CHENNAI SAHODAYA SCHOOLS COMPLEX

(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.

COMMON EXAMINATION
Class-10
(Information Technology - 402)
ANSWER KEY

Roll No.:   *Maximum Marks: 50*

Date: DD/MM/YYYY   *Time allowed: 3 hours*

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.	(a) Interpersonal communication	1
ii.	(b) Accept the feedback, reflect on the areas of improvement, and take responsibility for the mistakes to ensure better performance next time.	1
iii.	(d) Time-bound	1
iv.	(b) .txt	1
v.	(a) Market research	1
vi.	(c) They take ownership of their actions.	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	b) Click on the text where the style should be applied	1
ii.	b) Drawing Object Properties Toolbar	1
iii.	b) GIF, JPG, BMP	1

iv.	a) Right-click on the ToC and select 'Edit Index'	**1**
v.	b) The document allows editing of styles and contents.	**1**
vi.	b) The document prompts for a password.	
Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	b) It updates the consolidated sheet automatically when the source data changes.	**1**
ii.	b) Same cell	**1**
iii.	c) Goal seek	**1**
iv.	d) Subtotal	**1**
v.	c) Tools menu	**1**
vi.	a) Insert > Comment	**1**
Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	d) Sequential Data Model	**1**
ii.	b) A collection of fields and their data values	**1**
iii.	c) They are fields eligible to become the primary key.	**1**
iv.	b) Text with a maximum of 64,000 characters	**1**
v.	c) To control data redundancy and inconsistency	**1**
vi.	b) Category Name	**1**
Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	b) The location of fire alarms and exits	**1**
ii.	c) Protect employees and stakeholders	**1**
iii.	b) To improve the working capabilities of employees	**1**
iv.	c) Keep wrists in a neutral position	**1**
v.	b) Follow company guidelines and procedures	**1**
vi.	c) Proper grounding of equipment	**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	Ravi can use the following strategies: • **Prepare well**: Create an outline of key points to cover. • **Practice**: Rehearse in front of a mirror or with friends to build confidence. • **Speak slowly and clearly**: Ensure the audience can follow the message. • **Use visual aids**: This can help in explaining complex ideas easily. **(any valid 2 points, 2 marks, answer may vary)**	2
Q. 7	To manage time effectively, I would first prioritize tasks based on their urgency and importance. I would begin by focusing on the high-priority project, breaking it down into smaller, manageable parts. Then, I would create a schedule, allocating specific time slots for each task, ensuring that the routine tasks are completed in between. I would also set realistic milestones and use reminders to stay on track. If needed, I would delegate less critical tasks to colleagues or seek help to ensure the high-priority work is completed on time. **(any valid answer can be considered, 2 marks)**	2
Q. 8	An Operating System (OS) is a software that acts as an intermediary between computer hardware and the computer user. It manages hardware resources such as the CPU, memory, storage, and input/output devices, and provides a user-friendly interface to interact with the system. The OS is responsible for handling tasks such as: 1. Memory management 2. Task management 3. File management 4. Device management 5. Security and access control Examples of popular OS: Windows, MacOS, Linux, Android, iOS, Unix **(definition 1 mark and 2 examples 1 mark)**	2
Q. 9	**1.** Financial Risk, **2.** Market Risk, **3.** Operational Risk, **4.** Legal and Regulatory Risk, **5.** Economic Risk, **6.** Reputational Risk, **7.** Strategic Risk, **8.** Human Resource Risk, **9.** Political Risk etc **(any valid answer can be considered, 2 points 2 marks)**	2
Q. 10	☐ Resource Scarcity ☐ Environmental Impact ☐ Economic Viability ☐ Technological Innovation ☐ Social Responsibility ☐ Regulatory Compliance ☐ Supply Chain Management ☐ Market Demand ☐ Competition ☐ Cultural and Behavioral Change **(any valid answer can be considered, 2 points 2 marks)**	2

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

Q. 11	Page, Paragraph, Character, Frame, List, and Table. (1 mark) You can apply a style by selecting the text and choosing the desired style from the Style menu. (1 mark)	2
Q. 12	Set up the formula for profit based on units sold. Use Goal Seek by setting the profit cell as the formula cell, the number of units sold as the variable cell, and the target profit as the desired result.	2
Q. 13	Goal Seek is a tool that helps find the input value required to achieve a specific output in a formula by changing one variable while keeping others constant. **(1 mark)** Goal Seek helps determine the required input to reach a desired result, such as finding the necessary marks in a subject to achieve a target average. **(1 mark)**	2
Q. 14	☐ Referential Integrity ensures that there are no unmatched foreign key values in the database. **(1 mark)** ☐ For example, if a record is deleted in the master table, the corresponding records in the transaction table should also be deleted or set to NULL. **(1 mark)**	2
Q. 15	The company should install adjustable lighting systems, ensuring that they provide sufficient light without glare. If natural light is causing contrast issues, blinds should be installed. Additionally, workstation layout should be adjusted to minimize direct light exposure to screens, and employees should be encouraged to take regular breaks to rest their eyes.	2
Q. 16	Accidents in organizations can include trip and fall accidents, slip and fall accidents, injuries from escalators or elevators, falling goods, and injuries from moving objects. To prevent these, organizations should ensure that aisles are clear of obstacles, floors are regularly checked and cleaned to prevent slipping hazards, and goods are securely stored to prevent falls. Regular inspections of elevators and escalators are important to ensure safe functioning, and moving objects should be clearly marked and monitored.	2

