

EMBASSY OF INDIA SCHOOL (KENDRIYA VIDYALAYA), MOSCOW
INFORMATION TECHNOLOGY (402)

Class: X (2022-23)

DURATION: 2 HRS

MAX. MARKS: 50

PERIODIC TEST II

General Instructions:

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

SECTION A: OBJECTIVE TYPE QUESTIONS

SECTION A: OBJECTIVE TYPE QUESTIONS		
Q1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	An entrepreneur has become the of modern global economy. (a) leader (b) forerunner (c) felicitator (d) balancing wheel	1
ii.	_____ is a series of postures and breathing exercises practiced to achieve control of body and mind. a. Meditation b. Nature Walk c. Yoga d. Physical Exercise	1
iii.	A ___ operating system is a computing environment that reacts to input within a specific period of time. a. Single User b. Multi-User c. Real Time d. Distribute	1
iv.	To remove the files of temporary folder, we type _____ in Run dialog box after pressing "Windows button + R" on the keyboard. a. #temp# b. %temp% c. \$temp% d. &temp&	1
v.	_____ feedback is specific information, in the form of written comments or verbal conversations that help the learner understand what she or he needs to do in order to improve. a. Descriptive b. Specific c. General d. Sign	1
vi.	High expectations from self can leave one with chronic anxiety and stress, thus leading to stress. a. Physical b. Emotional c. Mental d. Financial	1
Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	How many SDGs are included in the agenda for sustainable development 2030 by General Assembly? a. 17 b. 7 c. 27 d. 12	1
ii.	When you apply a _____, you apply a group of formatting effects together in one single step. a. effect b. template c. style d. format	1
iii.	Which of the following application is not appropriate to store data about ABC Bank customers? a. Open Office Base b. MS Access c. Open Office Writer d. MS Excel	1
iv.	When you open a new spreadsheet, by default, it has a sheet named _____ which is managed using tabs at the bottom of the spreadsheet. a. Sheet1 b. Untitled1 c. Worksheet1 d. New Sheet	1

v.	In a word processor, _____ option is selected for a scaled resizing of an image. a. Original Size b. Keep ratio c. Image Size d. Relative	1
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, Color d. Floating toolbar, Color	1
Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Calc considers any data that it does not recognize as a number, date, time or formula, as: a. Expression b. Equation c. Text d. Function	1
ii.	It is a reference point for the graphics which is created while positioning any image. This point could be the page, or frame where the object is either a paragraph, or even a character in a word processor. a. Wrap Text b. Alignment c. Anchoring d. BookMark	1
iii.	In Goal seek dialog box, in thewe enter the reference of the cell that contains the value to be changed. a. variable cell b. changing cell c. modifying cell d. replacing cell	1
iv.	Which function cannot be performed through Subtotal in a Spreadsheet? a. Sum b. Product c. Average d. Percentage	1
v.	Reviewers and authors can add their _____ to explain their changes in the cell of Spreadsheet. a. Comments b. Hyperlink c. Worksheet d. Macros	1
vi.	In Calc, Arguments passed to a macro from Calc are always _____. a. Cell Reference b. Value c. Both a and b d. Sheet Reference	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	In URL, http : // www. arihant. com/ index.htm, which component identifies the path of a web page? a. http b. www.arihant.com c. /index.htm d. All of these	1
ii.	John has written a book consisting of fifteen chapters. He wanted to make the index of the book. Suggest him the option used to create the index automatically in a word processor. a. Tables b. Mail Merge c. Columns d. Table of Content	1
iii.	Scenarios are a tool to test questions. a. Auto b. Goal Seek c. What-if d. Drop Down	1
iv.	To repeat the graphic across the entire background area, we need to select option in word processor. a. Tile b. Position c. Stretch d. Area	1
v.	In a spreadsheet using to create a hyperlink to a web FTP or Telnet, click on the _____ icon available in Hyperlink dialog box. a. browser b. hyperlink c. Internet d. mail & news	1
vi.	Which of the following is more elaborate form of Goal Seek? a. Subtotal b. Scenario c. Solver d. Consolidate	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	_____ are pre-defined formulas in Calc. a. Functions b. Autofill c. Solver d. Subtotal	1
ii.	_____ 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	1
iii.	_____ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily. a. Data Combination b. Data Merging c. Data Consolidation d. Data Concatenation	1
iv.	Which tab is used to create Table of Contents in a document? a. File tab b. Format tab c. Insert tab d. Styles tab	1
v.	In a word processor, by default, evaluates _____ levels of headings when it builds the table of contents. a. 3 b. 7 c. 10 d. 12	1
vi.	In _____ Networks, all computers have an equal status and each terminal has an equally competent CPU. a. MAN b. WAN c. Client Server d. P2P	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

