



SAMPLE QUESTION PAPER - TERM 1

Information Technology (Subject Code 402)

Class X (Session 2021-2022)

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		1x5=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 Spreadsheet(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

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. Which of the following is also known as grapevine communication? 1

- a. Verbal communication
- b. Non-verbal communication
- c. Formal communication
- d. Informal communication

Ans. d. Informal communication

2. Teachers evaluate students' worksheets and provide feedback based on their performance. This type of feedback is called _____ . 1

- a. Written feedback
- b. Oral feedback
- c. Verbal interaction
- d. None of these

Ans. a. Written feedback

3. Which of the following statement(s) is/are correct about self-motivated people? 1

- a. They easily find reasons to complete a task
- b. They never give up
- c. They do not need someone to encourage them
- d. All of these

Ans. d. All of these

4. _____ is the ability to watch and manage our emotions, thoughts and behaviour. 1

- a. Self-analysis
- b. Self-motivation
- c. Self-regulation
- d. Self-awareness

Ans. c. Self-regulation

5. A _____ operating system has more than one processor. They share a common clock, input-output memory, system clock and sometimes memory also. 1

- a. Multi-processor
- b. Multiprogramming
- c. Distributed
- d. Clustered

Ans. a. Multi-processor

6. Which of the following is an example of application software? 1

- a. Windows OS
- b. Android OS
- c. Notepad
- d. Both a and b

Ans. c. Notepad

SECTION B

Answer any 15 questions out of the given 20 questions

(1 x 15 = 15 marks)

7. In OpenOffice Writer, the Styles and Formatting dialog box can be opened by pressing the _____ key. 1

- a. F11
- b. F10
- c. F9
- d. F8

Ans. a. F11

8. Which of the following options can be used to open the Picture toolbar in a writer document? 1

- a. View → Picture → Toolbars
- b. View → Toolbars → Picture
- c. View → Picture
- d. None of these

Ans. b. View → Toolbars → Picture

9. Which of the following process allows you to remove the extra area that is added intentionally or unintentionally to the image during the shoot? 1

- a. Resizing
- b. Cropping
- c. Flipping
- d. None of these

Ans. b. Cropping

10. In OpenOffice Writer, which of the following options is used for arranging objects? 1

- a. Bring to Front
- b. Bring Forward
- c. Send to Back
- d. All of these

Ans. d. All of these

11. Kamal wants to fit text into an object. Which of the following feature should he use for the purpose? 1

- a. Resizing
- b. Cropping
- c. Wrapping
- d. Flipping

Ans. c. Wrapping

12. How can you create a template in OpenOffice Writer? 1

- a. From a document
- b. From a wizard
- c. From a Format menu
- d. Both a and b

Ans. d. Both a and b

13. A _____ helps the readers to quickly and effortlessly navigate to the desired section of the document without navigating through the entire document. 1

- a. Table of content (TOC)
- b. Mail Merge
- c. Bullets and Numbering
- d. None of these

Ans. a. Table of content (TOC)

14. The process of creating a mirror image of an object is known as _____. 1

- a. Resizing
- b. Cropping
- c. Flipping
- d. None of these

Ans. c. Flipping

15. _____ are used by the editor, author, or reviewer for exchanging their thoughts as well as for giving suggestions. 1

- a. Comments
- b. Solver
- c. What-if
- d. Goal seek

Ans. a. Comments

16. Which of the following dialog boxes allows you to accept or reject changes in a spreadsheet? 1

- a. Shows Changes dialog box
- b. Accept Changes dialog box
- c. Reject Changes dialog box
- d. Accept or Reject Changes dialog box

Ans. d. Accept or Reject Changes dialog box

17. _____ can be defined as a set of commands or actions that is recorded and then executed in a spreadsheet when required. 1

- a. Goal seek
- b. What-if tool
- c. Macro
- d. None of these

Ans. c. Macro

18. The values passed in a macro are called _____. 1

- a. Symbols
- b. Signs
- c. Operators
- d. Arguments

Ans. d. Arguments

19. Consider the following function used in a spreadsheet application: 1

`getCellByPosition(1,3)`

What does 3 signify in the function?

