CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE- 402)

Blueprint for Sample Question Paper for Class X (Session 2020-2021)

Max. Time: 2 Hours   **Max. Marks: 50**

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS 1 MARK EACH	SHORT ANSWER TYPE QUESTIONS 2 MARKS EACH	TOTAL QUESTIONS
1	Communication Skills-II	1	1	2
2	Self-Management Skills-II	2	1	3
3	Information and Communication Technology Skills-II	1	1	2
4	Entrepreneurial Skills-II	1	1	2
5	Green Skills-II	1	1	2
TOTAL QUESTIONS		**6**	**5**	**11**
NO. OF QUESTIONS TO BE ANSWERED		**Any 4**	**Any 3**	
TOTAL MARKS		**1 x 4 = 4**	**2 x 3 = 6**	**10 MARKS**

PART B - SUBJECT SPECIFIC SKILLS (40 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS 1 MARK EACH	SHORT ANSWER TYPE QUESTIONS 2 MARKS EACH	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS 4 MARKS EACH	TOTAL QUESTIONS
1	Digital Documentation (Advanced)	6	1	1	8
2	Electronic Spreadsheet (Advanced)	6	2	1	9
3	Database Management System	6	1	2	9
4	Web Applications and Security	6	2	1	9
TOTAL QUESTIONS		**24**	**6**	**5**	**35**
NO. OF QUESTIONS TO BE ANSWERED		**20**	**Any 4**	**Any 3**	
TOTAL MARKS		**1 x 20 = 20**	**2 x 4 = 8**	**4 x 3 = 12**	**40 MARKS**

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Sample Question Paper for Class X (Session 2020-2021)

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 (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

Q. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**	
i.	Karan lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. However, due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which another medium can he use to get immediate approval of his mother? a) E-mail b) Letter c) Message through Friend d) Fax	1
ii.	Trisha is always tense during exam time. She is a sincere and studious student, but the thought of exams creates anxiety in her. Which stress management technique that you would suggest to help her? a) Yoga b) Exercise c) Vacation with Family d) All of these	1
iii.	_____ ability of a person to do the things that need to be done without someone or something influencing us. a) Self-Motivation c) Self Discipline b) Self Awareness d) Self-Regulation	1
iv.	According to the concept of sustainable development, the environment and development are _____ issues. a) Inseparable b) Separate c) Independent d) None of these	1
v.	The cleaning of software installed in the computer cannot be achieved by _____. a) Disk cleanup b) backup c) Cleaning CPU cabinet d) Installing antivirus software	1
vi.	Entrepreneurship has a crucial role in the _____ of the society. a) Evolution b) Planning c) Functioning d) None of these	1

Q. 2	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i	_____ is not an instant messaging service. a) Skype b) Yahoo! Messenger c) Firefox d) Whatsapp	1
ii	_____ is the process of emptying a place in case of an emergency, disaster. a) Accident b) Evacuation c) Hazards d) Exiting	1
iii	Richard needs to set up a network for his office where he wants to save all the data in a centralized system and other computers will take the services from the centralized system. Which architecture will be the best suitable for him? a) Peer to Peer b) Client-Server c) Point to Point d) Ring	1
iv	A _____ is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines and vice versa. a) Repeater b) Switch c) Router d) Modem	1
v	_____ is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet. a) Goal Seek b) Scenario c) Solver d) Subtotal	1
vi	_____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. a) Alignment b) Footer c) Margin d) Headings	1

Q. 3	**Answer any 5out of the given 6 questions (1 x 5 = 5 marks)**	
i	Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish this task efficiently? a) Drawing/Shapes b) Symbols c) Pictures d) All of these	1
ii	Fatima has inserted a picture in a document. But she wants to cut off a part of the picture. Which option she should use to accomplish the task? a) Cut b) Copy c) Crop d) Layout	1
iii	The intersection point between a row and column is called _____. a) Row b) Column c) Table d) Cell	1
iv	Amrita is celebrating her 14th birthday. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again? a) Mail Merge b) Letter wizard c) Document Type d) None of these	1
v	A ____ is a model that you use to create other documents. a) Styles b) Template c) Wizard d) Sample	1
vi	Formulas in a Spreadsheet must begin with a _____ sign. a) $ b) @ c) # d) =	1

Q. 4	**Answer any 5out of the given 6 questions (1 x 5 = 5 marks)**	
i	_____ is a tool to test "what-if" questions. a) Scenario b) Solver c) Macro d) Average	1
ii	Rohit scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. Suggest him the suitable option out of the following to do so. a)Macro b) Solver c) Goal Seek d) Sub Total	1
iii	_____can be used in a spreadsheet software to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites. a) Illustrations b) Hyperlinks c) Links d) Filter	1
iv	_____ uses the keyboard as a pointing device instead of a mouse. a) MouseKeys b) Toggle key c) Filter key d) Sticky key	1
v	Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work. a) Consolidate Worksheet b) Shared Worksheet c) Link Worksheet d) Lock Worksheet	1
vi	_____ database is a type of database that stores data in several tables. a) Flat b) Relational c) both (a) and (b) c) None of them	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i	In database _____ helps us to retrieve the filtered data based upon some conditions. a) Forms b) Reports c) Queries d) Table	1
ii	A _____ is one which connects computers and devices in a limited geographical area such as home, school, computer laboratory, office building, or closely positioned group of buildings. a) LAN b) WAN c) MAN d) PAN	1
iii	Rudrakshh wants that the name column of a table must not be left blank. Help him to identify the field property for this purpose. a) Length b) Default c) Entry Required d) Format	1
iv	_____ can be set for a field if the user doesn't provide any value while entering the values in the table. a) Required b) Default c) Primary Key d) Format	1
v	Aadya wants to create a connection between two or more tables. Suggest her the option to accomplish the task. a) Table b) Form c) Relationships d) Sorting	1
vi	_____ data type takes the values in the form of 0 and 1 in the database. a) Integer b) Text c) Boolean d) Memo	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 6	Communication skills are very important for any business. Explain any two elements of a communication process.	2
Q. 7	Mention any two misconceptions about the Entrepreneurship.	2
Q. 8	Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.	2
Q. 9	What are the measures to increase the performance of a computer system?	2
Q. 10	How can an individual contribute to Sustainable Development Goals?	2

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)

Q. 11	Differentiate between Relative and Absolute Hyperlinks with the help of an example.	2
Q. 12	What is the utility of text wrapping in a document?	2
Q. 13	What is the use of Macros in a Spreadsheet?	2
Q. 14	Write any two advantages of online shopping.	2
Q. 15	Differentiate between Primary key and Foreign key.	2
Q. 16	Define the following Hot spots:- a) WIMAX b) Wi-Fi	2

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 17	Elaborate four different types of styles which can be provided in a Word Processor.	4

Q. 18	Define the following:
	   a) Subtotals
	   b) Consolidating Data
		4

Q. 19	What precautions must be taken to improve online security?	4
Q. 20	What is DBMS? Explain any two advantages of DBMS.	4
Q. 21	a) The structure of a table "ITEM" is given below. Suggest suitable data type and size of each column. Column name Type Size Itemno _____ _____ Iname _____ _____ Price _____ _____ Quantity _____ _____ b) Consider the following table "ITEM": Table: Item Itemno Iname Price Quantity 11 Soap 40 80 22 Powder 80 30 33 Face cream 250 25 44 Shampoo 120 100 55 Soap box 20 50 Write queries to i. Display the total amount of each item. The amount must be calculated as the price multiplied by quantity for each item. ii. Display the details of items whose price is less than 50 .	4