

# CBSE | DEPARTMENT OF SKILL EDUCATION

## Information Technology (SUBJECT CODE - 402)

**Blue-print for Sample Question Paper for Class X (Session 2024-2025)**

Max. Time: 2 Hours

Max. Marks: 50

### **PART A - EMPLOYABILITY SKILLS (10 MARKS):**

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills - II	1	1	2
2	Self-Management Skills - II	2	1	3
3	ICT Skills - II	1	1	2
4	Entrepreneurial Skills - II	1	1	2
5	Green Skills - II	1	1	2
<b>TOTAL QUESTIONS</b>		<b>6</b>	<b>5</b>	<b>11</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>Any 4</b>	<b>Any 3</b>	<b>07</b>
<b>TOTAL MARKS</b>		<b>1 x 4 = 4</b>	<b>2 x 3 = 6</b>	<b>10 MARKS</b>

### **PART B - SUBJECT SPECIFIC SKILLS (40 MARKS):**

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
1	Unit 1: Digital Documentation (Advanced)	6	1	1	8
2	Unit 2: Electronic Spreadsheet (Advanced)	6	2	1	9
3	Unit 3: Database Management System	6	1	2	9
4	Unit 4: Maintain Health, Safety and Secure Working Environment	6	2	1	9
<b>TOTAL QUESTIONS</b>		<b>24</b>	<b>6</b>	<b>5</b>	<b>35</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>20</b>	<b>Any 4</b>	<b>Any 3</b>	<b>27</b>
<b>TOTAL MARKS</b>		<b>1 x 20 = 20</b>	<b>2 x 4 = 8</b>	<b>4 x 3 = 12</b>	<b>40 MARKS</b>

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

## **Information Technology (SUBJECT CODE - 402)**

### **Sample Question Paper for Class X (Session 2024-2025)**

**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

<b>Q. 1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>	
<b>i.</b>	<b>What is the importance of effective communication in a workplace?</b> (a) Reducing office expenses                      (b) Enhancing team collaboration and productivity (c) Increasing employee vacation days        (d) Improving office aesthetics	<b>1</b>
<b>ii.</b>	<b>High expectations from self can leave with chronic anxiety and stress, thus leading to _____ stress.</b> (a) Physical                      (b) Emotional                      (c) Social                      (d) Financial	<b>1</b>
<b>iii.</b>	<b>John notices that the cost of raw materials is lower in a different supplier's location compared to his current supplier. He decides to switch to the new supplier to save money. Which function that the entrepreneur is doing?</b> (a) Makes decisions (b) Divides income (c) Takes risk (d) Innovation	<b>1</b>
<b>iv.</b>	<b>Imagine you are working on a challenging project for your studies, and you have a tight deadline. No one is around to cheer you on or offer encouragement, but you need to push through and complete the work. What will make you complete work without others cheering you?</b> (a) Self-confidence (b) Communication (c) Self-motivation (d) Self-esteem	<b>1</b>
<b>v.</b>	<b>Which organization has adopted the Sustainable Development Goals.</b> (a) UNICEF                      (b) League of Nations (c) United Nations                      (d) World Health Organization	<b>1</b>
<b>vi.</b>	<b>What should you do to ensure secure online transactions?</b> (a) Lock your computer (b) Give credit card or bank details only on safe websites (c) Use anti-virus (d) Do not use pirated software	<b>1</b>

<b>Q. 2</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
<b>i.</b>	<b>What is a style in LibreOffice Writer?</b> a) A method of typing                      b) A collection of all formatting information c) A tool for drawing shapes                      d) A spell-check feature	<b>1</b>
<b>ii.</b>	<b>Which of the following is an example for absolute cell referencing?</b> (a) C5                      (b) \$C\$5                      (c) \$C                      (d) #C	<b>1</b>
<b>iii.</b>	<b>Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?</b> (a) Entries (b) Background (c) Styles (d) Type	<b>1</b>
<b>iv.</b>	<b>Which of the following is true about Track Changes feature of Writer?</b> (a) You cannot record a change made in the document. (b) A comment of a particular author only can be deleted (c) Any change made to the document is permanent. (d) None of the above	<b>1</b>

