

II Preboard Examination

CLASS X CBSE INFORMATION TECHNOLOGY (402)

Max. Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (05 + 16 =) 21 questions, you have to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**
5. All questions of a particular part/section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 QUESTIONS; 24 MARKS):**
 - i. Each question carries 1 mark.
 - ii. There is no negative marking.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (16 QUESTIONS; 26 MARKS):**
 - i. This section has 16 questions in three parts viz. Part A, Part B & Part C.
 - ii. A candidate has to do 10 questions (3 questions from Part A, 4 questions from Part B and 3 questions from Part C).
 - iii. **Part A** has 05 questions on Employability Skills. Do any 03 questions. Answer these questions in 20 – 30 words each. Each question carries 2 marks. **(2 x 3 = 6 Marks)**
 - iv. **Part B** has 06 subject specific questions. Do any 04 questions. Answer these questions in 20 – 30 words each. Each question carries 2 marks. **(2 x 4 = 8 Marks)**
 - v. **Part C** has 05 subject specific questions. Do any 03 questions. Answer these questions in 50-80 words each. Each question carries 4 marks. **(4 x 3 = 12 Marks)**

SECTION A: OBJECTIVE TYPE QUESTIONS

- Q. 1 Answer any 4 of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**
- i. Which one of the following is a valid file extension for image file. **1**
a) .jpg b) .doc c) .txt d) .text
 - ii. An individual who initiates , creates and manages a new business can be called _____ **1**
a) A leader b) A manager c) An entrepreneur d) A professional
 - iii. Which of the following sources of energy is form of a renewable source? **1**
a) Wood b) Coals c) Solar energy d) All of these
 - iv. The sustainable Development goals are also known as _____ by United **1**
Nations to address great challenges.
a) Global Goals b) environment commission c) Green earth d) both a and c
 - v. Which of the following refers to an unwanted and unsolicited message? **1**
a) MBR b) Boot Sector Virus c) Email d) Spam

- vi _____ is the important function of Entrepreneur. **1**
- a) Decision Making
 - b) Creates Jobs and Employment Opportunities
 - c) Both (a) and (b)
 - d) Healthcare

Q. 2 Answer any 5 of the given 6 questions (1 x 5 = 5 marks)

- i CUI refers to; **1**
- a) Clever User Interface
 - b) Common User Interface
 - c) Character User Interface
 - d) Create User Interface
- ii Identify the Online Security threats: **1**
- a) Phishing
 - b) email spoofing
 - c) chat spoofing
 - d) All of the given
- iii We can create style from:- **1**
- a) New style from a selection
 - b) Dragging and Dropping
 - c) Both of the above
 - d) None of the above
- iv Scenarios are tool to test _____ questions. **1**
- a) If else
 - b) What else
 - c) What if
 - d) If
- v Consolidate option is available under _____ menu? **1**
- a) View
 - b) Tool
 - c) Insert
 - d) Data
- vi A _____ is used to apply a group of formatting effects together to the text, paragraph or a heading. **1**
- a) Labels
 - b) Mail merge
 - c) Style
 - d) both b and c

Q. 3 Answer any 5 of the given 6 questions (1 x 5 = 5 marks)

- i Which of the style includes header and footers, borders, margins. **1**
- a) Character Style
 - b) Page Style
 - c) Frame Style
 - d) Presentation Style
- ii Which of the following is more elaborate form of Goal Seek? **1**
- a) Subtotal
 - b) Solver
 - c) Scenario
 - d) All of the above
- iii To select random multiple cell hold down _____ key as you click on each cell. **1**
- a) Alt
 - b) Shift
 - c) Ctrl
 - d) All of the above
- iv Mail Merge involves merging of _____ **1**
- a) Two documents
 - b) two mails
 - c) both of the above
 - d) None of the above
- v Which of the following is a shortcut to print? **1**
- a) Ctrl+S
 - b) Ctrl+P
 - c) Ctrl+V
 - d) Ctrl+Z
- vi Which type of Hyperlink contains the full address of the destination of the web page? **1**
- a) Relative
 - b) External
 - c) Absolute
 - d) none of the given