	<p>Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks) Answer each question in 20 – 30 words.</p>	
Q.6	<p>What is the role of channel in communication cycle? Ans: The medium or channel is the means by which the message is sent. Some messages are more effective in written form, others may be more effective on the telephone (e.g. urgent messages), while others may be more effective if sent via electronic means such as E-mail. Noise introduced by a communication medium is anything that interferes with communication. It may cause misunderstanding of the message or even disrupt the message completely so that it is not even received.</p>	2
Q.7	<p>How would you describe the entrepreneur as a dynamic agent and a high achiever? Ans: An entrepreneur mobilizes resources. He destroys old things to create new. Hence, his real task is 'creative destruction'. He creates new needs and new means to satisfy them. He has ability to visualize new ventures and new plans. The most important characteristic of an entrepreneur is his achievement motivation. He has a string urge to achieve. He has a more aggressive level of entrepreneurial venturing, and need achievement.</p>	2
Q.8	<p>What do you mean by Disk Defragmentation? Ans: A disk defragmentation removes all unnecessary information that slows down the computer. It should be done at regular intervals which helps the disc space to be used at an optimal level.</p>	2
Q.9	<p>How physical exercises help to manage stress? Ans: Physical exercise is an activity done to achieve physical fitness and overall health. It improves blood circulation, lowers blood pressure, clears the mind of worrying thoughts, improves ourself-image, makes us feel better about ourselves and increases social contact. It also has some direct stress-busting benefits which pumps up endorphins-chemicals in the brain that act as a natural pain killers. It also improves the ability to sleep which in turn reduces stress.</p>	2
Q.10	<p>Write any four roles of Entrepreneurs. Ans: Any four roles of Entrepreneurs are: i. Coordinating role ii. Agent's role iii. Innovator's Role iv. Risk assumption role v. Imitating role vi. Capital formation role: vii. Employment Generation role</p>	2
	<p>Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)</p>	
Q.11	<p>What do you mean by conservation of natural resources? How can you conserve natural resources? Ans: Conservation means the wise use of natural resources to save the resources and prevent their exploitation, destruction or extinction. Natural resources are the most precious assets for mankind and there is a need to conserve them for the future generations. We can conserve natural resources by: <ul style="list-style-type: none"> • turning off taps to save water. • using alternative sources of fuels such as biofuels. </p>	2
Q.12	<p>Mention any two operations that can be performed using Macros in a spreadsheet. Ans: Macros are used to perform different types of operations in a Spreadsheet: 1.Formatting settings to be applied repeatedly in a spreadsheet 2.Sorting Data 3.Applying any Mathematical functions/formulas</p>	2
Q.13	<p>Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief. Ans: SMART GOALS ARE: S - Specific M- Measurable A - Achievable R - Realistic T - Time bound Achievable: Breaking down big goals into smaller parts will make the goal achievable.</p>	2
Q.14	<p>What do you understand by arguments in macro? Ans: Arguments are the values which are passed to a macro. Arguments passed to a macro from Calc are always values. It is not possible to know what cells, if any, are used. For e.g., =PositiveSum(A3) passes the value of cell A3, and PositiveSum has no way of knowing that cell A3 was used. If you must know which cells are referenced rather than</p>	2