v.	<p><b>Imagine you are a financial analyst tasked with analyzing quarterly sales data for a multinational corporation. The data is stored in separate sheets within an Excel workbook, each representing sales figures from different regions (e.g., North Zone, East Zone, South Zone).</b></p> <p><b>How can you efficiently view and compare quarterly sales data from multiple regions in a single spreadsheet to identify trends and relationships?</b></p> <p>(a) By creating separate charts for each region's data.  (b) By using the Consolidate function to combine information from all regional sheets into one summary sheet.  (c) By manually copying and pasting data from each region's sheet into a new sheet.  (d) By deleting unnecessary data from each region's sheet.</p>	1
vi.	<p><b>Sore lower back is caused due to _____.</b></p> <p>(a) reaching forward frequently  (b) no lumbar support  (c) no upper back support from chair  (d) reaching forward for long periods</p>	1

<b>Q. 3</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	<p><b>What is the extension of spreadsheet file in Calc?</b></p> <p>(a) .odb (b) .odt (c) .odg (d) .ods</p>	1
ii.	<p><b>Which of the following is the shortcut key to open the Templates dialog box?</b></p> <p>(a) Ctrl+Alt+N (b) Ctrl+Shift+N (c) Ctrl+Alt+T (d) Shift+Alt+T</p>	1
iii.	<p><b>Which style category would you use to format a section containing text, graphics, and lists?</b></p> <p>a) Page Style (b) Paragraph Style (c) Character Style (d) Frame Style</p>	1
iv.	<p><b>It is a reference point for the graphics which is created while positioning any image. This point could be the page, or frame where the object is either a paragraph, or even a character in a word processor.</b></p> <p>(a) Wrap Text (b) Anchoring (c) Alignment (d) BookMark</p>	1
v.	<p><b>Which of the following is an invalid Macro Name?</b></p> <p>(a) 1formatword  (b) format word  (c) format*word  (d) Format_word</p>	1
vi.	<p><b>A fresh food cafeteria helps to maintain the _____ of the employee.</b></p> <p>(a) Health (b) Morale (c) Productivity (d) Engagement</p>	1

<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	<p><b>Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?</b></p> <p>(a) Macro  (b) Hyperlink  (c) connect  (d) Copy</p>	1
ii.	<p><b>Which of the following operations cannot be performed using LibreOffice Calc?</b></p> <p>(a) Store and manipulate data  (b) Create graphical representation of data  (c) Analysis of data  (d) Mail merge</p>	1
iii.	<p><b>The details associated with an entity are called _____.</b></p> <p>(a) Table  (b) Attributes  (c) Records</p>	1

	(d) Primary key	
iv.	<b>The _____ data is a combination of letters, numbers or special characters.</b> (a) Structured (b) Unstructured (c) Semi-structured (d) Alphanumeric	<b>1</b>
v.	<b>Which kind of hazards can occur in IT industry?</b> (a) Biological (b) Chemical (c) Physical (d) Ergonomic	<b>1</b>
vi.	<b>In a Query Design wizard, which of the following buttons is clicked to move a field from 'Available fields' list box to 'Fields in the query' list box?</b> (a) > (b) < (c) ∨ (d) ∧	<b>1</b>

<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	<b>Identify the mode, where we can modify in the structure of table?</b> a. Datasheet view c. Design view b. Structure view d. All of the above	<b>1</b>
ii.	<b>What is the primary purpose of a query in a database?</b> (a) To enter new records (b) To create reports (c) To retrieve specific data (d) To design forms	<b>1</b>
iii.	<b>Which of the following is NOT true about forms?</b> (a) It is the front end for data entry (b) It can contain text fields (c) Graphics can be inserted on the form (d) It can accept only fixed number of records	<b>1</b>
iv.	<b>For an organisation, the proper security procedures will reduce _____.</b> (a) liabilities (b) insurance (c) business revenue (d) operational charges of the company	<b>1</b>
v.	<b>Which of the following is not an example of ignition sources of open flames?</b> (a) Gas ovens (b) Lighters in smoking areas (c) Welding torches (d) space heaters	<b>1</b>
vi.	<b>Which action contributes to a healthy and safe working environment?</b> (a) Keeping emergency exits clear (b) Leaving cables loose on the floor (c) Ignoring safety warnings (d) Using unapproved software	<b>1</b>

