

# CBSE | DEPARTMENT OF SKILL EDUCATION

## INFORMATION TECHNOLOGY (SUBJECT CODE- 402)

### Blueprint for Sample Question Paper for Class X (Session 2020-2021)

Max. Time: 2 Hours

Max. Marks: 50

#### PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills-II	1	1	2
2	Self-Management Skills-II	2	1	3
3	Information and Communication Technology Skills-II	1	1	2
4	Entrepreneurial Skills-II	1	1	2
5	Green Skills-II	1	1	2
<b>TOTAL QUESTIONS</b>		<b>6</b>	<b>5</b>	<b>11</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>Any 4</b>	<b>Any 3</b>	
<b>TOTAL MARKS</b>		<b>1 x 4 = 4</b>	<b>2 x 3 = 6</b>	<b>10 MARKS</b>

#### PART B - SUBJECT SPECIFIC SKILLS (40 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
1	Digital Documentation (Advanced)	6	1	1	8
2	Electronic Spreadsheet (Advanced)	6	2	1	9
3	Database Management System	6	1	2	9
4	Web Applications and Security	6	2	1	9
<b>TOTAL QUESTIONS</b>		<b>24</b>	<b>6</b>	<b>5</b>	<b>35</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>20</b>	<b>Any 4</b>	<b>Any 3</b>	
<b>TOTAL MARKS</b>		<b>1 x 20 = 20</b>	<b>2 x 4 = 8</b>	<b>4 x 3 = 12</b>	<b>40 MARKS</b>

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## **INFORMATION TECHNOLOGY (SUBJECT CODE-402)**

### **Marking Scheme for Sample Question Paper Class X (Session 2020-2021)**

**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. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	<p>Karan lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. However, due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which another medium can he use to get immediate approval of his mother?</p> <p>a) E-mail                      b) Letter                      c) Message through Friend                      d) Fax</p> <p><b><u>ANSWER</u></b> a) E-mail</p>	1
ii.	<p>Trisha is always tense during exam time. She is a sincere and studious student, but the thought of exams creates anxiety in her. Which stress management technique that you would suggest to help her?</p> <p>a) Yoga                      b) Exercise                      c) Vacation with Family                      d) All of these</p> <p><b><u>ANSWER</u></b> d) All of these</p>	1
iii.	<p>_____ ability of a person to do the things that need to be done without someone or something influencing us.</p> <p>a) Self-Motivation                      c) Self Discipline b) Self Awareness                      d) Self-Regulation</p> <p><b><u>ANSWER</u></b> c) Self-Motivation</p>	1
iv.	<p>According to the concept of sustainable development, the environment and development are _____ issues.</p> <p>a) Inseparable                      b) Separate                      c) Independent                      d) None of these</p> <p><b><u>ANSWER</u></b> a) Inseparable</p>	1
v.	<p>The cleaning of software installed in the computer cannot be achieved by _____.</p> <p>a) Disk cleanup                      b) backup c) Cleaning CPU cabinet                      d) Installing antivirus software</p> <p><b><u>ANSWER</u></b> c) Cleaning CPU cabinet</p>	1
vi.	<p>Entrepreneurship has a crucial role in the _____ of the society.</p> <p>a) Evolution                      b) Planning                      c) Functioning                      d) None of these</p> <p><b><u>ANSWER</u></b> c) Functioning</p>	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i	<p>_____ is not an instant messaging service.</p> <p>a) Skype                      b) Yahoo! Messenger                      c) Firefox                      d) Whatsapp</p> <p><b><u>ANSWER</u></b> c) Firefox</p>	1
ii	<p>_____ is the process of emptying a place in case of an emergency, disaster.</p> <p>a) Accident                      b) Evacuation                      c) Hazards                      d) Exiting</p> <p><b><u>ANSWER</u></b> b) Evacuation</p>	1

iii	Richard needs to set up a network for his office where he wants to save all the data in a centralized system and other computers will take the services from the centralized system. Which architecture will be the best suitable for him? a) Peer to Peer      b) Client-Server      c) Point to Point      d) Ring <b>ANSWER</b> b) Client-Server	1
iv	A _____ is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines and vice versa. a) Repeater      b) Switch      c) Router      d) Modem <b>ANSWER</b> a) Modem	1
v	_____ is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet. a) Goal Seek      b) Scenario      c) Solver      d) Subtotal <b>ANSWER</b> c) Solver	1
vi	_____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. a) Alignment      b) Footer      c) Margin      d) Headings <b>ANSWER</b> a) Alignment	1

