**Class: X**                   **Subject: Information Technology (402)**
**Date: 25/09/2024**                  **M.M.: 50**
**Roll No.:**                        **Time: 3 HRS**

**General Instructions:**
i) The Question Paper contains Two sections- Objective and Subjective.
ii) Attempt questions based on specific instructions for each part.
iii) All questions are compulsory.
iv)Section A contains Objective type questions whereas Section B contains Subjective type questions.
v) All questions of a particular section must be attempted in the correct order.

# SECTION A: (OBJECTIVE TYPE QUESTIONS)

| Q.1) | Answer the following questions-       (1*10= 10 marks) | |
|---|---|---|
| i) | _____ is the most important skill to keep you on track for the successful completion of work hand. | 1 |
| ii) | A _____ operating system is a type of multitasking operating system that divides the CPU time equally among all the programs waiting to be executed. | 1 |
| iii) | Business and _____ are complementary to each other and cannot be separated. | 1 |
| iv) | The United Nations Commission on Environment and Development was created in the year _____. | 1 |
| v) | _____ is a systematic approach to growth and development and to manage natural, produced and social capital for the welfare of their own and future generations. | 1 |
| vi) | _____ is the process of emptying a place in case of an emergency, disaster. | 1 |
| vii) | _____ is a process of calculating a value by performing what-if analysis on a given set of values. | 1 |
| viii) | A _____ is a set of values that Calc saves and can substitute automatically on your worksheet. | 1 |
| ix) | The option _____ mimics the effects of too much light in a picture. | 1 |
| x) | This option _____ joins group of pixels into single area of one color. | 1 |

| Q.2) | Answer any 5 out of the given 6 questions- (1*5= 5 marks) | |
|---|---|---|
| i) | Rekha gets up at 5 am and goes for her dance classes. Then she comes home and finishes her homework before going to school. This is an example of _____.<br>   a) Self-awareness<br>   b) Self-motivation<br>   c) Self-regulation | 1 |
| ii) | Prevent others from using your computer by_____.<br>   a) Using username and password<br>   b) Using antivirus<br>   c) Using internet | 1 |
| iii) | Sneha created a file in Notepad and saved the file by name "hello" so the complete name of file will be _____.<br>   a) Hello.doc<br>   b) Hello.jpg<br>   c) Hello.txt | 1 |
| iv) | What do entrepreneurs do when they run their business?<br>   a) They help in increasing jobs in their areas.<br>   b) Helping the people in the society to think before taking decisions<br>   c) They take responsibility for their actions | 1 |
| V) | Solution to these global problems like scarcity of clean water to drink, scarcity of pure air to breathe, scarcity of unadulterated food, rising issue of global warming is _____.<br>   a) Stop using these resources<br>   b) Sustainability<br>   c) To make people aware | 1 |
| vi) | Which of the following is not included in sustainable development?<br>   a) Green grassy patches and trees to be interspersed between concrete buildings<br>   b) Use of technologies, which are environmental friendly<br>   c) Excessive use of resources and decreasing resource conservation | 1 |

| Q.3) | Answer any 5 out of the given 6 questions- (1*5= 5 marks) | |
|---|---|---|
| i) | Which of the following option is not available in graphics mode of picture toolbar?<br>   a) Grayscale<br>   b) Watermark<br>   c) Original | 1 |
| ii) | Anuja wants that her company's logo and page number should automatically appear on the top and bottom of the Writer document whenever she opens a new document. Which feature of Writer will help her to do so?<br>   a) Style<br>   b) Automatic<br>   c) Template | 1 |
| iii) | When sharing worksheets authors may forget to record the changes they make. Calc can find the changes by _____ worksheets.<br>   a) Duplicating<br>   b) Comparing<br>   c) Checking | 1 |

| | | | |
|---|---|---|---|
| iv) | Suman and her friends wants to work together in a spreadsheet. They can do so by _____.<br>a) Sharing workbook<br>b) Linking workbook<br>c) Comparing workbook | **1** |
| v) | Which of the following are some of the measures to keep ourselves safe from electricity hazards and accidents?<br>a) Electrical equipment used should be approved by a recognized organization.<br>b) Workers should not be trained to handle the electric equipment safely<br>c) Circuits should be overloaded. | **1** |
| vi) | To select two drawing objects in Writer, select one object and hold _____ key and select other object.<br>a) Ctrl<br>b) Alt<br>c) Shift | **1** |

