

INFORMATION TECHNOLOGY
(SUBJECT CODE 402)
CLASS X
(SESSION 2021-2022)
MOCK TEST PAPER FOR TERM -1

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

Max. Marks: 25

General Instructions:

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

SECTION A

Q1. Which of the following is not a form of non-verbal communication?

- | | |
|------------------------|------------------|
| a. Facial Expressions | b. Hand gestures |
| c. Spoken words | d. None of these |

Q2. Any communication that conveys a message consisting of spoken words is called _____

- | | |
|------------------------------|--------------------------|
| a. Visual communication | b. Written communication |
| c. Oral Communication | d. None of these |

Q3. Stress is a/an _____ response of the nervous system to any threat, challenge or problem.

- | | |
|---------------------|------------------|
| a. Automatic | b. Deliberate |
| c. Delayed | d. None of these |

Q4. Exercise helps in _____

- | | |
|------------------------|--|
| a. Building immunity | b. Proper functioning of organ systems |
| c. Both a and b | d. None of these |

Q5. In oral communication, there is a possibility of _____ response

- | | |
|---------|---------------------|
| a. Late | b. Immediate |
| c. No | d. slow |

Q6. Which of the following is an imperative sentence?

- a. May I come in please
- b. Wow I won the match
- c. What is your name?
- d. Get out of my class**

SECTION B

Q7. Symbol option is available under _____ group in the Insert Tab in word document.

- a. **Illustrations**
- b. Symbols
- c. Media
- d. Text

Q8. _____ helps to move, rotate or resize multiple objects in a presentation.

- a. **Grouping**
- b. Charts
- c. Table
- d. Movie clip

Q9. _____ statement is used to retrieve records in a database.

- a. Alter
- b. Update
- c. **Select**
- d. Create

Q10. A _____ represents a single, data item in a table.

- a. Row
- b. Column
- c. Datatype
- d. **Primary Key**

Q11. Which of the following will you opt for saving a file?

- a. save button on standard toolbar
- b. save option from file menu
- c. pressing Ctrl+S
- d. **any of the above**

Q12. A cell address's correct form is _____ , _____.

- a. row number,column letter
- b. **column letter,row number**
- c. column number,row number
- d. None of the above

Q13. In Word Processors,when a word does not fit on a line, it automatically flows to the beginning of the next line. This is called_____

- a.line drop
- b.**word wrap**
- c.line wrap
- d. None of the above

Q14. During copying of the formula the cell addresses automatically get adjusted w.r.t current cell where the formula is being copied. This process is called_____

- a.absolute referencing
- b.partial referencing
- c.**relative referencing**
- d.None of the above

Q15. Which tab of MS Word is a part of the Table of Contents?

- a. Page Layout
- b. **References**
- c. Review
- d. View

Q16. Why is the Goal Seek feature required?

- a. **To arrive at a value as input, given the output**
- b. To arrive at an output, given the input

- c. To guess the direction of input from the changing outputs
- d. None of these

Q17. _____ is a feature in word processing software that help users to create personalized letters, greeting cards with different names and addresses stored in a database.

- a. Table of contents
- b. Templates
- c. Mail Merge**
- d. None of the above

Q18. Macros must be saved with extension in MS Excel:

- a. .xls
- b. .xlsm**
- c. .vba
- d. .xlsx

Q19. Which programming language does VBA is based on :

- a. Visual Basic**
- b. Visual studio
- c. Visual Base
- d. Visual .Net

Q20. Shortcut to open the list of recorded Macros in MS Excel are

- a. Alt+F8**
- b. Alt+F5
- c. Alt+F4
- d. Alt+F7

Q21. Ramesh wants to solve one variable problem, Suggest him which of the data analysis tools is best suited for him.

- a. Solver
- b. Goal Seek**
- c. Scenario
- d. Data table

Q22. What are the operation we can do on the shared documents

- a. View the changes
- b. Accept/Reject Changes
- c. Edit the sheet
- d. All of the above**

Q23. Which of the following software is appropriate to store data about school students?

- a. MS-Access**
- b. MS Word
- c. MS Excel
- d. MS Impress

Q24. SQL stands for _____

- a. Structured Quotient Language
- b. Structured Query Language**
- c. Structured Query Level
- d. None of the above

Q25. Duplication of data is called _____.

- a. Inconsistency
- b. Consistency
- c. Redundancy**
- d. Foreign Key

Q26. In a spreadsheet, absolute reference will be referred to..

- a. \$A\$4**
- b. \$A4
- c. A\$4
- d. A4

SECTION C

Q27. Sravan wants to do the same set of tasks to be done repeatedly like formatting or applying a similar formula in a similar range of data. Suggest him a suitable tool for that.

- a. Goal Seek
- b. Solver
- c. Scenario
- d. **Macros**

Q28. Statement 1: A range is specified by giving the addresses of the first cell and the last cell of the range separated by some symbol character.

Statement 2: If you enter 12+24 in a cell, Excel will display 12+24

- a. **both statement 1 and statement 2 are correct.**
- b. both statement 1 and statement 2 are incorrect.
- c. statement 1 is correct but statement 2 is incorrect
- d. statement 1 is incorrect but statement 2 is correct

Q29. Statement 1: Ctrl+S shortcut is used to select text in MS Word.

Statement 2: Ctrl+X is used to remove the data.

- a. both statement 1 and statement 2 are correct.
- b. both statement 1 and statement 2 are incorrect.
- c. statement 1 is correct but statement 2 is incorrect
- d. **statement 1 is incorrect but statement 2 is correct**

Q30. Statement 1: In Excel, you can sort by upto two criteria, with each criterion applied one after the other

Statement 2: Alt+P is the shortcut key for printing

- a. both statement 1 and statement 2 are correct.
- b. **both statement 1 and statement 2 are incorrect.**
- c. statement 1 is correct but statement 2 is incorrect
- d. statement 1 is incorrect but statement 2 is correct

Q31. Shovit wants to combine and find the sum/average of marks obtained by the students in the previous three periodic tests. The data is stored in various sheets of a workbook. Which of the following tools is best suited for him?

- a. Data Range
- b. **Data Consolidation**
- c. Data Review
- d. Data Merge.

Q32. Breathlessness, dry mouth, butterflies in stomach, indigestion etc are sign of _____ stress.

- a. Mental
- b. **Physical**
- c. Both of the above
- d. None of the above

Q33. Gopal participated in a 100m race and won a prize. This motivated him to go for practice every morning. What type of Motivation is this?

- a. Internal
- b. Intermediate
- c. **External**
- d. None of the above

*******End of Paper*******