

**BUDHA DAL PUBLIC SCHOOL , PATIALA**  
**(CLASS – X) TERM-I EXAM (2025-26) 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 2hours.**
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.

<b>SECTIONA: OBJECTIVE TYPE QUESTIONS</b>		
<b>Q.1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (4 x1=4 marks)</b>	
i.	_____ is the art of being brief and comprehensive in your communication. (i) Conciseness                      (ii) Clarity                      (iii) Concreteness                      (iv) None of these	1
ii.	What are the ABC of stress Management? (i) Avertible, Belief, Consequences                      (ii) Adversarial, Being, Control (iii) Adversity, Belief, Consequences                      (iv) Adversity, Being, Control	1
iii.	Which of the following is not a form of written communication? (i) Circulars                      (ii) Reports                      (iii) Discussion                      (iv) SMS	1
iv.	Which of the following is NOT a physical sign of stress? (i) Dry mouth                      (ii) Guilt                      (iii) Fatigue                      (iv) Cold hands	1
v.	Which of these is NOT a communication barrier? (i) Linguistic Barrier                      (ii) Interpersonal Barrier (iii) Financial Barrier                      (iv) Organizational Barrier	1
vi.	Which mode communication is highlighted as the one where nonverbal communications plays a major role? (i) E-mail communication                      (ii) Face to face communication (iii) Video Conferencing                      (iv) Written reports	1
<b>Q.2</b>	<b>Answer any 5 out of the given 6 questions (5x 1= 5 marks)</b>	
i.	Which of the following is an effect of negative stress? i) Increase in productivity                      ii) Good mental health iii) Psychosomatic disorders                      iv) Emotional Stability	1
ii.	Which key open the start menu? i) Ctrl Key                      ii) Alt Key                      iii) Shift Key                      iv) Windows Key	1

iii.	What can dust inside a computer cause? i) Faster processing speed iii) Enhanced graphics	ii) Overheating and component failure iv) Longer battery life	1
iv.	All documents in Libre office are based on i) Styles iii) Templates	ii) Pictures iv) None of these	1
v.	Which one of these options lets you rotate, flip, move or resize all shapes or objects at the same time: i) Format	ii) Resize iii) Group iv) None of these	1
vi.	Which one of these is not a part of the shape option in insert menu? i) Call outs	ii) Basic shapes iii) Header iv) Flow charts	1
<b>Q.3</b>	<b>Answer any 5 out of the given 6 questions(5x 1= 5 marks)</b>		
i.	_____ allows the user to search a file or folder or run executable files. (i) Shut down	(ii) Control Panel (iii) Search box (iv) menu bar	1
ii.	Name the operating system developed by Microsoft. (i) Windows	(ii) Firefox (iii) Linux (iv) Disk Operating system	1
iii.	Different objects can be selected by clicking on them and pressing the _____ key. (i) Shift	(ii) Ctrl (iii) Alt (iv) None of these	1
iv.	Which one of these wrappings is set as the default settings for the graphical objects? (i) Wrap left	(ii) Wrap Right (iii) Contour (iv) Optimal Page wrap	1
v.	A Formula in a spreadsheet must begin with _____ sign. (i) \$	(ii) @ (iii) # (iv) =	1
vi.	Which tab is having a consolidate option? (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.	Which one is used for performing What-if analysis in Calc? (i) Solver	(ii) Goal Seek (iii) Scenarios (iv) All of the above	1
ii.	Which of the following is not information you can specify using the solver? (i) Input cells	(ii) Constraints (iii) Target cells (iv) Changing cells	1
iii.	As you record a macro, calc converts your keystrokes into: (i) Formulas	(ii) Hyperlink (iii) BASIC code (iv) Shortcuts	1
iv.	The communication must contain all the relevant information. This is called _____ (i) Correctness	(ii) Clarity (iii) Completeness (iv) None of these	1
v.	Yoga is practiced to achieve control of _____ (i) Muscles	(ii) Bones (iii) Mind (iv) Body and Mind	1
vi.	Stress is the mental stage which symptom may not reflect stress. (i) Irritation	(ii) Impatience (iii) Self awareness (iv) loneliness	1
<b>Q.5</b>	<b>Answer any 5 out of the given 6 questions (1x 5= 5 marks)</b>		
i.	Which of the following functions is not performed using a mouse? (i) Turn on	(ii) Hover (iii) Right click (iv) Drag and drop	1
ii.	Which of the following is NOT a valid image file format? (i) .jpeg	(ii) .txt (iii) .bmp (iv) .png	
iii.	_____ is a process of reverse calculation to achieve the desired result. (i) Goal seek	(ii) Code (iii) Function (iv) Macro	1
iv.	Which one of these menus has the table of contents and index menu? i) Format	ii) Styles iii) Form iv) insert	1
v.	Which of the following is the type of link that contains only a partial part of the file path? i) Absolute link	ii) Relative link iii) Dynamic link iv) Hyperlink	1

vi.	Which of the following is the shortcut keys is used to paste a file? i) Ctrl+C                      ii) Ctrl+P                      iii) Ctrl + V                      iv) Ctrl+X	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)</b> <b>Answer each question in 20– 30 words.</b>	
Q.6	What is the difference between specific and nonspecific feedback.	2
Q.7	Write down the difference between interpersonal and intrapersonal communication.	2
Q.8	How is the goal seek tool different from the solver tool in a spreadsheet?	2
Q.9	Define the shortcut menu and its importance in Windows.	2
Q.10	What is the purpose of adding comments in a worksheet?	2
	<b>Answer any 4 out of the given 6 questions in 20 –30 words each (4 x2=8marks)</b>	
Q.11	Define stress in your own words.	2
Q.12	What are the four steps one should follow for managing time effectively?	2
Q.13	What do you mean by grouping of objects?	2
Q.14	What is style in libre office?	2
Q.15	What are document templates?	2
Q.16	What is the purpose of the fill format tools in styles and formatting?	2
	<b>Answer any 3 out of the given 5 questions in50–80 words each (3x 4=12 marks)</b>	
Q.17	Explain the process of creating a new style using (a) From selection method                      (b) Drag and drop method	4
Q.18	What is communication? Explain its each type in brief with examples.	4
Q.19	(a) What are some signs that a computer might be infected by a virus? (b) What does an antivirus program do to identify and remove the virus?	4
Q.20	(a) Explain any two steps to manage the stress? (b) State any two benefits of working independently.	4
Q.21	(a) Define subtotaling in a spreadsheet. How does it help in organizing and summarizing large datasets. (b) Write the steps required to share a spreadsheet in Libre office.	4