

CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2024-2025)

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 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.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	(b) Cultural barrier	1
ii.	(c) Both internal and external	1
iii.	(a) takes responsibility for his mistakes	1
iv.	(b) The ability to control one's emotions, thoughts, and behavior in various situations	1
v.	(b) Life on land	1
vi.	(c) It can prevent data from getting corrupt	1
Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) Fill Format option	1
ii.	(c) Hyperlink	1
iii.	(c) 10	1
iv.	(d) We cannot create our own templates	1
v.	(b) By using the What-if scenario feature in the spreadsheet to create and analyse different budget options	1
vi.	(c) To ensure easy and safe use of equipment, reducing the risk of injury	1
Q.3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) Sub, End Sub	1
ii.	(a) It reduces the document size by storing only the reference to the image.	1
iii.	(b) Select Edit > Track Changes > Compare Documents option.	1
iv.	(d) Text Wrapping	1
v.	(b) It automatically groups data and applies common functions like sum and average.	1
vi.	(b) Stretching at regular intervals or doing simple yoga	1
Q.4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) Relative	1
ii.	(a) IDE	1
iii.	(b) Organized and processed data that provides meaningful insights.	1
iv.	(c) Every foreign key value must match a primary key in the referenced table or be null.	1
v.	(b) Rest eyes periodically and do simple eye exercises	1
vi.	(a) Relational Data Model	1
Q.5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	(b) It uniquely identifies each record in a table.	1
ii.	(d) Add Table or Query	1
iii.	(c) Report	1
iv.	(c) Seek conflict resolution strategies with colleagues	1
v.	(b) Sitting in a wrong posture and using an uncomfortable chair	1
vi.	(b) A fire extinguisher	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Marks
Q.6	<p>Think Before You Speak</p> <ul style="list-style-type: none"> • Think about your topic. • Think about the most effective ways to make your listeners understand the topic. • Write or note down whatever you plan to say. <p>Concise and Clear</p> <ul style="list-style-type: none"> • Speak clearly, loudly and at moderate speed. • Be sure the information you want to share is to the point. • Do not repeat the same sentences. <p>Confidence and Body Language</p> <ul style="list-style-type: none"> • Be confident. • Maintain eye contact, stand straight and be attentive. • Be friendly 	2
Q.7	<p>Functions of an Entrepreneur are:</p> <ol style="list-style-type: none"> 1. Making Decisions: Entrepreneurs make daily choices about what to produce or sell, pricing, and market locations. 2. Managing the Business: They plan the business's future, arrange for raw materials, hire staff, and ensure plans are followed. 3. Dividing Income: Entrepreneurs allocate business funds for materials, rent, and salaries. 4. Taking Risks: They face risks related to fires, theft, and lost items. 5. Creating New Methods, Ideas, or Products: Entrepreneurs innovate to enhance their business's significance and profitability. 	2
Q.8	<p>To safeguard your data from theft and viruses, consider the following measures:</p> <ol style="list-style-type: none"> 1. Use Strong Passwords: Create difficult-to-guess passwords using a mix of lowercase and uppercase letters, numbers, and special characters. This prevents unauthorized access to your computer. 2. Install Anti-virus and Firewall: These tools monitor incoming and outgoing data, preventing viruses from entering and detecting any that may have already accessed your system. 3. Encrypt Data: Important information can be encrypted using tools like BitLocker, requiring a decryption password to access the hard disk, thus blocking unauthorized usage. 4. Secure Sites: Only share credit card or bank information on secure sites, indicated by "https://" and a lock symbol in the browser's address bar. 	2
Q.9	<p>Tracking time helps to:</p> <ul style="list-style-type: none"> • Identify time-wasting activities and unproductive habits • Improve time management for studies and tasks • Balance academics with extracurriculars and personal time • Allocate time for relaxation and self-care • Achieve academic goals more efficiently and reduce stress before exams 	2
Q.10	<p>The 17 SDGs have been made with the aim of taking care of important issues facing businesses, governments and society. Some of these issues are poverty, gender equality, water use, energy, climate change and biodiversity. Countries are now making policies and regulations that will promote sustainable systems needed in all economic sectors to provide a secure, affordable and sustainable economy.</p>	2
Q.11	<p>A Style is a collection of all formatting information, which you want to save and then apply on the document. Writer provides six Style categories – Page, Paragraph, Character, Frame, List and Table.(Mention any two)</p>	2

