INFORMATION TECHNOLOGY
CLASS-X- TERM-I – 2021-22
ANSWER KEY
MODEL QUESTION PAPER

Q.N	ANSWER EXPLANATION(KEY POINTS)	MARK
	SECTION-A (EMPLYOBILITY SKILLS)	
1	d. either option (a) or (c)	1
2	c. dot(.)	1
3	a) Backup and Restore	1
4	b. Phishing	1
5	a. Discipline	1
6	b. Driving during rush hour	1
7	a. A is true but R is false	1
	TOTAL	7
	SECTION-B	
8	c. Template	1
9	a. "Protected against manual changes" check box is selected	1
10	b. Mail Merge	1
11	d. Posterize	1
12	c. F11	1
13	a. Data Source	1
14	b. Page Style	1
15	a. Ctrl + Z	1
16	d. All of these	1
17	d. A is true but R is false	1
18	b) Shared Worksheet	1
19	d) Edit menu>Track Changes>Show	1
20	d. All of the above	1
21	c. ='S1'.A3	1

22	d. All of the above	1
23	a. Sharing Workbook	1
24	d. Tool	1
25	c. Red	1
26	a. Authors and other reviewers to know which cells were edited.	1
27	b. repeat	1
28	(a) Assertion and reason both are correct statements and reason is correct explanation for assertion.	1
29	(c) Assertion is correct statement but reason is wrong statement.	1
30	d) Datum	1
31	c. Writer	1
32	(a) 5	1
TOTAL		25
G TOTAL		**32**