

# BUDHA DAL PUBLIC SCHOOL , PATIALA

## TERM-I EXAM SEPTEMBER 2023( CLASS – X) Set-B

### INFORMATION TECHNOLOGY (SUBJECT CODE-402)

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 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 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 (4 x1=4 marks)</b>	
i.	_____ stress if continues for a long duration turns into chronic disease. (i) Bad                      (ii) Good                      (iii) Both                      (iv) None of these	1
ii.	The right bottom of the desktop contains (i) Notification area      (ii) Start button              (iii) Icons                      (iv) Taskbar	1
iii.	_____ are the programs that display unwanted ads to your computer in pop up form. (i) Spam                      (ii) Adware                      (iii) Malware              (iv) None of these	1
iv.	_____ refers to systematic efforts to direct one’s thought feeling actions towards the attainment of one’s goals. (i) Self motivation      (ii) Self regulation      (iii) Innovation              (iv) None of these	1
v.	_____ is a series of postures and breathing exercises practiced to achieve control of body and mind. (i) Meditation              (ii) Nature Walk              (iii) Yoga                      (iv) Physical Exercise	1
vi.	GUI stands for _____. (i) Graphic User Interface                      (ii) Graphical User Interface (iii) Graphic User Interaction                      (iv) Graphical User Interaction	1
<b>Q.2</b>	<b>Answer any 5 out of the given 6 questions (5x 1= 5 marks)</b>	
i.	Task Manager shows: i) System performance      ii) Files                      iii) Updates                      iv) Text editing	1
ii.	To rename a file: i) Click and drag              ii) Copy                      iii) Press F2                      iv) Ctrl + C	1
iii.	To permanently remove a file: i) Recycle Bin                      ii) Copy                      iii) Rename                      iv) Delete	1

iv.	Prevent overheating by: i) Cleaning fans iii) Increasing brightness	ii) Closing programs iv) Reducing resolution	1
v.	To secure passwords, use: i) Password manager iii) Shared passwords	ii) Paper notes iv) Same password everywhere	1
vi.	To ensure privacy on a shared computer: i) Log out ii) Leave open	iii) No password iv) Share credentials	1
<b>Q.3</b>	<b>Answer any 5 out of the given 6 questions(5x 1= 5 marks)</b>		
i.	Amar and his partners have created a list of their company employees in one of the spreadsheets in the office . Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home? (i) Consolidate Worksheet (ii) Link Worksheet (iii) Navigation (iv) None of these		1
ii.	Identify the part of a Spreadsheet using which a user can manage multiple sheets. (i) Status Bar (ii) Sheet Tab (iii) Formula Bar (iv) Worksheet Area		1
iii.	A _____ is a modal used to create other documents. (i) Wizards (ii) Chart (iii) Styles (iv) Templates		1
iv.	The shortcut key to print a document is _____. (i) Ctrl+C (ii) Ctrl+V (iii) Ctrl+P (iv) None of these		1
v.	A Formula in a spreadsheet must begin with _____ sign. (i) \$ (ii) @ (iii) # (iv) =		1
vi.	_____ tab is used to create a Solver. (i) Tools (ii) Data (iii) Format (iv) Edit		1
<b>Q.4</b>	<b>Answer any 5 out of the given 6 questions. (5x 1= 5 marks)</b>		
i.	Shortcut key of to insert Hyperlink is (i) Ctrl+ A (ii) Ctrl +H (iii) Ctrl +L (iv) Ctrl +K		1
ii.	Which option is helpful to check the changes in Shared Spreadsheet (i) Review Changes (ii) Macros (iii) Track Changes (iv) Find and Replace		1
iii.	Template option is available in _____ menu. (i) Design (ii) File (iii) Format (iv) Edit		1
iv.	_____ menu has the define Range option. (i) Data (ii) Tools (iii) View (iv) None of these		1
v.	In Digital Document the drag and drop method will _____ the image into a document. (i) Save (ii) Embed (iii) Delete (iv) Cut		1
vi.	_____ adds data arranged in an array that is a group of cells with labels for columns or rows. (i) Consolidate (ii) Group Data (iii) Subtotal (iv) Query		1
<b>Q.5</b>	<b>Answer any 5 out of the given 6 questions (1x 5= 5 marks)</b>		
i.	Which category in the Styles and Formatting window modifies paragraph styles? (i) Text (ii) Paragraph (iii) Character (iv) Frame		1
ii.	Which option resizes an image? (i) Align (ii) Change (iii) Properties (iv)Text		
iii.	Why group drawing objects? (i) Move as a unit (ii) Change color (iii) Apply style (iv) Make invisible		1
iv.	How to apply a template to an existing document? i) Copy-Paste Template ii) Change Document Extension iii) Change Template Option iv) Manual Reformatting		1
v.	What should you do to review changes in a shared spreadsheet? i) Accept or reject changes in the Review tab ii) Manually check each cell iii) Use the Find and Replace feature iv) Apply conditional formatting to highlight changes		1

vi.	How can you record changes in a shared spreadsheet? i) Use the Track Changes feature                      ii) Manually write down changes iii) Use the Comments section                              iv) Utilize the Change Log option	1
<b>SECTION B: SUBJECTIVE TYPE QUESTIONS</b>		
<b>Answer any 3 out of the given 5 questions on Employability Skills (3 x2=6 marks) Answer each question in 20– 30 words.</b>		
Q.6	Explain any two principles of effective communication.	2
Q.7	Name the Stress causal agents.	2
Q.8	What are the general things to be taken care of while physical cleaning of the computer.	2
Q.9	Define the shortcut menu and its importance in Windows.	2
Q.10	What do you understand by the following: (a) Magnifier                      (b) Speech Recognition	2
<b>Answer any 4 out of the given 6 questions in20 –30 words each (4 x2=8marks)</b>		
Q.11	What is Solver?	2
Q.12	Why styles are important in digital documentation.	2
Q.13	What do you mean by grouping of objects?	2
Q.14	What do you mean by Hyperlinks in Spreadsheet?	2
Q.15	How can we group the different sheet of Workbook?	2
Q.16	Explain the use of Macro in Spreadsheet.	2
<b>Answer any 3 out of the given 5 questions in50–80 words each (3x 4=12 marks)</b>		
Q.17	Elaborate the different types of styles which can be provided in word processor.	4
Q.18	Jaskeerat is working in a renowned company that provides network Solutions. The company has a worksheet that contains data of its valuable customers. This worksheet is available to all the employees that works for customer support. (a) Jaskeerat himself is checking the changes done in the sheet by customers. Which option should he use to check the changes done by them? (b) Is it possible Jaskeerat to decide which changes to apply or not in the sheet? (c) Write a short note on the feature used in (B).	4
Q.19	Suhana is creating a brochure for a School fair. She added picture in the brochure which contains some unwanted part. (a) What can be done to remove that part from the picture? (b) There are few drawing objects on that brochure on which she wants to perform some common actions. How can she do it easily and quickly? (c) How can she keep the image between the text? (d) Is it possible to keep the image in the background of the text? How?	4
Q.20	What are the steps to create a table of contents in a digital document?	4
Q.21	What is a template ? How can you create a template?	4