Q.12	Safety: The work environment of the organisation must be safe. It must be free from hazards and risks. A hazard is something that can cause harm to the people Security: Every employee working in an organisation must feel that they are secured in the company campus. Security is a kind of freedom from any potential harm. Security ensures the safety of the people working in the organisation. This include various security such as personal safety, computer system safety, electrical safety, transport safety and other equipment safety.	2
Q.13	A shared spreadsheet is a same sheet that can be accessed by more than one user and can allow them to make changes simultaneously on it. It saves the trouble of keeping track of multiple copies of the same spreadsheet. Sharing allows working in collaboration so that everyone can contribute, make changes and view it.	2
Q.14	Tools > Goal Seek	2
Q.15	While working with multiple tables, you need to check the redundancy and inconsistency of data. The record for a particular entity should neither be repeated nor different data values should appear for a single entity in the database. This is done by setting relationships between the tables of a database.	2
Q.16	Occupational overuse syndrome, also known as repetition strain injury (RSI), is a collective term for a range of conditions, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues, with or without physical manifestations. It is usually caused or aggravated by work and is associated with repetitive movement, sustained or constrained postures and/or forceful movements	2
Q.17	a) Track Changes is a powerful tool that makes the process of commenting, editing and reviewing a document easy between multiple users. A document created by one user needs to be reviewed and edited by self or other users. If any modifications are made in the document directly, the original document might get lost. Instead, the Track Changes feature of Writer offers an alternative method to keep a record of all the changes made in the original document. All the changes that are recorded can be either accepted or rejected by the original author. b) View > Toolbars > Track Changes. c) Yes d) Original Author	4
Q.18	a) Repetitive tasks like calculating average scores, ranking teams based on performance, and generating graphs could be done with macros. It will save time and effort. b) Tools > Options > LibreOffice > Advanced. Observe the Optional Features. Two options are not check marked. Put the checkmark on the option "Enable macro recording" c) No, solution*word is not a valid macro name. Macro names cannot include special characters such as asterisks (*) or spaces. Valid characters typically include letters, numbers, and underscores. d) Opening or switching of windows	4
Q.19	a) A form is an object of the database that has a user-friendly interface where data can be entered and seen in an attractive and easy-to-read format. For any database, it is the front end for data entry and data modification b) There are two ways to create a form: • Using a wizard • Using the Design View c) Forms Control Toolbar d) The Records toolbar contains the navigation control buttons in the extreme left. With the help of these buttons, we can traverse and view the records in the file	4
Q.20	<ul style="list-style-type: none"> All employees must know where the fire extinguishers are located, and how to properly use them. Fire extinguishers and First Aid Stations should be clearly marked with signs. 	4

	<ul style="list-style-type: none"> • Never block access to Exits, fire extinguishers, electric switches and panels. • Do not block or stack material against doors, which would prevent them from operating properly in event of a fire. • Do not use flammable material near electrical panels, switches, lift trucks or any electrical equipment. • Make sure all equipment is properly grounded where needed. • Fire extinguishers must be inspected regularly. • Report to your supervisor of any defect in electrical, fire prevention or material handling equipment. • No flammable material are to be placed around an exit door way. (Any 4 points) 	
Q.21	<p>a) A Database Management System (DBMS) is software that helps users create, manage, and manipulate databases. It allows for efficient data storage, retrieval, and organization.</p> <p>b) Advantages of using DBMS:</p> <ul style="list-style-type: none"> • Data Integrity: Ensures accuracy and consistency of data. • Data Security: Provides access controls to protect sensitive information. • Reduced Data Redundancy: Minimizes duplication of data across the database. • Data Management: Simplifies data handling through structured query language (SQL). <p>c) Two database programs:</p> <ul style="list-style-type: none"> • MySQL • Open Office Base <p>d) The ISBN (International Standard Book Number) can be set as a primary key, as it uniquely identifies each book in the inventory.]</p>	4