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
	TOTAL QUESTIONS	6	5	11
	NO. OF QUESTIONS TO BE ANSWERED	Any 4	Any 3	07
	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	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
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	Maintain Health, Safety and Secure Working Environment	6	2	1	9
	TOTAL QUESTIONS	24	6	5	35
	NO. OF QUESTIONS TO BE ANSWERED	20	Any 4	Any 3	27
	TOTAL MARKS	1 x 20 = 20	2 x 4 = 8	4 x 3 = 12	40 MARKS

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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.	Rahul moved to Japan from India for work. However, he struggles to adapt because he is not familiar with Japanese customs and etiquette, which affects his interactions with coworkers. This is an example of: (a) Interpersonal barrier (b) Cultural barrier (c) Physical barrier (d) Linguistic barrier	1
ii.	Amina studies diligently to improve her grades because she wants to feel proud of her achievements and also earn a scholarship. What type of motivation is this? (a) Internal (b) External (c) Both internal and external (d) Not any specific type of motivation	1
iii.	Rajesh launches a new app, but it fails to attract users and he faces financial losses. He gathers his team to discuss the failure, takes accountability for the oversight, and assures them that he will conduct thorough market research before the next launch. He _____. (a) takes responsibility for his mistakes (b) thinks before making a decision (c) does not give up (d) is innovative	1
iv.	Which of the following best describes self-management? (a) The ability to ignore emotions and focus solely on tasks (b) The ability to control one's emotions, thoughts, and behavior in various situations (c) The ability to manage time efficiently without considering feelings (d) The ability to rely on others for emotional support	1
v.	A community initiates a tree-planting campaign to restore local forests, aiming to enhance biodiversity, prevent soil erosion, and provide habitats for wildlife. This initiative also includes educating residents about sustainable land use practices to protect their natural environment. Which SDG can you relate this initiative to? (a) Clean Water and Sanitation (b) Life on Land (c) Affordable and Clean Energy (d) Climate Action	1
vi.	How can an anti-virus protect your device? (a) It can protect it from over-heating (b) It can increase its performance (c) It can prevent data from getting corrupt (d) It can backup data	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which feature in Writer allows you to apply the same style to multiple words scattered throughout the document? (a) Format Painter (b) Fill Format option (c) Style Inspector (d) Font Adjustment Tool	1
ii.	Which feature allows you to jump to a different document, spreadsheet, or website from within a document? (a) Bookmark (b) Page Break	1

		(c) Hyperlink	
		(d) Format Painter	
iii.		**How many levels of headings does LibreOffice Writer support?** (a) 5 (b) 8 (c) 10 (d) 12	**1**
iv.		**Which of the following is NOT true about templates?** (a) The styles and formatting features can be reused. (b) Libre Office provides online templates (c) Templates can have headings, text formats, styles, page numbers, headers and footers (d) We cannot create our own templates	**1**
v.		**Radha is planning a school event and wants to decide how much money to allocate for different activities, like games, food, and decorations. She creates several different budget plans to see how changing the amount for each category affects the total expenses.** **How can Radha efficiently compare the different budget plans for her school event in the same spreadsheet?** (a) By writing down each budget on paper (b) By using the What-if scenario feature in the spreadsheet to create and analyze different budget options (c) By asking her friends to guess the costs (d) By using the Filter function to look at one category at a time	**1**
vi.		**What is the main goal of applying ergonomics in an office setting?** (a) To increase the amount of work done in a shorter time (b) To design tasks that are more interesting for employees (c) To ensure easy and safe use of equipment, reducing the risk of injury (d) To promote social interactions among employees	**1**

Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	**The code of macro begins with _____ followed by the name of the macro and ends with _____.** (a) Function, End (b) Sub, End Sub (c) Sub, End Function (d) Sup, End Sup	**1**
ii.	**What is the benefit of inserting an image as a link in a document?** (a) It reduces the document size by storing only the reference to the image. (b) It enhances the image quality. (c) It allows for automatic image editing within the document. (d) It removes the need for image captions.	**1**
iii.	**After incorporating the reviews, Krishna mailed the document to his editor with the Track Changes ON. He made certain changes in the document. Pradeep wants to compare his original document with the reviewed document.** **What is the first step Krishna should take to compare his edited document with the original document?** (a) Open the Manage Changes dialog box. (b) Select Edit > Track Changes > Compare Documents option. (c) Save the edited file. (d) Accept or reject the desired changes.	**1**
iv.	**It allows the placement of image in relation to text** (a) Water mark (b) Trade mark (c) Copyright (d) Text Wrapping	**1**
v.	**What is the primary function of the Subtotal tool in Calc?** (a) It creates a chart for the data. (b) It automatically groups data and applies common functions like sum and average.	**1**

	(c) It highlights cells with conditional formatting.	
	(d) It removes duplicate data from the spreadsheet.	
vi.	**What is one way to mitigate hazards associated with prolonged computer use?** (a) Increasing screen brightness (b) Stretching at regular intervals or doing simple yoga (c) Using a smaller screen (d) Sitting in a fixed position	1

Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	A _____ hyperlink stores the location with respect to the current location **in LibreOffice Calc.** (a) Absolute (b) Relative (c) Mixed (d) Reference	1
ii.	_____ **is a text editor that allows you to create and edit macros.** (a) IDE (b) Notepad (c) Open Office Writer (d) MS Word	1
iii.	**Which of the following best defines "information"?** (a) Unprocessed raw facts such as names, marks, and addresses. (b) Organized and processed data that provides meaningful insights. (c) Audio, video, and graphics stored without any processing. (d) A collection of unrelated raw facts.	1
iv.	**What does referential integrity in a database ensure?** (a) All primary keys are unique across the database. (b) All records in a table must have a value in every column. (c) Every foreign key value must match a primary key in the referenced table or be null. (d) Data can be freely deleted from any table without constraints.	1
v.	**What should you do with the problem of dry eyes?** (a) Forget to blink (b) Rest eyes periodically and do simple eye exercises (c) Do exercise (d) Blink the eyes	1
vi.	**Which of the following data models sets a relation between the two or more tables?** (a) Relational Data Model (b) Network Data Model (c) Hierarchical Data Model (d) Connection Data Model	1

Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	**Which of the following statements are true about primary key in a database?** (a) It is a field that can have duplicate values. (b) It uniquely identifies each record in a table. (c) It can have null values (d) It is an optional field in a database table.	1
ii.	**Which of the following dialog boxes appears when the Query Design window is opened for the first time to design a query?** (a) Add Table (b) Add Query (c) Add Query or Report (d) Add Table or Query	1

iii.	**What feature in OpenOffice Base allows users to present retrieved data in a user-friendly and formatted manner?** (a) Query (b) Form (c) Report (d) Data view	**1**
iv.	**Which of the following is a recommended way to manage stress at work?** (a) Engage in aggressive conflicts with colleagues (b) Work longer hours without breaks (c) Seek conflict resolution strategies with colleagues (d) Avoid hobbies that promote relaxation	**1**
v.	**Which of the following can lead to musculoskeletal problems while working on a computer?** (a) Using anti glare screen (b) Sitting in a wrong posture and using an uncomfortable chair (c) Using Air Conditioners (d) Taking frequent breaks	**1**
vi.	**In a situation where a small fire breaks out in the office, what should you use to address the emergency?** (a) A Blanket (b) A Fire Extinguisher (c) A Towel (d) Baking Soda	**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	During a team meeting, Sarah is explaining a complex project idea to her colleagues. She speaks too quickly, uses jargon, and doesn't pause for questions. As a result, her team seems confused, and the project isn't fully understood. What can Sarah do to improve her verbal communication skills?	**2**
Q. 7	What are the functions of Entrepreneurs?	**2**
Q. 8	List the various ways you can use to protect your data.	**2**
Q. 9	Riya, a Class X student, feels stressed with her exam preparation, extracurricular activities, and family commitments. How can tracking time help her?	**2**
Q. 10	Why has United Nations has made the 17 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	In Open Office Writer, what are the styles? List two Open Office Writer style options.	**2**
Q. 12	Differentiate between safety and security of an employee.	**2**
Q. 13	What are the benefits of sharing a spreadsheet?	**2**
Q. 14	Guneet has completed his assessments in four subjects and received the following marks: 75 in Math, 68 in Science, 82 in English, and 70 in History. The student needs to achieve an overall aggregate of 75% across all five subjects to meet his academic goals. He still has to take the exam in the fifth subject, which is Geography. Which Calc tool and menu option he can use to check how many marks he has to score in the 5th subject to get the required percentage?	**2**
Q. 15	In a database, why is it important to create relationships between the tables?	**2**
Q. 16	What is Occupational Overuse Syndrome? What are the causes for it?	**2**

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

Q. 17	A team of writers is collaborating on a report using a word processing software with a Track Changes feature. One writer creates the initial draft, which then needs to be reviewed and edited by the rest of the team. a) Why is the Track Changes feature essential for collaborative document editing? b) Which menu option can be used to access this feature? c) Can reviewers add comments? d) Once the changes are made by all the reviewers, who can accept or reject them?	**4**
Q. 18	A Class X student is participating in a school competition where they need to analyse the performance of different sports teams based on match scores and statistics. The student has collected data over several matches and needs to calculate averages, determine rankings, and generate charts for a presentation. a) How are Macros in Calc helpful to him? b) How to enable Macro in Calc? c) Is solution*word a valid macro name? Justify d) Mention any one operation which cannot be recorded by macro.	**4**

Q. 19	A health clinic is developing a patient management system to streamline patient intake, appointments, and medical records. They need to implement forms for various purposes, including new patient registration, appointment scheduling, and updating medical histories. a) What is the use of form in DBMS? b) What are the different ways to create forms in DBMS? c) Where can we find various tools to add or edit controls on the form? d) What is the use of the Records Toolbar in a form?	4
Q. 20	What points should be included in Fire Prevention Plan in the office?	4

Q. 21	Your cousin runs a small bookstore and wants to maintain an inventory of books. He needs to record information such as book titles, authors, ISBNs, publication dates, prices, and stock levels. However, he is not familiar with database management systems. Explain the following concepts to help him understand DBMS:
	  a) What is DBMS?
	  b) What are the advantages of using DBMS?
	  c) Name any two database programs that can be used to create a table and store the data according to his requirements.
	  d) Which field can be set as a Primary Key?
		4