Sample Paper 02

INFORMATION TECHNOLOGY (402)

Class X Session 2026-27

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.

SECTION - A

OBJECTIVE TYPE QUESTIONS

1. Answer any 4 out of the given 6 questions based on Employability Skills

(i) Anita is leading a team meeting to discuss a new project. While she ensures clarity in her instructions and uses positive body language, some team members face difficulty understanding her due to differences in language and terminology. Which of the following is an example of a barrier to effective communication?

(a) Active listening

(b) Providing clear instructions

(c) Language barriers

(d) Using appropriate body language

(ii) Ravi is organizing his project work on his computer. He notices that each document, image, and video is saved as a single entity, which can be opened and edited individually. What is a collection of information saved as a unit called?

(a) Folder (b) File

(c) Path (d) File extension

(iii) Monika gets up at 6:10 am and goes for her hobby classes. Then, she comes back home and finishes her homework before going to school. She does all work by herself. No one tells her to do so. This is called _____.

(a) Self-awareness

(b) Self-motivation

(c) Self-regulation

(d) Discipline

(iv) **Assertion (A) :** Internal stress is generated within a person due to unreasonable thoughts or expectations.
Reason (R) : Internal stress arises from external environmental factors that influence human behavior.

(a) Both A and R are true, and R is the correct explanation of A

(b) Both A and R are true, but R is not the correct explanation of A

(c) A is true, but R is false

(d) A is false, but R is true

(v) While starting a new business, Kavita realized that success depends not only on attracting buyers but also on maintaining smooth dealings with public authorities who regulate business activities. Understanding this, she focused on building strong connections with all concerned parties. Based on this, an entrepreneur must establish good relations with _____.

(a) Customer

(b) Government

(c) Both (a) and (b)

(d) None of these

(vi) Riya is studying green skills and learns they help reduce greenhouse gas emissions, preserve biodiversity, and conserve habitats. However, they aim to minimize non-renewable resource use. Which of the following is not an environmental benefit of green skills?

(a) Reduction in greenhouse gas emissions

(b) Preservation of biodiversity

(c) Increased use of non-renewable resources

(d) Conservation of natural habitats

2. Answer any 5 out of the given 6 questions

(i) Meera wanted to remove an old design from the Templates window. To access the Delete option for that template, she needed to open its menu first. Based on this, what action should she perform to delete the template?

(a) Right-click

(b) Double-click

(c) Left-click

(d) None of these

(ii) Rohan made mistakes while updating a database and wanted to undo all unsaved changes made after the last COMMIT. Based on this, which command will restore the database to its previous state?.

(a) REVIEW (b) SELECT

(c) ROLLBACK (d) None of these

(iii) While setting up internet security in an office, the technician explained that each computer is safeguarded by a digital barrier that blocks unauthorized access from outside networks. Based on this, every computer is protected by a _____.

(a) Fire wall

(b) Software

(c) Server

(d) Network

(iv) While preparing a table of contents, Arjun looked at the structure line that shows different elements for each entry in the level column. He noticed that one special symbol is used to indicate where the page number will appear in the final layout. Based on this, which button represents the page number?

(a) # (b) &

(c) % (d) @

(v) Default name of first scenario created in Sheetl of Calc is _____.

(a) Sheet_1_Scenario

(b) Sheet_Scenario_1

(c) Sheetl_Scenario_1

(d) None of the above

(v) Rohit is designing a database and learning about primary keys. His teacher explains that fields like account numbers and admission numbers are suitable, but some fields, like dates, may not be ideal. Which of the following fields will not make a suitable primary key?

(a) A customer's account number

(b) A date-field

(c) An auto number field

(d) A student's admission number

3. Answer any 5 out of the given 6 questions

(i) During a computer lab session, Ritu learned that to work with a database, users must give specific instructions that allow them to create, modify, or retrieve data. These instructions follow a standard language designed for database interaction. Based on this, which option refers to the set of commands used to interact with a database?

(a) SQL (b) Java

(c) Mac (d) DBMS

(ii) Instant messaging service accepts instant messages from _____.

(a) External sites (b) Internal sites

(c) Both (a) and (b) (d) None of these

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(iii) Riya is learning about the features available in the Insert tab of a word processor. She discovers that features like Shapes and Clip Art are grouped under a specific category, which helps in enhancing documents visually. Under Insert tab, _____ group contains the features like Shapes, Clip Art etc.

(a) Illustrations (b) Shapes

(c) Paragraph (d) Clipboard

(iv) In the Subtotal dialog box, the _____ box is used to select the column on which you want to add the Subtotal to.

(a) Group by

(b) Filter by

(c) Consolidate by

(d) Update by

(v) _____ Command is used to retrieve data from a database.

(a) SELECT

(b) INSERT

(c) UPDATE

(d) None of these

(vi) Two other tool bars can be opened from Picture Tool bar are : the _____ and _____.

(a) Edit picture, Color picture

(b) Format, drawing

(c) Graphic Filter tool bar, Color tool bar

(d) Floating tool bar, Color tool bar

4. Answer any 5 out of the given 6 questions

(i) New technologies have transformed how users interact with software over the internet. Many applications no longer need installation and can be accessed directly through online platforms. Type of software is accessed using browsers

(a) Open source (b) Web based

(c) Both (a) and (b) (d) None of these

(ii) While setting up communication between two offices, the network engineer noticed that both locations used completely different network architectures. To enable smooth data exchange between these dissimilar networks, he needed a special device designed for this purpose. Based on this situation, Which of the following network devices is used to connect to dissimilar networks?

(a) Gateway (b) Switch

(c) Bridge (d) Router

(iii) _____ is a collection of related information.

(a) Base (b) Database

(c) Web-based (d) None of the above

(iv) In Goal seek dialog box, the _____ we enter the reference of the cell that contains the value to be changed.