Q. 4 Answer any 5 of the given 6 questions (1 x 5 = 5 marks)

- i Which of the following feature of Writer helps us to create a letter for multiple people with personalized touch? **1**
a) Letter Merge b) Template
c) Mail Merge d) Style
- ii Subtotals is available in _____ menu. **1**
a) Tools b) Format c) Insert d) Data
- iii Which of the following option is used to recall a file from recycle bin? **1**
a) Restore b) Recall c) Refresh d) Renew
- iv _____ is the development that satisfies the needs of the present without compromising the capacity of future generations. **1**
a) Overall Development b) Economic Development
c) Sustainable Development d) All of the above
- v Which of the following functions are available in consolidate window? **1**
a) Max b) Min c) Count d) All of the above
- vi _____ option allows to control the arrangement of text and graphic objects in the document. **1**
a) Arrangement b) Alignment c) Wrapping d) Anchoring

Q. 5 Answer any 5 of the given 6 questions (1 x 5 = 5 marks)

- i The _____ property allows the user to specify an alternative name for any field. **1**
a) Default b) Alias c) Format d) Edit
- ii To protect data from any unauthorised access is known as _____. **1**
a) Data Encryption b) Antivirus c) Cookies d) FireWall
- iii Which command is used to retrieve the records from the Table in database? **1**
a) Update b) Modify c) Select d) Alter
- iv In _____ view in Database we can set Primary Key and change field type. **1**
a) Datasheet view b) Design Query c) Wizard d) Design View
- v _____ occurs when the same piece of data duplicated multiple times. **1**
a) Data Integrity b) Data Inconsistency c) Data Redundancy d) Backup
- vi _____ are used to display the selected data in a printable format. **1**
a) Reports b) Forms c) Queries d) Wizard

SECTION B: SUBJECTIVE TYPE QUESTIONS

PART A: SHORT ANSWER TYPE QUESTIONS ON EMPLOYABILITY SKILLS Answer

any 3 of the given 5 questions (2 x 3 = 6 marks)

- Q. 6 List four functions of Operating System. **2**
- Q. 7 Explain any 2 functions of an Entrepreneur. **2**
- Q. 8 What is Sustainable Development? Explain briefly **2**
- Q. 9 What are the file extensions of the following files? **2**

i) text file ii) image file iii) sound file iv) LibreOffice writer file

Q. 10 Write any 4 careers in Entrepreneurship? **2**

PART B: SHORT ANSWER TYPE SUBJECT SPECIFIC QUESTIONS Answer any 4 of the given 6 questions (2 x 4 = 8 marks)

Q. 11 What is Data Consolidation? Explain with a proper example. **2**

Q. 12 What is Mail Merge feature in LibreOffice writer? **2**

Q. 13 What is the use of Goal Seek in a Spreadsheet? **2**

Q. 14 What is cell referencing in LibreOffice calc? Explain with example. **2**

Q. 15 What do you mean by Digital Documentation? **2**

Q. 16 Explain Subtotal feature of LibreOffice calc. **2**

PART C: DESCRIPTIVE/ LONG ANSWER TYPE SUBJECT SPECIFIC QUESTIONS Answer any 3 of the given 5 questions (4 x 3 = 12 marks)

Q. 17 Write short notes on following? **4**
i) Resizing image
ii) Table of Contents

Q. 18 What do you mean by What-if analysis? What is the use of Scenarios in LibreOffice calc? **4**

Q. 19 What are Viruses? How are they harmful? How to prevent from viruses? **4**

Q. 20 Differentiate between: **4**
a. RAM and ROM
b. CUI and GUI

Q. 21 What do you mean by renaming worksheets? Write steps to rename a worksheet. **4**

Prepared By

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