- a. Row number
- b. Column number
- c. Sheet number
- d. None of these

Ans. a. Row number

20. Which function would you use to count the number of sheets in a spreadsheet? 1

- a. `getSheet()`
- b. `getCount()`
- c. `getByIndex()`
- d. `getValue()`

Ans. b. `getCount()`

21. Which of the following menu provides the Subtotals option for calculating the subtotal in a cell range? 1

- a. Insert
- b. Format
- c. Tools
- d. Data

Ans. d. Data

22. In OpenOffice Calc, you can create, edit, and manage scenarios with the help of the _____ tool. 1

- a. If-What
- b. What-If
- c. What
- d. If

Ans. b. What-If

23. You can open the data source in a spreadsheet by pressing the _____ key from the keyboard. 1

- a. F1
- b. F2
- c. F3
- d. F4

Ans. d. F4

24. Which function would you use to count the number of sheets in a spreadsheet? 1

- a. getSheet()
- b. getCount()
- c. getByIndex()
- d. getValue()

Ans. b. getCount()

25. A _____ key refers to a key in a table, which is a reference of the primary key in the other table. 1

- a. Primary
- b. Foreign
- c. Local
- d. Client

Ans. b. Foreign

26. The default extension of using OpenOffice Base is _____ . 1

- a. .dob
- b. .odb
- c. .dbo
- d. .bdo

Ans. b. .odb

SECTION C (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

27. Somya has inserted an image in the document. Later, she finds that the image is not appropriate according to the requirement. What should Somya do? 1

- a. Delete the image
- b. Resize the image
- b. Crop the image
- c. Flip the image

Ans. a. Delete the image

28. Salim wants to draw a flowchart in a Writer document to display a program. Which toolbar should he use to draw a flowchart in a document? 1

- a. Picture toolbar
- b. Drawing toolbar
- c. Format toolbar
- d. None of these

Ans. b. Drawing toolbar

29. In OpenOffice Writer, Mayank has edited the style and content of the predefined template according to his requirement. Which process has Mayank performed in the template? 1

- a. Editing
- b. Flipping
- c. Wrapping
- d. Resizing

Ans. a. Editing

30. Karan wants to combine data from different spreadsheets. Which process should he use for the purpose? 1

- a. Consolidating
- b. Importing
- c. Exporting
- d. Summarizing

Ans. a. Consolidating

31. Riya wants to take a loan of ₹3000000. She wants to know the total amount of loan with different monthly payments and with the same interest rate and time period. Which tool should she use to fulfill her requirement? 1

- a. Goal Seek
- b. Macro
- c. What-if
- d. None of these

Ans. a. Goal Seek

32. Mandeep is the head of the sales department of Amayra Cosmetic Pvt. Ltd. He creates a spreadsheet to store the sales data of different products. He wants to distribute the same spreadsheet to the heads of different zones and allow them to work on it simultaneously. Which feature of Calc should he use to fulfill his requirement? 1

- a. Consolidating the spreadsheet
- b. Importing the spreadsheet
- c. Exporting the spreadsheet
- d. Sharing the spreadsheet

Ans. d. Sharing the spreadsheet

33. Imran wants to delete some records from a table but unable to do so. He is making some mistake while writing the syntax of the DELETE command. Help him by telling the correct syntax of using the DELETE command to delete records from the table. 1

- a. DELETE "Table_Name" WHERE [Condition];
- b. DELETE WHERE [Condition] FROM "Table_Name";
- c. DELETE FROM "Table_Name" WHERE [Condition];
- d. FROM "Table_Name" DELETE WHERE [Condition];

Ans. c. DELETE FROM "Table_Name" WHERE [Condition];