(a) Variable cell (b) Modifying cell

(c) Changing cell (d) Replacing cell

(v) While editing a document, Priya wanted to apply bullets, numbering, and also adjust auto correct settings. She remembered that all these options are grouped under a specific tab in her word-processing software. Based on this, under which tab are Bullet and Numbering, Auto correct, and similar options found?

(a) Tools (b) Format

(c) Window (d) Table

(vi) Mail merge helps in creating multiple documents like letters and labels at once. This feature is available within a specific tab of Libre Office Writer Which tab of Writer contains the Mail Merge Wizard?

(a) View (b) Tools

(c) Edit (d) Format

5. Answer any 5 out of the given 6 questions

(i) While reviewing different scenarios in a spreadsheet, Karan noticed that the comments he added earlier were shown automatically whenever he switched between scenarios. These comments appeared in a specific area designed to display such notes. Based on this, The comments that are added while creating a scenario is displayed in the _____ while using scenario.

(a) Preview pane (b) Navigator box

(c) Comment window (d) None of these

(ii) _____ Is used to text-to-speech utility that reads what is displayed on the screen.

(a) Start Narrator (b) Web page

(c) Website (d) None of these

(iii) While preparing a report in a spreadsheet, Mehak repeatedly used the same set of cells for calculations. To avoid selecting the range again and again, she decided to assign a name to it using an option available under the Data menu. Based on this situation, which option allows her to name the range?

(a) Define data (b) Define range

(c) Define reference (d) Define address

(iv) Rohit wanted to share his travel experiences online without paying for website hosting. He searched for a platform that allowed anyone to publish posts easily and at no cost. Based on this situation, which of the following is a free personal publishing platform?.

(a) Zoom la (b) Word Press

(c) Blogger (d) None of these

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(v) While arranging images in her document, Anika explored the text-wrapping settings to control how the text flows around pictures. She noticed several wrapping options, but one of the choices listed did not belong to the standard text-wrapping types. Based on this situation, which of the following is NOT a text-wrapping option?

(a) Wrap off (b) Optimal wrap

(c) Page wrap (d) Wrap center

(vi) During a training session, employees were taught how businesses store and manage large amounts of information using a digital system instead of traditional paper files. This system helps in organizing, updating, and retrieving records quickly. Based on this situation, which option is also known as a computer-based record-keeping system?

(a) Data Manipulation System (b) Computer Data System

(c) Computerised Record Keeping System (d) DBMS

SECTION - B

SUBJECTIVE TYPE QUESTIONS

Direction for Q 6-Q 10 : Answer any 3 out of the given 5 questions on Employability skills. Answer each question in 20-30 words.

6. Riya is studying the role of entrepreneurs and learns that they perform key functions like planning and innovating to ensure business success. Explain any two functions of an entrepreneur.

7. Difference between file and folder.

8. Why is self-regulation important in life?

9. Anita is learning how green skills help combat climate change by promoting sustainability, renewable energy, and reducing carbon footprints. What role do green skills play in addressing climate change?

10. Can you explain the principle of completeness in the context of effective communication ?

Direction for Q 11-Q 16 : Answer any 4 out of the given 6 questions in 20-30 words each.

11. Difference between circuit switching and packet switching.

12. What is the use of Consolidate option in Calc?

13. What is Referential Integrity? Explain its purposes.

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14. Amit is working on a project in a spreadsheet application and wants to add more sheets to organize his data better. He learns that there are multiple ways to insert new sheets into a workbook. State any two ways of inserting sheets in a workbook?

15. What is Internet Service Provider?

16. How can you define OLE?

Direction for Q 17-Q 21 : Answer any 3 out of the given 5 questions in 50-80 words each.

17. Arjun is analyzing the SHOPPE database table, which contains information about shop IDs, names, and their locations. He needs to perform some database queries to extract specific information about the shops.

TABLE : SHOPPE		
Id	**SName**	**Area**
S001	ABC Computeronics	CP
S002	All Infotech Media	GK II
S003	Tech Shoppe	CP
S004	Geeks Tecno Soft	Nehru Place
S005	Hitech Tech Store	Nehru Place

(i) How many fields and records are there in SHOPPE table?
(ii) Write SQL commands for the following :
  (a) Display Id and SName of all the shops located in Nehru Place.
  (b) Display the details alphabetically by SName.
  (c) Display SName of shops whose Area is CP.

18. Lavish is currently preparing his notes for the upcoming exams and wants to ensure that every answer he writes is accurate and well-structured. While studying, he comes across a set of questions for which he is unsure about the correct answers. To complete his notes properly and revise more effectively, he asks for guidance. Help him by writing the correct answer for the following questions:

(i) Scenario
(ii) Absolute link
(iii) Relative link
(iv) Macro

19. Your friend's father runs a restaurant where he keeps all customer records manually by writing everything down in a register. You notice that this process takes a lot of time and makes it difficult to search, update, or maintain accurate information. Wanting to help him improve the efficiency of his work, you decide to explain why using a computerized database would be far more useful. To convince him, you plan to highlight the key benefits clearly. Explain the advantages of using a computerized database with the help of the following points:

(a) Data redundancy
(b) Data inconsistency
(c) Confidentiality
(d) Sharing

20. Samarjit is learning how to work with documents and wants to understand the concept of templates more clearly. He has seen that templates can save time by providing ready-made layouts, but he is still unsure about what exactly a template is and how it is used in practical work. To improve his understanding, he asks for help and says, "Tell me the definition of a template and also explain the steps to create a document using it."

21. Rahul and Amit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and also do a video concerning after school hours in order to complete the project on time. Tell the use of the following devices used for video concerning.

(a) Microphone
(b) Web camera
(c) Speakers
(d) Headsets

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