

BUDHA DAL PUBLIC SCHOOL , PATIALA
(CLASS – X)TERM-I EXAM (2025-26) Set-B
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 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 (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

Q.1	Answer any 4 out of the given 6 questions on Employability Skills (4 x1=4 marks)	
i.	_____ sheets help you to keep information organized. (i) Document (ii) Calc (iii) Multiple (iv) None of these	1
ii.	Instead of typing the code or instructions in a macro program, you can: (i) Record it (ii) Insert it (iii) Copy it (iv) Import it	1
iii.	New Style from selection option appears when you click on the style actions button in the _____ (i) Styles Window (ii) Fill Format Box (iii) Both of these (iv) None of these	1
iv.	Which of the following is not a way to protect data? (i) Password (ii) Antivirus and firewall (iii) Secure sites (iv) Trojan horse	1
v.	Which one of these features allow you to print the letters with different print options. (i) Edit individual documents (ii) Mail merge (iii) Print merged document (iv) Data Source	1
vi.	Which mode of communication is highlighted as the one where nonverbal communication plays a major role? (i) E-mail communication (ii) Face to face communication (iii) Video Conferencing (iv) Written reports	1
Q.2	Answer any 5 out of the given 6 questions (5x 1= 5 marks)	
i.	What does regular maintenance of a computer system contribute to? i) Increase cost ii) Slower performance iii) Environmental pollution iv) Optimal performance, security and longevity	1
ii.	What is the shortcut key to create hyperlink? i) Ctrl+K ii) Alt +K iii) Shift+K iv) Windows+K	1
iii.	Where are the files and folders deleted by the user stored in the computer? i) Control Panel ii) Recycle Bin iii) Search Box iv) Menu Bar	1

iv.	How can you open file explorer in Windows 10? i) Press Windows + E ii) Press Ctrl + F iii) Press Alt + X iv) Press Shift + D	1
v.	Where can files be stored apart from the computers hard disk? i) CD and DVD ii) USB iii) RAM iv) Both A and B	1
vi.	Ability to work independently can be enhanced by i) Negative Stress ii) Low positivity iii) Self motivation iv) Supervision	1
Q.3	Answer any 5 out of the given 6 questions(5x 1= 5 marks)	
i.	Having conscious knowledge of your own self, capabilities , feelings and one's own character is called as (i) Self Awareness (ii) Self motivation (iii) Self Regulation (iv) Self Assessment	1
ii.	What does antivirus software do? (i) Deletes all the files on the computer (ii) Blocks access to the computer (iii) Identifies and removes malicious software (iv) Enhances computer graphics	1
iii.	When you apply a _____ you apply a group of formatting effects together in one single trap. (i) Effect (ii) Style (iii) Template (iv) Format	1
iv.	_____ style in a text document affect selected text within a paragraph, such as the font and size of text or bold and italic formats. (i) Cell (ii) Paragraph (iii)Formatting (iv) Character	1
v.	Krishna wants to make a flowchart for his programs in a document. Which option should he use to accomplish this task effectively? (i) Drawing shapes (ii) Symbols (iii) Pictures (iv) All of these	1
vi.	In "ABC" of stress management, "A-Adversity stands for _____ (i) The stressful event (ii) The way you respond to event (iii) Actions and outcomes of the event (iv) Have a joyful life	1
Q.4	Answer any 5 out of the given 6 questions. (5x 1= 5 marks)	
i.	To repeat the graphic across the entire background area, we need to select option in word processor (i) Tile (ii) Position (iii) Stretch (iv) Area	1
ii.	You can move and transform all objects in a _____ as a single unit. (i) Picture (ii) Shape (iii) Screen shot (iv) Group	1
iii.	_____ is a tool to test "What if" questions? (i) Scenario (ii) Solver (iii) Macro (iv) Average	1
iv.	By default sheets tab are present at the _____ of the spreadsheet. (i) Top Right (ii) Left Bottom (iii) Top Left (iv) Right Bottom	1
v.	A hyperlink contains the full address of the destination file or web page. (i) Relative (ii) Absolute (iii) Mixed (iv) Address	1
vi.	When you bring the mouse over a file in file explorer, it will show the details of that file. This is known as (i) Drag and drop (ii) Double click (iii) Hover (iv) Single click	1
Q.5	Answer any 5 out of the given 6 questions (1x 5= 5 marks)	
i.	Which of these is not a common communication barrier? (i) Linguistic barrier (ii) Interpersonal barrier (iii) Financial barrier (iv) Organizational barrier	1
ii.	What does self management mean in the context of work and file? (i) Managing other tasks (ii) ignoring work related challenges (iii) Managing personal and professional tasks effectively (iv) Avoiding setting goals	
iii.	Saurabh has made an advertisement in Digital document. He is facing difficulty in positioning the images within the text. Suggest him how we can adjust the image. (i) Wrap text (ii) Crop (iii) Alignment (iv) Layout	1

iv.	What is a file extensions? i) Size of file ii) Type of content in file iii) Date the file was created iv) Number of pages in the file	1
v.	records a task which can be executed again and again with a click i) Developer ii) Macro recorder iii) Merge and compare iv) None of the above	1
vi.	Which of the following is the shortcut key is used to cut a file? i) Ctrl+C ii) Ctrl+P iii) Ctrl + V iv) Ctrl+X	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	Describe the steps to load a style from an existing template or document and apply it?	2
Q.7	What is the purpose of spam folder in email services?	2
Q.8	How can users enhance their password security?	2
Q.9	How the ability to work independently can be enhanced? Give any two reasons.	2
Q.10	List two best practices for effective communication.	2
Answer any 4 out of the given 6 questions in20 –30 words each (4 x2=8marks)		
Q.11	What is Language Barrier? How to overcome this barrier?	2
Q.12	What is the need for a Table of Content?	2
Q.13	Write the steps to ungroup objects.	2
Q.14	What is the purpose of having multiple sheets in a workbook?	2
Q.15	Why do we need to use macros?	2
Q.16	Why is disk defragmentation important for a computer system?	2
Answer any 3 out of the given 5 questions in50–80 words each (3x 4=12 marks)		
Q.17	Explain five style categories available in the digital documentation.	4
Q.18	Explain different types of classifications of verbal communication.	4
Q.19	Write any four different types of keyboard keys with their description.	4
Q.20	What are macros? Write the steps to record, give name to macro and run a macro.	4
Q.21	Define hyperlink. Write the steps of external linking.	4