 'Finance'.
21. How to clear web history on the Mozilla Firefox browser?

□□□□□□

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SOLUTIONS

Sample Paper 8
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

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

(a) Walking	(b) Jogging
(c) Swimming	(d) Talking
 - (ii) Which of the following is a social benefit of sustainable development?

(a) Increased income inequality	(b) Improved access to education and healthcare
(c) Limited job opportunities	(d) Neglected social infrastructure
 - (iii) Moving a folder or a file means _____ it from its original location and placing it at another location.

(a) Removing	(b) Leaving
(c) Pointing	(d) None of these
 - (iv) What is visual communication dependent on among people?

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

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SOLUTIONS

- (v) Incompetent staff means
- | | |
|---------------------------------------|-----------------------|
| (a) experienced staff | (b) qualified staff |
| (c) not experienced and not qualified | (d) None of the above |
- (vi) Society plays a role in boosting entrepreneurship by
- | | |
|----------------------------------|----------------------------|
| (a) creates needs and demands | (b) provides raw materials |
| (c) creates a need for education | (d) All of the above |

2. Answer any 5 out of the given 6 questions

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

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

- (i) For sorting through macro, the selected cell range must be _____.
- | | |
|----------------------|---------------|
| (a) identical | (b) different |
| (c) Both (a) and (b) | (d) formatted |
- (ii) _____ service can integrate both video calling and instant messaging abilities.
- | | |
|----------------------|-----------------|
| (a) Web conferencing | (b) Web browser |
|----------------------|-----------------|

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SOLUTIONS

- (c) Web page (d) None of these
- (iii) To add a new image to the Gallery, you can click on the _____ button.
(a) New image (b) Add image
(c) New theme (d) Add theme
- (iv) This is a type of hyperlink available in Hyperlink dialog box, which creates a new worksheet.
(a) New document (b) New file
(c) New worksheet (d) New data
- (v) The processed form of data is known as _____.
(a) value (b) information
(c) knowledge (d) None of these
- (vi) _____ is a list, usually found on a page before the start of a written work, of its chapter or section titles or brief descriptions with their commencing page numbers.
(a) Preface (b) Table of contents
(c) Acknowledgements (d) Page title

4. Answer any 5 out of the given 6 questions

- (i) The _____ alignment makes sure that none of the edges of text appear ragged.
(a) left (b) right
(c) center (d) justify
- (ii) State whether True or False.
Duplicate values can be entered in column marked as primary key.
(a) True (b) False
- (iii) A collection of web pages linked together in a random order is _____.
(a) a website (b) a web server
(c) a search engine (d) a web browser
- (iv) A worksheet is a
(a) collection of workbooks (b) processing software
(c) combination of rows and columns (d) None of the above
- (v) _____ are used for transmitting data across networks.
(a) Circuit switching (b) Switching techniques
(c) Channel (d) None of these
- (vi) _____ controls how graphics are stacked upon each other or relative to the text.
(a) Arrangement (b) Alignment
(c) Anchoring (d) Wrapping

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5. Answer any 5 out of the given 6 questions

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

SECTION - B

Subjective Type Questions

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

6. Explain the use of Antivirus for the protection of the computer system.
7. How can individuals contribute to the development of green skills?
8. Define natural walk as stress management technique.
9. How can active listening improve communication skills?
10. Describe the role of entrepreneurs.

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SOLUTIONS

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

11. Describe various transaction control commands of SQL.

12. What do you mean by relative cell referencing?

13. Explain the working of message switching technique.

14. Define the following :

- (i) Accident in workplace
- (ii) Hazard

15. Write the steps to freeze the columns.

16. Mention the steps to be followed to choose a style for a Word document?

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

17. Nupur wants to know the differences between the following:

- (a) Fields and tuples
- (b) Data and information

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

- (a) Editing a TOC
- (b) Updating a TOC

19. Consider the following table ITEMS :

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

(a) How many fields and records are there in the table ITEMS?

(b) Write the SQL queries to:

- (i) Display the detail of all the items in ascending order of item names (i.e., IName)
- (ii) Display IName and Price of all those items, whose price is in the range of 10000 and 22000.
- (iii) Display all the information of the items having price less than 10000.

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SOLUTIONS

20. Simran wants to add comments in a spreadsheet application. Tell her the different steps involved in adding and editing comments.
21. Lakshit wants to know the definitions of the following terms. Answer to his query :
- (i) Web based instant messaging software
 - (ii) Cable modem.

