CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE 402)

CLASS X (SESSION 2021-2022)
BLUE- PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)   **Max. Marks: 25**

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-II	2
2	Self-Management Skills-II	2
3	Information and Communication Technology Skills-II	2
TOTAL QUESTIONS		**6 Questions**
NO. OF QUESTIONS TO BE ANSWERED		**Any 5 Questions**
TOTAL MARKS		**1 x 5 = 5 Marks**

PART B - SUBJECT SPECIFIC SKILLS (20 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Digital Documentation (Advanced)	11
2	Electronic Spreadsheets (Advanced)	13
3	Database Management System	3
TOTAL QUESTIONS		**27 Questions**
NO. OF QUESTIONS TO BE ANSWERED		**20 Questions**
TOTAL MARKS		**1 x 20 = 20 MARKS**

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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

Answer any 5 questions out of the given 6 questions on Employability Skills   (1 x 5 = 5 marks)

1.	_____feedback is specific information, in the form of written comments or verbal conversations that help the learner understand what she or he needs to do in order to improve. a. Descriptive b. Specific c. General d. Sign	1
2.	_____communication is the use of body language, gestures and facial expressions to convey information to others. a. Verbal b. Written c. Non-Verbal d. Visual	1
3.	Sonika gets up at 6 am and goes for her hobby classes. Then she comes back home and finishes her homework before going to school. She does all work by herself. No one tells her to do so. This is called _____. a. Self-Awareness b. Self-Motivation c. Self-Regulation d. Discipline	1
4.	High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. a. Physical b. Emotional c. Mental d. Financial	1
5.	A _____ operating system is a computing environment that reacts to input within a specific period of time. a. Single User b. Multi-User c. Real Time d. Distribute	1
6.	Identify the measure to protect computer from threats and viruses: a. Sharing password with friends b. Allow anyone to use your device c. Use Antivirus d. Leave computer without logging out	1

SECTION B

Answer any 15 questions out of the given 20 questions   **(1 x 15 = 15 marks)**

7.	When you apply a _____, you apply a group of formatting effects together in one single step. a. Effect b. Style c. Template d. Format	1
8.	Which function cannot be performed through Subtotal in a Spreadsheet? a. Sum b. Product c. Average d. Percentage	1
9.	In a document, _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. a. Arrangement b. Anchoring c. Alignment d. Text Wrapping	1
10.	A_____ is a model that you use to create other documents. a. Template b. Document c. Design d. Copy Paste	1
11.	_____ styles in a text document affect selected text within a paragraph, such as the font and size of text, or bold and italic formats. a. Cell b. Paragraph b. Formatting d. Character	1
12.	To repeat the graphic across the entire background area, we need to select option in word processor. a. Tile b. Position c. Stretch d. Area	1
13.	Scenarios are a tool to test questions. a. Auto b. Goal Seek c. What-if d. Drop Down	1
14.	_____ is particularly useful when creating a watermark or when wrapping the image in the background in a document. a. Transparency b. Fill c. Filters d. Crop	1
15.	It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate. a. Row b. Column c. Autosum d. Cell Referenc	1
16.	_____, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows Which step one must should follow before using the Subtotal option? a. Consolidate b. Rename Data c. Filter Data d. Subtotal	1
17.	A _____ hyperlink contains the full address of the destination file or web page. a. Relative b. Absolute c. Mixed d. Address	1
18.	Which of the following is more elaborate form of Goal Seek? a. Subtotal b. Scenario c. Solver d. Consolidate	1

19.	_____ means combining data in a spreadsheet from different worksheets into master worksheet a. Hyperlinks b. Consolidating c. Linking d. Filter	1
20.	An _____ link will stop working only if the target is moved while a_____ link will stop working only if the start and target locations change relative to each other. a. absolute, fixed b. Relative, Absolute c. absolute, relative d. permanent, absolute	1
21.	Database servers are referred to as _____. a. Front-ends b. Back-ends c. Clients d. Model	1
22.	A table is a set of data elements that is organized using a model of vertical _____ and horizontal _____. a. Rows, Tables b. Columns, Rows c. Rows, Columns d. Forms, Reports	1
23.	_____ include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection in document. a. Cell Style b. Numbering Style c. Paragraph Style d. Character Style	1
24.	By default, sheets tab are present at the _____ of the spreadsheet. a. Top b. Bottom c. Center d. Right	1
25.	The cell reference in a spreadsheet for cell range B2 to F15 is _____. a. B2.F15 b. B2;F15 c. B2:F15 d. B2-F15	1
26.	_____ controls how graphics are stacked upon each other or relative to the text. a. Arrangement b. Alignment c. Anchoring d. Wrapping	1

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions   **(1 x 5 = 5 marks)**

27.	Millennium University is organizing a reunion meet for their alumnae students. For this purpose, university wants to send the invite to all these students with their different addresses. Which feature of the Word Processor University should use to accomplish the task? a. Mail Merge b. E-Mail c. Templates d. Data Source	1
28.	Prisha is a book editor. She wants to change the indentation of all paragraphs, and change the font of all titles in the book. Which feature she should use to make the task easy? a. Styles b. Templates c. Table of content d. Consolidating	1

29.	Gaurav has inserted an image in a document. He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task? a. Clip art　　　　　　　　　　　　b. Cut c. Crop　　　　　　　　　　　　　d. Contrast	1
30.	Hema is a chartered accountant. She used to maintain the accounts in a spreadsheet on everyday basis. There are number of steps which she needs to follow every time. Can you suggest her a feature of spreadsheet through which she can perform these tasks quickly without repeating the steps every time? a. Record Changes　　　　　　　　b. Track Changes c. Goal Seek　　　　　　　　　　d. Using Macros	1
31.	Raj has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees? a. Macro　　　　　　　　　　　　b. Link Workbook c. Change Worksheet　　　　　　　d. Track Changes	1
32.	Akshat wants to store a huge amount information about his firm in a database. Which type of table organization would be most suitable for this purpose? a. Relational　　　　　　　　　　b. Flat File c. Either Relational or Flat file　　　d. Hierarchical	1
33.	Sunita is making a project in spreadsheets. Her friend has told her how to rename a spreadsheet as it will help her identify the worksheet data easily. She was very excited and told the same to her brother. Her brother told her that in spreadsheets(OpenOffice0, a worksheet can be renamed using _____ ways. a. 2　　　　　　　　　　　　　　b. 3 c. 4　　　　　　　　　　　　　　d. 1	1