| **Q.4)** | **Write the answer in one word.** | **(1*5= 5marks)** |
|---|---|---|
| i) | The option allows you to automatically create groups and use common functions. | **1** |
| ii) | It is a set of commands or keystrokes that are stored for later use. | **1** |
| iii) | It gets business started, and then sells the business to another person or company. | **1** |
| iv) | The utility optimizes the disk space by keeping all segments of files together at one place on the disk. | **1** |
| v) | The stress involved in interacting, socializing and communicating with other human beings. | **1** |

# SECTION B: SUBJECTIVE TYPE QUESTIONS

**Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20- 30 words.** **(2*3= 6 marks)**

| **Q.5)** | How does IT help in meeting SDGs? | **2** |
|---|---|---|
| **Q.6)** | Write a short note on Self-regulation. | **2** |
| **Q.7)** | Write any two indications of malware infection. | **2** |
| **Q.8)** | Write any two ways to optimize the performance of your computer. | **2** |
| **Q.9)** | What do you know about Brundtland Report? | **2** |

**Answer any 2 out of the given 5 questions in 20-30 words.**     **(2*3= 6 marks)**

| | | |
|---|---|---|
| **Q.10)** | Explain the concept of data consolidation with the help of an example. | **3** |
| **Q.11)** | What is ToC? Write its advantages. | **3** |
| **Q.12)** | Differentiate between Relative and Absolute Hyperlinking in LibreOffice Calc. | **3** |
| **Q.13)** | What is the requirement for goal seek to be application? | **3** |
| **Q.14)** | What are the conditions under which an evacuation would be necessary? | **3** |

**Answer any 1 out of the given 4 questions. Answer each question in 40-60 words.**

**(1*4= 4 marks)**

| | | |
|---|---|---|
| **Q.11)** | Define the term Styles and also discuss the types of Styles available in LibreOffice Writer. | **4** |
| **Q.12)** | How will you pass an arguments to a macro? Write complete procedure. | **4** |
| **Q.13)** | What are points a company should ensure for evacuation in case of any emergency? | **4** |
| **Q.14)** | What are the three pillars of sustainable development? Describe them in detail. | **4** |

**Answer any 2 out of 3 given questions-**     **(2*3= 6 marks)**

| | | |
|---|---|---|
| **Q.15)** | Hema holds the title of chartered accountant. On a daily basis, she used to keep track of the accounts on a spreadsheet. There are a number of steps that she must follow at all times. Can you recommend a spreadsheet feature that will allow her to complete these activities quickly and without having to repeat the processes each time? Write the complete procedure. | **3** |
| **Q.16)** | Rohit received a 25 out of 30 grade in English and a 22 out of 30 grade in Math. In order to calculate the score in IT, he needs to acquire an overall score of 85 percent. What will be the best solution for it? Write step-by-step process. | **3** |
| **Q.17)** | Suppose, Nishant wants to calculate the effect of different interest rates on an investemtents (like 5%, 8,%, 9.25%), which feature of LibreOffice Calc will he use to quickly view the results based on different interest rates and how? | **3** |

**Answer the given question.**                                                    **(1*3=3 marks)**

| | | |
|---|---|---|
| **Q.18)** | Ananya is Chief financial officer of a company. She is developing sales projections of each quarter of the forthcoming year. She knows what the company's total income must be for the year to satisfy stockholders. She also has a good idea of company's income in the first three quarters, because of the contacts that are already signed. For the fourth quarter, however, no definite income is available. So how much must the company earn in fourth quarter to reach its goal of annual income (Rs. 20, 00,000)? She can enter the projected earnings for each of the other three quarters along with a formula that totals all four quarters. Then she uses an **option-X** in the empty cell of fourth quarter sales, and receives her answer.<br>   a)  What is option-x in the above situation?<br>   b)  Name the elaborated form of option-x.<br>   c)  In reference to above situation, what is target value in option-x dialog box? | **3** |