□□□□□□

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SOLUTIONS

Sample Paper 9
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) In which situation an entrepreneur will not be able to convince his fellow beings to achieve his goals?
 - (a) Low self-confidence
 - (b) Innovativeness
 - (c) Risk-taking
 - (d) None of the above
 - (ii) Which term refers to our knowledge and understanding of ourselves?
 - (a) Self-awareness
 - (b) Motivation
 - (c) Both (a) and (b)
 - (d) None of these
 - (iii) _____ provides process and memory management services that allow two or more tasks, jobs or programs to run simultaneously.
 - (a) Multi-tasking
 - (b) Multi-threading
 - (c) Multi-processing
 - (d) Multi-computing
 - (iv) Which of the following is an example of effective written communication?
 - (a) Using excessive jargon and technical terms
 - (b) Writing lengthy paragraphs without any breaks or bullet points
 - (c) Using concise and clear language
 - (d) Including personal opinions and biases

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- (v) Which of the following is an example of a green skill?
- (a) Traditional farming techniques
 - (b) Renewable energy installation and maintenance
 - (c) Conventional manufacturing processes
 - (d) Non-recyclable waste disposal methods
- (vi) Which one of the following is not a symptom of stress?
- (a) Increased sweating
 - (b) Dry mouth
 - (c) Cold hands or feet
 - (d) None of the above

2. Answer any 5 out of the given 6 questions

- (i) Neeta is planning to take a car loan to buy a new car. But she is not sure about the payback time, i.e. whether to pay it back in 5 or 6 years considering that her monthly fuel cost will also increase. In such cases, which of the following features of spreadsheet can she use to get an idea about it?
- (a) Consolidation
 - (b) Macros
 - (c) Templates
 - (d) What-if analysis
- (ii) The small area network created around a bluetooth device is called _____.
- (a) LAN
 - (b) PAN
 - (c) WAN
 - (d) MAN
- (iii) Which of the following allows you to reorder data?
- (a) Sorting
 - (b) Filtering
 - (c) Scenario
 - (d) Custom sorting
- (iv) The _____ SQL statement is used to make a query or retrieve data from a table in a database.
- (a) INSERT
 - (b) UPDATE
 - (c) SELECT
 - (d) REVIEW
- (v) Which of the following is not an AutoShape?
- (a) Line
 - (b) Circle
 - (c) Curve
 - (d) ClipArt
- (vi) A _____ is a temporary connection that uses the Public Switched Telephone Network (PSTN) to connect to the Internet.
- (a) broadband connection
 - (b) wireless connection
 - (c) dial-up connection
 - (d) None of the above

3. Answer any 5 out of the given 6 questions

- (i) DBMS is a program, that controls the creation, maintenance and use of a database. Here, DBMS stands for
- (a) Digital Base Management System
 - (b) Data Build Management System
 - (c) Database Management System
 - (d) Database Management Service

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- (ii) Template includes a text space that is surrounded by brackets. It is called a _____.
(a) margin (b) placeholder
(c) data source (d) track changes
- (iii) Editing Custom Shapes feature allows _____ of small segments of a drawing.
(a) shaping (b) reshaping
(c) rehearse (d) None of these
- (iv) Key field is a unique identifier for each record. It is defined in the form of _____.
(a) rows (b) columns
(c) tree (d) query
- (v) A _____ filters data traffic at a network boundary.
(a) bridge (b) switch
(c) gateway (d) hub
- (vi) What is the name given to a combination of two cell references?
(a) Relative reference (b) Absolute reference
(c) Mixed reference (d) None of the above
4. Answer any 5 out of the given 6 questions
- (i) In packet based networks, the message gets broken into small _____.
(a) data packets (b) data frame
(c) chunk (d) None of these
- (ii) This is a type of hyperlink available in Hyperlink dialog box, which creates a new worksheet.
(a) New document (b) New file
(c) New worksheet (d) New data
- (iii) A _____ is a document model that you use to create other documents.
(a) Anchoring (b) Alignment
(c) Template (d) None of these
- (iv) Which of the following allows you to display the specific data?
(a) Arranging (b) Filtering
(c) Scenario (d) Custom sorting
- (v) 1:1, 1:n and n:1 are examples of different types of _____.
(a) Relations (b) Databases
(c) Data (d) Query
- (vi) Which of the following is an application program that is stored on a remote server and delivered over the Internet?
(a) Web application (b) System application
(c) Internet application (d) None of these

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5. Answer any 5 out of the given 6 questions

