

## 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.

**Answer any 4 out of the given 5 questions in 20 - 30 words each ( $2 \times 4 = 8$  marks)**

Q.10- What is the basic functions of an operating system?

Q.11- What is spam? How is it harmful?

Q.12- How can you resize an image in a document?

Q.13- Describe the different types of hyperlinks.

Q.14- What is macro Recorder?

**Answer any 3 out of the given 4 questions in 50- 80 words each ( $4 \times 3 = 12$  marks)**

Q.15- What is Solver? How it is different from Goal Seek in Calc.

Q.16- What is the basic difference between 'Scenarios' and Multiple 'Operations' tools?

Q.17- Explain the different styles categories available in writer.

Q.18- How can you create a template and set it as a default template?

#####