BUDHA DAL PUBLIC SCHOOL , PATIALA
TERM-I SEPTEMBER 2023(CLASS – X) Set-A
INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Max. Time: 2Hours   **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 where as 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 (24MARKS):**
   i. This section has 05 questions.
   ii. There is no negative marking.
   iii. Do as per the instructions given.
   iv. Marks allotted are mentioned against each question/part.
7. **SECTION B–SUBJECTIVE TYPE QUESTIONS (26MARKS):**
   i. This section contains 16 questions.
   ii. A candidate has to do10 questions.
   iii. Do as per the instructions given.
   iv. Marks allotted are mentioned against each question/part.

	SECTIONA: OBJECTIVE TYPE QUESTIONS	
Q.1	**Answer any 4 out of the given 6 questions on Employability Skills (4 x1=4 marks)**	
i.	Vacationing helps in _____individuals. (i) Stressing (ii)de-stressing (iii) destroying (iv) none of these	1
ii.	Computer programs that can damage the data and software programs or steal the information stored on a computer. (i) Spam (ii)Viruses (iii) Junk Mail (iv) BIOS	1
iii.	The Small pictures on the desktop are called_____. (i) Worm (ii)Wallpaper (iii) Icons (iv) none of these	1
iv.	_____refers to you ability to identify effective methods of getting yourself to move from thoughts to action. (i) Self-motivation (ii) Selflessness (iii) Self-dedication None of these	1
v.	_____ is not the quality of self-confident people. (i) Dependent (ii) Positive Attitude (iii) Hard Working (iv) Commitment	1
vi.	_____operating system enable multiple users to work on the same computer at different time or simultaneously. (i) Multiprogramming (ii) Multiprocessors (iii) Multi-user (iv) Multi-tasking	1
Q.2	**Answer any 5 out of the given 6 questions (5x 1= 5 marks)**	
i.	To open a program, you use: i) Start Menu ii) Right-click iii) Task Manager iv) Ctrl + Alt + Delete	1
ii.	To create a new folder: i) Right-click -> New -> Folder ii) Control Panel iii) Task Manager iv) Start Menu	1
iii.	To permanently remove a file: i) Recycle Bin ii) Copy iii) Rename iv) Delete	1

iv.	Purpose of software updates: i) Change theme ii) Improve performance iii) Add wallpapers iv) Increase storage		1
v.	Antivirus software protects against: i) Hardware damage ii) Malware iii) Unauthorized access iv) System updates		1
vi.	Firewall blocks: i) Unauthorized access ii) Graphics performance iii) File management iv) Hard drive cleaning		1
Q.3	**Answer any 5 out of the given 6 questions(5x 1= 5 marks)**		
i.	_____ is specifically designed to minimize the results according to set rules that we define in a spreadsheet. (i) Goal Seek (ii) Scenario (iii) Solver (iv) Subtotal		1
ii.	_____ can help to change the value in multiple cells according to target . (i) Goal Seek (ii) Solver (iii) Navigation (iv) Hyperlink		1
iii.	Spreadsheet Software can find changes by _____sheet. (i) Changing (ii) Comparing (iii) Renaming (iv) Track change		1
iv.	The Intersection point between a row and a column is called a _____. (i) Table (ii) Cell (iii) Row (iv) Active Cell		1
v.	In which menu share Spreadsheet option is available ? (i) Tools (ii) Data (iii) Styles (iv) Format		1
vi.	_____ tab is used to create a scenario. (i) Tools (ii) View (iii) Format (iv) Edit		1
Q.4	**Answer any 5 out of the given 6 questions. (5x 1= 5 marks)**		
i.	Akash has written a book consisting of fifteen chapters. He wanted to make the index of the book. Suggest him the opinion use to create the index automatically in a digital document. (i) Tables (ii) Columns (iii) Mail Merge (iv) Table of Content		1
ii.	Technique used to remove an unwanted area from an image is called_____. (i) Grouping (ii) Ungrouping (iii) Cropping (iv) Deleting		1
iii.	In _____Calc, the filed for subtotal is specified through _____options. (i) Group by (ii) Subtotal (iii) Solver (iv) Scenario		1
iv.	To enable Macro Recoding feature go to Tools and the select _____. (i) Macros (ii) Module (iii) Options (iv) Record Macro		1
v.	In which menu Goal Seek is available in LibreOffice Calc? (i) Data (ii) Tools (iii) Window (iv) Sheet		1
vi.	You can add an image into a document from (i) Scanner (ii) Gallery (iii) Clipboard (iv) All of these		1
Q.5	**Answer any 5 out of the given 6 questions (1x 5= 5 marks)**		
i.	Which is NOT a method for applying styles? (i) Fill Format (ii) Manual Formatting (iii) Update Style from Selection (iv) Load Style from Template		1
ii.	How can you insert an image? (i) Insert Tab (ii)Copy-Paste (iii) Drag-Drop (iv) All of the above		
iii.	Why group drawing objects? (i) Move as a unit (ii) Change color (iii) Apply style (iv) Make invisible		1
iv.	Which is NOT a step in creating a custom template? i) Save as Template ii) Load Style iii) Set Styles iv) Use Predefined Templates		1
v.	Which option allows you to add comments in a shared spreadsheet? i) Insert -> Comment ii) Review -> Add Comment iii) Format -> Comment iv) Data -> Comment		1

vi.	How can you format comments in a shared spreadsheet?
	    i) Right-click on the comment and select "Format Comment"
	    ii) Use the Comment Style option in the Home tab
	    iii) Edit directly in the Review tab
	    iv) Apply formatting from the Format tab
		1

	SECTION B: SUBJECTIVE TYPE QUESTIONS	
	Answer any 3 out of the given 5 questions on Employability Skills (3 x2=6 marks) **Answer each question in 20– 30 words.**	
Q.6	Communication skills are very important for any business. Explain any two elements or a communication process.	2
Q.7	What is self motivation? How can you motivate yourself?	2
Q.8	What do you mean by Disk Defragmentation?	2
Q.9	Write the steps that takes place when starting a computer.	2
Q.10	What is self Management? Write any two self-management skills?	2
	Answer any 4 out of the given 6 questions in20 –30 words each (4 x2=8marks)	
Q.11	What is Goal Seek?	2
Q.12	What are document templates? State the purpose of using a document template.	2
Q.13	What is the use of consolidate option in Spreadsheet.	2
Q.14	How to insert an image in the file?	2
Q.15	Discuss the purpose of adding comments in a worksheet.	2
Q.16	What is difference between Internal and External linking?	2
	Answer any 3 out of the given 5 questions in50–80 words each (3x 4=12 marks)	
Q.17	Explain the term 'Scenarios' in relation to the Spreadsheets with example.	4

Q.18	Gaurav and his three more classmates are working o a school project in which they have to collect data of families and their income sources. They all want to work simultaneously to complete the project in time.
	    (a) Which option in the spreadsheet will help them to achieve their purpose?
	    (b) Gaurav himself is checking the changes done in the sheet by his friends. Which option should he use to check the changes done by them?
	    (c) Is it possible to Gaurav to decide which changes to apply or not in the sheet?
	    (d) Write a short note on the feature used in (B).
		4

Q.19	Sunita has to prepare a document in which she wants to add pictures with text.
	    (a) Name the features that would help her add text with graphics.
	    (b) How can she resize an image?
	    (c) Name the sources from where she can ass images to document.
	    (d) Define cropping.
		4

Q.20	What are the steps to link a worksheet from an external (another) workbook with the currently open worksheet?	4
Q.21	What is Solver? What are the steps to apply the Solver option to change the value of cells?	4