

BUDHA DAL PUBLIC SCHOOL , PATIALA

PRE-BOARD EXAM JAN. 2025 (CLASS – X) Set-A

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.

SECTIONA: OBJECTIVE TYPE QUESTIONS		
Q.1	Answer any 4 out of the given 6 questions on Employability Skills (4 x1=4 marks)	
i.	A _____ is a collection of information saved as a unit. (a) Folder (b) File (c) Path (d) File Extension	1
ii.	_____ generates within the human regarding the unreasonable matters. (a) Internal Stress (b) Survival Stress (c) Environmental Stress (d) None of these	1
iii.	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	1
iv.	An entrepreneur must establish good relations with _____ and its functionaries. (a) Customer (b) government (c) Both (a) and (b) (d) None of the above	1
v.	Which of the following is not an environment benefit of green skills? (a) Reduction in greenhouse gas emissions (b) Preservation of biodiversity (c) Increased use of non-renewable (d) Conservation of natural habitats	1
vi.	Sonika gets up at 6 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-motivations (c) Self-regulation (d) Discipline	1

Q.2	Answer any 5 out of the given 6 questions (5x 1= 5 marks)	
i.	When you apply a _____, you apply a group of formatting effects together in one single step. (a) effect (b) template (c) style (d) format	1
ii.	To delete a template, _____ on a template in the Templates window and select Delete. (a) Confirmation dialog box open (b) Double-click (c) Left-click (d) Right-click	1
iii.	Which extension is given to a document by default in LibreOffice writer. (a) .odt (b) .com (c) .docx (d) .odf	1
iv.	Under _____ tab, Bullet and Numbering, Page style etc options are present. (a) Tools (b) Format (c) Window (d) Table	1
v.	A _____ is a model that we use to create other documents. (a) template (b) none of these (c) image (d) style	1
vi.	What keyboard shortcut can be used to quickly align text to the center in the LibreOffice writer? (a) Ctrl+C (b) Ctrl+E (c) Ctrl+A (d) Ctrl+D	1
Q.3	Answer any 5 out of the given 6 questions (5x 1= 5 marks)	
i.	Default name of first scenario created in Sheet1 of Calc is _____. (a) Sheet_1_Scenario (b) Sheet_Scenario_1 (c) Sheet1_Scenario_1 (d) None of these	1
ii.	Group by is used in _____ tool to apply summary functions on columns. (a) Consolidate function (b) Group and Outline (c) What-if scenario (d) Subtotal tool	1
iii.	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	1
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	1
v.	If you are continually working with the same range, then you may give name to the range using _____ option under Data Menu. (a) Define Data (b) Define range (c) Define reference (d) Define address	1
vi.	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 the above	1
Q.4	Answer any 5 out of the given 6 questions. (5x 1= 5 marks)	
i.	_____ command is used to restore database to original since the last COMMIT. (a) REVIEW (b) SELECT (c) ROLLBACK (d) None of these	1
ii.	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	1
iii.	_____ command is used to retrieve data from a database. (a) SELECT (b) INSERT (c) UPDATE (d) None of these	1
iv.	Commands are a set of instructions that is used to interact with _____ database. (a) SQL (b) Java (c) Mac (d) DBMS	1
v.	_____ is a collection of related information. (a) Base (b) Database (c) Web-based (d) None of these	1
vi.	Which of the following is also known as computer based record keeping system? (a) Data Manipulation System (b) Computer Data System (c) Computerized Record Keeping System (d) DBMS	1

Q.5	Answer any 5 out of the given 6 questions (1x 5= 5 marks)	
i.	Which of the following is considered a major factor contributing to stress at work? (a) Flexible working hours (b) Supportive management (c) Excessive workload (d) Employee recognition programs	1
ii.	Which of the following is typically included in a workplace safety guidance checklist? (a) Daily team-building exercise (b) Personal protective equipment(PPE) requirement (c) Employee birthday celebrations (d) Flexible lunch breaks	
iii.	What can extensive use of automobile vehicles on a campus lead to ? (a) Improved employee punctuality (b) Increased air pollution (c) Enhanced campus security (d) Better parking availability	1
iv.	What is a common cause of a stiff neck? (a) Drinking too much water (b) Poor Posture (c) Eating Spicy food (d) Wearing comfortable shoes	1
v.	While using a keyboard , your fingers should be above _____. (a) Home Position (b) Rest position (c) Base position (d) Spacebar	1
vi.	In children prolonged use of computers or electronics in general , is a major contributing factor to _____. (a) Enhanced stress (b) Obesity (c) Hypertension (d) ADHD	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	How can we self –motivate ourselves for completing a task which appears to be too large or too complex to be done by us?	2
Q.7	What role does non-verbal communication play in effective communication?	2
Q.8	Write any two main advantages of an operating system.	2
Q.9	Describe the following functions of an entrepreneur: (i) Innovation (ii) Risk Taking	2
Q.10	How can green skills be acquired?	2
	Answer any 4 out of the given 6 questions in 20 –30 words each (4 x2=8marks)	
Q.11	What is the utility of primary key in database?	2
Q.12	How to create the reference with the mouse in Calc?	2
Q.13	What is data analysis in a spreadsheet software?	2
Q.14	Explain the term relational database management system.	2
Q.15	What is conventional requirement for the workstations?	2
Q.16	What do you understand by template in LibreOffice Document?	2
	Answer any 3 out of the given 5 questions in 50–80 words each (3x 4=12 marks)	
Q.17	Why is a DBMS preferred? Give any three reasons. .	4
Q.18	Ram wants to insert a picture. Write the methods which he can do so.	4

Q.19	<p>Consider the following table:- Table Name :MASTER</p> <table><tr><th>Sr. No</th><th>Name</th><th>Age</th><th>Department</th><th>Salary</th></tr><tr><td>1.</td><td>Shyam</td><td>21</td><td>Computer</td><td>12000</td></tr><tr><td>2.</td><td>Shiv</td><td>25</td><td>Maths</td><td>15000</td></tr><tr><td>3.</td><td>Rakesh</td><td>31</td><td>Hindi</td><td>14000</td></tr><tr><td>4.</td><td>Sharmila</td><td>32</td><td>History</td><td>20000</td></tr><tr><td>5.</td><td>Dushyant</td><td>25</td><td>Software</td><td>30000</td></tr></table> <p>(i) How many fields and records are there in the table MASTER? (ii) Write the SQL queries to: (a) Display all the records according to Age. (b) Display Name and Department of the person having salary less than 2000. (c) Display the Name of the person having age less than 30.</p>	Sr. No	Name	Age	Department	Salary	1.	Shyam	21	Computer	12000	2.	Shiv	25	Maths	15000	3.	Rakesh	31	Hindi	14000	4.	Sharmila	32	History	20000	5.	Dushyant	25	Software	30000	4
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Q.20	<p>Yuan is learning about database. But , he didn't understand the concept of field, records and table. Answer to him the following queries:</p> <p>(i) How are fields, record and a table related to each other? Explain with the help of an example. (ii) What are the main purpose of a database system?</p>	4																														
Q.21	<p>Reema has been appointed as SME in an IT based company. Tell her the following:</p> <p>(i) What is workplace emergency? (ii) Name the workplace emergencies that may happen.</p>	4																														