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

Q. 17	The six style categories in LibreOffice Writer are: • **Page Style**: Manages the overall layout of the page, including margins, headers, footers, and background. • **Paragraph Style**: Controls the formatting of paragraphs, including line spacing, alignment, and indentation. • **Character Style**: Applies specific formatting to parts of a paragraph, such as changing the font, size, or color of text. • **Frame Style**: Controls the appearance of text and image containers, such as their size, borders, and positioning. • **List Style**: Applies to lists, enabling users to change bullet styles, numbering formats, or indentation. • **Table Style**: Formats tables, adjusting cell borders, text alignment, and colors. **(any four, side heading caries ½ mark and explanation caries ½ mark)**	4
Q. 18	(a) **View Track Changes** – Clicking on this button displays all the changes made in the document by different users. (b) **Record Track Changes** – Clicking on this button, turns on the Track Changes feature. After this, any sort of editing done will be marked. Any character added to the document will be displayed in a different color and any deletion done will be seen in strike-through style.	4

	(c) **Accept/Accept All Track Changes** – Once the editing is done, the original author may accept the change made to the document by clicking **Accept All Track Changes** button will accept all the changes made to the document. (d) **Reject/Reject All Track Changes** – The original author of the document may reject a single change or all changes made to the document by clicking **Reject Track Changes** or **Reject All Track Changes** button, respectively. **(Each explanation carries 1 mark)**	
Q. 19	i. StudentID ii. 4 records iii. StudentID, Name, Age, Gender, Grade **iv. Gender**	4
Q. 20	(a) **Memo vs Varchar Data Type**	4

Feature	Memo	Varchar
Purpose	Designed to store long text or large amounts of textual data.	Used to store variable-length strings or text data.
Length	Can store large amounts of text, typically up to 64,000 characters.	Stores text up to a defined maximum length, e.g., `VARCHAR(255)`.
Storage	Memo stores large blocks of text, and it doesn't have a predefined maximum length.	Varchar stores text of varying lengths and only uses space proportional to the actual data.
Use Case	Suitable for storing long descriptions, comments, notes, or large text fields in a database.	Best used for fields where the length of data varies, like names, email addresses, or titles.
Performance	Memo can be slower when accessing large text because of its size.	Varchar is more space-efficient and faster for shorter strings of text.
Character Limit	Typically supports up to 64,000 characters.	Limited to a user-defined maximum length, such as 255 characters or more.

(any two difference, 2 marks)

Feature	Design View	Datasheet View
Purpose	Used for defining and modifying the structure of a table (e.g., creating fields, setting data types, defining primary keys).	Displays the actual data stored in the table in a spreadsheet-like format.
Use Case	Ideal for defining the schema of a table, setting field types, and establishing relationships.	Used for viewing, entering, editing, and deleting data records.
View Type	A structural, back-end view that shows field names, data types, properties, and constraints.	A front-end view that shows data records in rows and columns.
User Interaction	Users can define field names, types, properties, and primary keys.	Users can interact directly with the data, entering, editing, and navigating through records.
Access Level	Provides control over the table's design but not the data.	Provides control over the data within the table but not its design.
Editing Capabilities	Users can add or remove fields, set data types, change properties.	Users can add, delete, and modify data records but not change the table's structure.

(any two difference, 2 marks)

Q. 21	**Case 1: A colleague trips over a loose wire and gets injured. What should you do immediately?**	**4**
	• First, ensure the safety of the injured person. Help them to a safe place and assess the injury. If needed, provide first aid. Inform your supervisor about the incident and assist in investigating the cause. If the injury is severe, call for medical help.	
	Case 2: A fire breaks out in the office. What steps should you take to evacuate the building?	
	• Quickly move towards the nearest emergency exit, guiding others to safety. Avoid using elevators. If you encounter anyone with mobility difficulties, assist them to the exit. Once outside, go to the designated assembly area and report any missing employees to the coordinator.	