## 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.

<b>Q. 6</b>	Imagine you are a high school student working on a group science project. You present your part of the project to your group, but you're not sure if it meets the expectations or aligns with what the group needs. Why is it important for your classmates to give you feedback in this situation?	<b>2</b>
<b>Q. 7</b>	List the ways in which an entrepreneur affects a society	<b>2</b>
<b>Q. 8</b>	Amit frequently experiences slow performance on his computer when working with large spreadsheets and multiple applications. He notices that the system freezes and lags, especially when switching between programs. What should Amit do to improve his computer's performance in handling large spreadsheets and multitasking?	<b>2</b>
<b>Q. 9</b>	How can you manage emotional intelligence?	<b>2</b>
<b>Q. 10</b>	How can individuals contribute to a sustainable future?	<b>2</b>

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

<b>Q. 11</b>	Describe the steps to create a custom style named 'myStyle1' using drag-and-drop.	<b>2</b>
<b>Q. 12</b>	List and explain two common safety hazards in a workplace.	<b>2</b>
<b>Q. 13</b>	What is use of What-if Scenarios?	<b>2</b>
<b>Q. 14</b>	How do Merging and Comparing Spreadsheets differ in Calc?	<b>2</b>
<b>Q. 15</b>	Describe referential Integrity.	<b>2</b>
<b>Q. 16</b>	What causes eye strain and how to avoid it?	<b>2</b>

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

<b>Q. 17</b>	Imagine you are preparing a series of school reports that need to include your school's logo, a picture of your project, and a standard footer with your name and class. Instead of adding and formatting these elements individually in each report, you use LibreOffice Writer templates to simplify this process. a) How can we apply the template from the available template list? b) When is exporting of templates useful?	<b>4</b>																
<b>Q. 18</b>	Imagine you are a student organizing a fundraising event for your school club. You have a spreadsheet in LibreOffice Calc that lists donations from different sponsors. Each sponsor has contributed multiple times, and you need to summarize the total amount donated by each sponsor. a) Which tool in Calc can be used to create the group automatically? b) Which functions can be applied to the grouped data? c) Which menu option is used to apply this Tool? d) What is purpose of e (-)or (+) signs on grouped data?	<b>4</b>																
<b>Q. 19</b>	What are Data Models? Explain different types of Data models.	<b>4</b>																
<b>Q. 20</b>	Imagine you are a safety officer overseeing electrical maintenance work at a manufacturing plant. To spread the awareness among your team you have to conduct training on safety measures. List out electrical rescue techniques which you will discuss with them.	<b>4</b>																
<b>Q. 21</b>	Consider the following table: <b>Employee</b> <table style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Emp_id</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Salary</th> <th style="text-align: left;">Designation</th> </tr> </thead> <tbody> <tr> <td>E01</td> <td>Kajal</td> <td>78000</td> <td>Manager</td> </tr> <tr> <td>E02</td> <td>Rahul</td> <td>50000</td> <td>Sales Executive</td> </tr> <tr> <td>E03</td> <td>Tarun</td> <td>55000</td> <td>Clerk</td> </tr> </tbody> </table> (a) You are tasked with designing a new employee database for your company. Based on the given table structure, identify the fields that would be necessary to store key information about each employee.	Emp_id	Name	Salary	Designation	E01	Kajal	78000	Manager	E02	Rahul	50000	Sales Executive	E03	Tarun	55000	Clerk	<b>4</b>
Emp_id	Name	Salary	Designation															
E01	Kajal	78000	Manager															
E02	Rahul	50000	Sales Executive															
E03	Tarun	55000	Clerk															

<p>(b) As a database administrator, you need to ensure each employee has a unique identifier. Which field in the table would you choose as the primary key, and why?</p> <p>(c) During a review of the employee database, you realize there could be another field apart from the primary key that can uniquely identify a record. Identify the field and justify why it could serve as an alternate key.</p> <p>(d) You are integrating the employee table with another table that stores department details. Explain how you would use the primary key from the employee table and a foreign key in the department table to establish a relationship between the two tables. Illustrate with an example.</p>	
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