

II PERIODIC TEST : 2022-23

Class - X

Subject - Information Technology

Time : 2 hrs.

M.M.: 50

GENERAL INSTRUCTIONS :

1. Please read the instructions carefully.
2. This Question Paper consists of 18 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 + 13 =) 18 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.

SECTION B - SUBJECTIVE TYPE QUESTIONS (26 MARKS):

- i. This section has questions.
- ii. A candidate has to do 10 questions.
- iii. Do as per the instructions given.
- iv. Marks allotted are mentioned against each question/part.

SECTION A : OBJECTIVE TYPE QUESTIONS

Q.1- Answer any 4 out of given 6 questions:-

[4 × 1 = 4]

- a. When a receiver gets a message, he sends back a
 - i. Card
 - ii. Mobile
 - iii. Response
 - iv. None of these
- b. _____ is an example of an external barrier.
 - i. Gestures
 - ii. Weak telephone signals
 - iii. Emotions
 - iv. None of these
- c. _____ refers to explaining things in a brief yet comprehensive manner.
 - i. Conciseness
 - ii. Clarity
 - iii. Concreteness
 - iv. None of these
- d. The information provided in the communication should be _____ and to the point.
 - i. incomplete
 - ii. neat
 - iii. complete
 - iv. none of these
- e. _____ provides us with Energy and motivation to achieve our goals.
 - i. Stress
 - ii. Distress
 - iii. Distress
 - iv. None of these
- f. Entrepreneurship is a good option for _____.
 - i. a career choice
 - ii. Making quick money
 - iii. doing charity
 - iv. none of these

This paper consists of 4 printed pages.

Turn Over

Q.2- Answer any 5 out of given 6 questions:-

- a. The Keyboard shortcut to create a new style is _____.
 i. Shift + F11 ii. F11 iii. Ctrl + 11 iv. None of these
- b. Which operation do you perform in current document to copy a style from a template or another document?
 i. Update style ii. Load style
 iii. Modify style iv. None of these
- c. By using the _____ dialog box, you can make changes in image properties.
 i. Format ii. Paragraph
 iii. Paragraph iv. None of these
- d. It contains ready-to-use objects in writer.
 i. Object pane ii. Gallery
 iii. Files iv. None of these
- e. A file saved with the extension .ott is called _____.
 i. Style ii. Template
 iii. Image iv. None of these
- f. A hyperlink in Calc can be _____.
 i. Text ii. Picture
 iii. Both (a) and (b) iv. None of these

Q.3- Answer any 5 out of given 6 questions:-

[5 × 1 = 5]

- a. Which of the following is a keyboard shortcut to open the Templates window?
 i. Ctrl + N ii. Ctrl + Shift + N
 iii. Shift + N iv. None of these
- b. Which menu has the 'Table of Contents and Index' option?
 i. Insert ii. Styles iii. Tools iv. None of these
- c. _____ consists off mailing list.
 i. Main document ii. Data source
 iii. Fields iv. None of these
- d. The _____ feature is used to combine a data source with the main document.
 i. Labels ii. Letters iii. Mail Merge iv. None of these
- e. Development is a term used to describe political goals and progress.
 i. Economic ii. Social
 iii. Environmental iv. None of these
- f. Which of the following options is not found in the 'Insert' menu?
 i. Media ii. Image iii. Wrap iv. None of these

Q.4- Answer any 5 out of given 6 questions:-

[5 × 1 = 5]

- a. This is a command of Calc that collates the data from different ranges and places it in a worksheet.
 i. Consolidate ii. Combining
 iii. Subtotals iv. None of these

- b. It generates a subtotals to summarise the data.
- Define range
 - Total
 - Subtotals
 - None of these
- c. It is the elaborate form of Goal Seek.
- Detective
 - Solver
 - Scenario
 - None of these
- d. Which of the following menu contains the 'Share Spreadsheet' option?
- Tools
 - File
 - Edit
 - None of these
- e. Which dialog box helps you to fix conflict changes in a spread sheet?
- Manages changes
 - Resolve conflicts
 - Correct conflicts
 - None of these
- f. It contains ready-to-use objects in writer :
- Object pane
 - Gallery
 - File
 - None of these

Q.5- Answer any 5 out of given 6 questions:-

[5 × 1 = 5]

- a. Which of these action should be perform first while using the Subtotals command?
- Consolidate data
 - Sort data
 - Filter data
 - None of these
- b. Which of the following is a best tool if you have a problem with the multiple unknown variables?
- Goal Seek
 - Scenarios
 - Solver
 - None of these
- c. The cell reference for cell range of G2 to M12 is _____ .
- G2.M12
 - G2;M12
 - G2:M12
 - None of these
- d. A hyperlink in Calc can be _____ .
- Text
 - Picture
 - Both (a) & (b)
 - None of these
- e. Menu holds the multiple operations tools :
- Tools
 - Sheet
 - Data
 - None of these
- f. The cleaning of software installed in the computer can be achieved by _____ .
- Disk cleanup
 - Backup
 - Cleaning CPU cabinet
 - None of these

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 4 questions on Employability Skills (2 × 3 = 6 marks)

Answer each question in 20 - 30 words.

Q.6- What are the various factors that cause stress?

Q.7- What is the difference between sender and receiver?

Q.8- What is the relationship between an entrepreneur and society?

Q.9- Define sustainable development.