- (i) Two other toolbars can be opened from Picture Toolbar are : the _____ and _____.
- (a) Edit picture, Color picture (b) Format, drawing
(c) Graphic Filter toolbar, Color toolbar (d) Floating toolbar, Color toolbar
- (ii) URL is the _____ for a website or a web page.
- (a) web address (b) website
(c) web page (d) Both (a) and (c)
- (iii) A _____ refers to a cell or a range of cells on a Worksheet and can be used to find the values or data that you want formula to calculate.
- (a) cell reference (b) block
(c) sheet reference (d) autofill
- (iv) _____ is used to define the structure of your tables and other objects in the database.
- (a) DDL (b) DML
(c) DCL (d) None of these
- (v) Suraj wants to know the sequence of steps used to open the Templates dialog.
Answer to his query.
- (a) File → New → ext Document (b) File → New → Templates
(c) Format → Group → Group (d) None of the above
- (vi) Rajiv has created an employee table and made Emp_No, as the primary key, so that it can accept only unique values for each record. At the same time, he wants to have one more field that can behave like a primary key. Which of the following types of key can serve the purpose?
- (a) Foreign key (b) Composite key
(c) Unique key (d) None of these

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SECTION - B

Subjective Type Questions

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

6. How can governments promote the development of green skills?
7. How does feedback contribute to improving communication skills?
8. Name two basic elements of entrepreneurship.
9. Explain the use of Disk Defragmenter.
10. What do you mean by environmental stress?

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

11. What do you mean by Open Office Calc.
12. How to add a comment in a word processor application?
13. Mention any two components of a database.
14. Write the steps to sort the data in a worksheet.
15. Define the following :
 - (i) Peer-to-Peer architecture
 - (ii) Internet
16. When the computer network uses telephone lines as communication channel, then MODEM is used as a data communication device. Now, explain the working of MODEM.

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

17. Answer the following questions regarding database:
 - (i) Mention any two databases.
 - (ii) Define different forms of a database.
 - (iii) What is an attribute whose value is derived from the primary key of some other table?
 - (iv) Define the SELECT command.
18. Manisha had created a Table of Contents of the project done by her. Tell her the different steps to do the following:
 - (a) Creating a TOC
 - (b) Deleting a TOC

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19. Consider the following table ITEM:

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

- (i) How many records and fields in the table ITEM?
- (ii) Write the SQL queries to
- (a) Display all the products whose quantity in between 100 and 350.
 - (b) Display the data for all products sorted by their quantity.
 - (c) To list S_Name, P_Name, Cost for all the products whose quantity is less than 400.
20. Simran wants to add macro in a spreadsheet application. Tell her the different steps involved in adding a macro.
21. Riya is a student of class X. She had heard about network devices. She had some queries. Help her by answering her queries.
- (i) What is network device?
 - (ii) Name any two network devices.
 - (iii) Which device is used as proxy server?
 - (iv) What is the basic function of repeater?

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Sample Paper 10
INFORMATION TECHNOLOGY (402)
Class X Session 2022-23

Time: 2 Hours

Max. Marks: 50

General Instructions:

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

SECTION - A

Objective Type Questions

1. Answer any 4 out of the given 6 questions based on Employability Skills
 - (i) What is the importance of feedback in communication?
 - (a) It allows the speaker to dominate the conversation
 - (b) It helps in avoiding any further communication
 - (c) It facilitates understanding, clarification, and improvement
 - (d) It discourages active listening
 - (ii) The good stress is called _____.
 - (a) eustress
 - (b) emstress
 - (c) Both (a) and (b)
 - (d) None of these
 - (iii) How can an entrepreneur get the work done from his/her team?
 - (a) By creating a spirit of teamwork
 - (b) By motivation
 - (c) Using harsh words and actions
 - (d) Both (a) and (b)
 - (iv) Windows 10 is an operating system developed by _____.
 - (a) Microsoft™
 - (b) IBM
 - (c) Samsung
 - (d) Sony