	the values in the cells, pass the range as a string, parse the string, and obtain the values in the referenced cells.	
Q.15	<p>What is the difference between absolute and relative hyperlinks as used in Calc?</p> <p>Ans: Hyperlinks can be stored within your file as either relative or absolute. An absolute link will stop working only if the target is moved. A relative link will stop working only if the start and target locations change relative to each other. For instance, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break</p>	2
Q.16	<p>State any two purposes of using Templates in a word document.</p> <p>Ans: The purpose of using templates is:</p> <ol style="list-style-type: none"> To save the time. It is a predesigned document you can use to create documents quickly without having to think about formatting 	2
	Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)	
Q.17	<p>Shivam wants to have a suitable Internet connection at his home. He wants to connect his laptop to the Internet so that he can attend his online classes. Based on the above information answer the following questions:</p> <ol style="list-style-type: none"> Which device will be required to connect his home network to the ISP? Justify your answer. <p>Ans: Shivam needs a router to connect his home network to the ISP. Routers are network devices which are used to connect networks with different protocols. The router forwards packets on the basis of address destination. It also has the ability to limit the flow of broadcasts.</p> <ol style="list-style-type: none"> What kind of connection should he opt for if he wants to get the best possible network speed? Explain in brief. <p>Ans: Shivam should use a leased line for better speed as it uses optical fiber technology. It is also more reliable than DSL and it allows multiple devices to connect simultaneously and perform high capacity tasks simultaneously.</p>	4
Q.18	<p>Riddhima wants to know about mailing labels in word processor. Help her to find the answers of the given questions.</p> <ol style="list-style-type: none"> What is mailing label? <p>Ans: Mailing labels are usually pieces of paper with adhesive on the back that can be affixed to packages or envelopes to identify the name and address of a recipient. They may also indicate the name and address of the person sending the mail. Mailing labels are extremely useful and time saving for the people who must send out a large volume of mail.</p> <ol style="list-style-type: none"> Ways to prepare and print mailing labels <p>Ans: Mailing labels can be created in two ways:</p> <ol style="list-style-type: none"> Printing multiple copies of a single label Printing address lists where each label contains a different address 	4
Q.19	<p>Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following:</p> <ol style="list-style-type: none"> Scenarios Goal Seek Solver Subtotal <ol style="list-style-type: none"> Scenarios: Scenarios are a tool to test “what-if” questions. Each scenario is named, and can be edited and formatted separately. It is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the Navigator or a drop-down list which can be shown beside the changing cells Goal Seek: It is used to calculate a result based upon existing values. Using Goal Seek option under Tools menu, we can discover what values will produce the result that we want. Solver: It is more elaborated form of Goal Seek. The difference is that the Solver deals with 	4

	<p>equations with multiple unknown variables. It is specifically designed to minimize or maximize the result according to a set of rules that we define.</p> <p>iv. Subtotal: SUBTOTAL is a function listed under the Mathematical category when you use the Function Wizard (Insert > Function). Because of its usefulness, the function has a graphical interface. SUBTOTAL, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows. Using the Subtotals dialog, you can select arrays, and then choose a statistical function to apply to them. For efficiency, you can choose up to three groups of arrays to which to apply a function.</p>	
Q.20	<p>Elaborate four different types of styles which can be provided in a Word Processor.</p> <p>Ans: OpenOffice.org Writer has five types of styles:</p> <ol style="list-style-type: none"> 1. Paragraph styles affect an entire paragraph. 2. Character styles affect a block of text inside a paragraph. 3. Page styles affect page formatting (page size, margin, and the like). 4. Frame styles affect frames and graphics. 5. List styles affect numbered lists and bulleted lists. 	4
Q.21	<p>Shree is a Class X student. He has learnt Mail Merge option of a Word Processor in his computer period. But he is confused with few terms used to merge documents.</p> <p>Explain the following briefly, which will help Shree better understand the Mail Merge options.</p> <ol style="list-style-type: none"> 1. Merge Field 2. Data Source 3. Main Document 4. Mention two types of data on which mail merge can be applied. <p>Ans:</p> <ol style="list-style-type: none"> 1. Merge Field: A merge field is where you want to insert the information from a data source into a main document. Merge fields appear with chevrons (« »). 2. Data Source: Data source is a file that contains the names and addresses or any other information that vary with each version of a mail-merge document. 3. Main Document: Main document is the document which contains text and graphics. It may be a formal or an official letter. 4. Two types of data on which mail merge can be applied are Labels and Letters. 	4

**** ** *****