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- (v) What is the primary goal of green skills training?
- (a) To reduce employment opportunities
 - (b) To promote sustainable practices and industries
 - (c) To prioritize economic growth over environmental concerns
 - (d) To discourage technological advancements
- (vi) Managing stress is about making a plan to be able to cope effectively with daily pressures. Always keep in mind the ABC of stress management. The acronym ABC stands for
- (a) Ability, Burden, Concise
 - (b) Adore; Belief, Cause
 - (c) Adversity, Beliefs, Consequences
 - (d) Adapt, Balance, Cooperate
2. Answer any 5 out of the given 6 questions
- (i) To start the macro recorder, which of the following command is used?
- (a) Tools → Macros → Record Macro
 - (b) Tools → Record → Record Macro
 - (c) Data → Macros → Record
 - (d) None of the above
- (ii) Cell referencing can be done by using a _____ as well as _____.
- (a) keyboard, windows menu
 - (b) keyboard, mouse
 - (c) windows menu, mouse
 - (d) None of the above
- (iii) After adding the data source, you need to specify the salutation. The selected salutation will be displayed in the pane.
- (a) salutation
 - (b) preview
 - (c) display
 - (d) None of these
- (iv) We can rename a new sheet in Calc.
- (a) After inserting a new sheet
 - (b) While inserting a new sheet
 - (c) Both (a) and (b)
 - (d) None of the above
- (v) In case, another user is trying to save the shared worksheet and resolve conflicts, you see a message that the shared spreadsheet file is due to a merge in progress.
- (a) stopped
 - (b) locked
 - (c) Both (a) and (b)
 - (d) None of the above
- (vi) Full form of OLE is _____.
- (a) Object Linked and Embedded
 - (b) Option Linking and Embedding
 - (c) Open Linking and Embedding
 - (d) Object Linking and Embedding

3. Answer any 5 out of the given 6 questions

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

4. Answer any 5 out of the given 6 questions

- (i) In Calc, you can insert the data from different databases and other data sources. One such format is
(a) odd (b) .dbms
(c) .odb (d) .ods
- (ii) TCL commands are used to manage _____ in database.
(a) data (b) values
(c) transactions (d) None of the above
- (iii) _____ is a network architecture which separates the client from the server.
(a) Client Server Network (b) Peer - to - Peer Network
(c) Both (a) and (b) (d) None of the above
- (iv) _____ is used to begin text-to-speech utility that reads what is displayed on the screen.
(a) Start Narrator (b) Web page
(c) Website (d) None of these

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- (v) _____ provides the physical connection between the network and computer workstation.
- (a) LIC (b) NC
(c) NIC (d) None of the above
- (vi) In the hierarchy of headings, the lower - level headings pertain to _____ and _____.
- (a) section, sub-sections (b) headings, sub-headings
(c) Both (a) and (b) (d) None of the above
5. Answer any 5 out of the given 6 questions
- (i) A web page is located using a
- (a) Universal Record Linking (b) Universal Record Locator
(c) Uniform Resource Locator (d) Uniformly Reachable Links
- (ii) To create the link from one document to another, both the documents should be
- (a) open (b) closed
(c) Both (a) and (b) (d) None of these
- (iii) Blog Desk is an offline blog editor which is used for _____ operating system.
- (a) Linux (b) Unix
(c) Windows (d) None of the above
- (iv) _____ is an inquiry into the database made using the SELECT statement.
- (a) Query (b) Data
(c) Equation (d) None of these
- (v) _____ leads to data inconsistency.
- (a) Data integrity (b) Data sharing
(c) Data redundancy (d) Data recovery
- (vi) Which of the following is a single piece of data?
- (a) Field (b) Table
(c) Record (d) Form

SECTION - B
Subjective Type Questions

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

6. Explain the term self-motivation.
7. What is the role of green skills in mitigating climate change?
8. How can communication skills impact career success?
9. What do you mean by the term entrepreneur?
10. Define multi-processing and multi-user operating system.

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

11. State the use of Consolidating Data in a spreadsheet.
12. Explain the term table used in database.
13. What is cell reference? Also, write the use a cell reference in one or several formula.
14. What are the steps to apply first aid roller bandage to a wound?
15. Distinguish between switch and repeater.
16. Describe the significance of using templates in your documents.

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

17. Samiksha wants to know the use of the following terms. Describe them for her.
 - (i) Goal Seek
 - (ii) Scenario
 - (iii) Subtotal
 - (iv) Solver
18. Prashant wants to know about Data Manipulation language commands. Solve the following queries for him.
 - (i) What is DML?
 - (ii) Explain any three DML commands.

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19. Harmanpreet had inserted an image in a word processor application. Now, she wants to know the use of the following terms. Tell her the correct answer.
- (i) Alignment
 - (ii) Anchoring

20. Consider the following table APPLICANTS

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

- (i) How many records and fields are there in the table APPLICANTS.
 - (ii) Write the SQL queries to:
 - (a) Display NAME, FEE, GENDER, JOINYEAR about the APPLICANTS, who have joined before 2010.
 - (b) Display the NAMES of all APPLICANTS in ascending order of their JOINYEAR.
 - (c) Display the details of APPLICANTS of female.
21. Chetanya wants to know the functions of the following terms. Tell him the correct answer.
- (i) Modem
 - (ii) Web page
 - (iii) Wi-fi
 - (iv) GPS

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