<b>Q. 3</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i	Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish this task efficiently? a) Drawing/Shapes      b) Symbols      c) Pictures      d) All of these <b>ANSWER</b> a) Drawing/Shapes	1
ii	Fatima has inserted a picture in a document. But she wants to cut off a part of the picture. Which option she should use to accomplish the task? a) Cut      b) Copy      c) Crop      d) Layout <b>ANSWER</b> c) Crop	1
iii	The intersection point between a row and column is called _____. a) Row      b) Column      c) Table      d) Cell <b>ANSWER</b> d) Cell	1
iv	Amrita is celebrating her 14th birthday. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again? a) Mail Merge      b) Letter wizard      c) Document Type      d) None of these <b>ANSWER</b> a) Mail Merge	1

v	A ____ is a model that you use to create other documents. a) Styles                      b) Template                      c) Wizard                      d) Sample <b>ANSWER</b> b) Template	1
vi	Formulas in a Spreadsheet must begin with a _____ sign. a) \$                      b) @                      c) #                      d) = <b>ANSWER</b> d) =	1

**Q. 4 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**

i	_____ is a tool to test “what-if” questions. a) Scenario                      b) Solver                      c) Macro                      d) Average <b>ANSWER</b> a) Scenario	1
ii	Rohit scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. Suggest him the suitable option out of the following to do so. a) Macro                      b) Solver                      c) Goal Seek                      d) Sub Total <b>ANSWER</b> c) Goal Seek	1
iii	_____ can be used in a spreadsheet software to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites. a) Illustrations                      b) Hyperlinks                      c) Links                      d) Filter <b>ANSWER</b> b) Hyperlinks	1
iv	_____ uses the keyboard as a pointing device instead of a mouse. a) MouseKeys                      b) Toggle key                      c) Filter key                      d) Sticky key <b>ANSWER</b> a) MouseKeys	1
v	Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work. a) Consolidate Worksheet                      b) Shared Worksheet c) Link Worksheet                      d) Lock Worksheet <b>ANSWER</b> b) Shared Worksheet	1
vi	_____ database is a type of database that stores data in several tables. a) Flat                      b) Relational                      c) both (a) and (b)                      c) None of them <b>ANSWER</b> b) Relational	1

<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i	In database _____ helps us to retrieve the filtered data based upon some conditions. a) Forms      b) Reports      c) Queries      d) Table <b>ANSWER</b> c) Queries	<b>1</b>
ii	A _____ is one which connects computers and devices in a limited geographical area such as home, school, computer laboratory, office building, or closely positioned group of buildings. a) LAN      b) WAN      c) MAN      d) PAN <b>ANSWER</b> a) LAN	<b>1</b>
iii	Rudrakshh wants that the name column of a table must not be left blank. Help him to identify the field property for this purpose. a) Length      b) Default      c) Entry Required      d) Format <b>ANSWER</b> d) Entry Required	<b>1</b>
iv	_____ can be set for a field if the user doesn't provide any value while entering the values in the table. a) Required      b) Default      c) Primary Key      d) Format <b>ANSWER</b> b) Default	<b>1</b>
v	Aadya wants to create a connection between two or more tables. Suggest her the option to accomplish the task. a) Table      b) Form      c) Relationships      d) Sorting <b>ANSWER</b> c) Relationships	<b>1</b>
vi	_____ data type takes the values in the form of 0 and 1 in the database. a) Integer      b) Text      c) Boolean      d) Memo <b>ANSWER</b> c) Boolean	<b>1</b>

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)**

**Answer each question in 20 – 30 words.**

<b>Q. 6</b>	Communication skills are very important for any business. Explain any two elements of a communication process. <b>ANSWER</b> The various elements of a communication cycle are: <b>Sender:</b> the person beginning the communication. <b>Message:</b> the information that the sender wants to convey. <b>Channel:</b> the means by which the information is sent. <b>Receiver:</b> the person to whom the message is sent. <b>Feedback:</b> the receiver's acknowledgement and response to the message. (ANY TWO CAN BE EXPLAINED)	<b>2</b>
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<p><b>Q. 7</b></p>	<p>Mention any two misconceptions about the Entrepreneurship.</p> <p><b><u>ANSWER</u></b>  Misconception 1  The misconception is that every business idea needs to be unique or special.  Misconception 2  The misconception we have is that a person needs a lot of money to start a business.  Misconception 3  A misconception we have is that only a person having a big business is an entrepreneur.  Misconception 4  A misconception we have is that entrepreneurs are born, not made.  (ANY TWO CAN BE MENTIONED)</p>	<p><b>2</b></p>
<p><b>Q. 8</b></p>	<p>Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.</p> <p><b><u>ANSWER</u></b>  SMART GOALS ARE:  S - Specific  M- Measurable  A - Achievable  R - Realistic  T - Time bound  Achievable: Breaking down big goals into smaller parts will make the goal achievable.</p>	<p><b>2</b></p>
<p><b>Q. 9</b></p>	<p>What are the measures to increase the performance of a computer system?</p> <p><b><u>ANSWER</u></b>  The performance of a computer can be increased by removing any extra files such as temporary files and images. We can use some disk cleaner software, which helps us clean up the unnecessary files.</p>	<p><b>2</b></p>
<p><b>Q. 10</b></p>	<p>How can an individual contribute to Sustainable Development Goals?</p> <p><b><u>ANSWER</u></b>  Sustainable development can happen only when each one of us works towards it. One has to become a responsible environment citizen who can protect the environment through our efforts, who can help others to get quality education, by reducing inequalities in the society etc.</p>	<p><b>2</b></p>

**Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)**

<p><b>Q. 11</b></p>	<p>Differentiate between Relative and Absolute Hyperlinks with the help of an example.</p> <p><b><u>ANSWER</u></b>  An absolute hyperlink will stop working only if the target is moved. A relative hyperlink will stop working only if the source and target locations change relative to each other. Suppose, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break a link.</p>	<p><b>2</b></p>
<p><b>Q. 12</b></p>	<p>What is the utility of text wrapping in a document?</p> <p><b><u>ANSWER</u></b>  Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character</p>	<p><b>2</b></p>

Q. 13	<p>What is the use of Macros in a Spreadsheet?</p> <p><b>ANSWER</b></p> <p>Macros help in saving time in cases when the same set of tasks are to be done repeatedly like formatting or applying a similar formula in a similar range of data. It can be used to name and record a set of actions or set of actions.</p>	2
Q. 14	<p>Write any two advantages of online shopping.</p> <p><b>ANSWER</b></p> <p>i. A customer does not have sufficient time to visit stores  ii. A product or service that is not available in the local market is available online.  (Or any other relevant advantage)</p>	2
Q. 15	<p>Differentiate between Primary key and Foreign key.</p> <p><b>ANSWER</b></p> <p>A primary key is a unique value that identifies a row in a table whereas a foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table. A table can have only one primary Key but a table can have multiple foreign keys.</p>	2
Q. 16	<p>Define the following Hot spots:-</p> <p>a) WIMAX  b) Wi-Fi</p> <p><b>ANSWER</b></p> <p>a) WIMAX: It is a wireless communications standard designed to provide mobile broadband connectivity across cities and countries through a variety of devices  b) Wi-Fi: It is a popular technology that allows an electronic device such as computers or mobile phones to exchange data wirelessly over a network</p>	2

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

Q. 17	<p>Elaborate four different types of styles which can be provided in a Word Processor.</p> <p><b>ANSWER</b></p> <ul style="list-style-type: none"> <li>• Paragraph styles control all aspects of a paragraph’s appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.</li> <li>• Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.</li> <li>• Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.</li> <li>• Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.</li> </ul> <p>(Or any other valid style )</p>	4
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<p><b>Q. 18</b></p>	<p>Define the following:</p> <ul style="list-style-type: none"> <li>a) Subtotals</li> <li>b) Consolidating Data</li> </ul> <p><b><u>ANSWER</u></b></p> <ul style="list-style-type: none"> <li>a) Subtotals Subtotal adds data arranged in an array—that is, a group of cells with labels for columns and/or rows. It is available in Data Tab, using the Subtotals dialog, you can select arrays, and then choose a statistical function such as Count, Min, Max etc. to be applied on arrays. For efficiency, one must choose up to three groups of arrays to which to apply a function.</li> <li>b) Consolidating Data Consolidate provides a graphical interface for copying data from one range of cells to another, then running one of a dozen functions on the data. During consolidation, the contents of cells from several sheets can be combined in one place.</li> </ul>	<p><b>4</b></p>
<p><b>Q. 19</b></p>	<p>What precautions must be taken to improve online security?</p> <p><b><u>ANSWER</u></b></p> <ul style="list-style-type: none"> <li>i. Antivirus and Antispyware programs offer real-time protection monitoring your computer for any changes by malware software.</li> <li>ii. Use strong passwords a combination of alphanumeric and special characters could be used for creating a password that is not so easy to crack or guessed by other users</li> <li>iii. Secure transactions because information such as credit card details or personal information is sent over the network.</li> <li>iv. Use encryption software to protect your data from unauthorized users.</li> </ul> <p>(Or any other relevant precautions)</p>	<p><b>4</b></p>
<p><b>Q. 20</b></p>	<p>What is DBMS? Explain any two advantages of DBMS.</p> <p><b><u>ANSWER</u></b></p> <p>A database management system is a software package with computer programs that controls the creation, maintenance, and use of an integrated collection of data records, files, and other objects. It allows organizations to conveniently develop databases for various applications.</p> <p>Advantages:</p> <ul style="list-style-type: none"> <li>i) Data integrity: means the data is accurate and consistent in the database. It is very important as there are multiple databases in a DBMS so it helps to produce the correct result.</li> <li>ii) Data sharing: In a database, the users can share the data among themselves. Data can be shared for multiple purposes with the users located at different geographical locations then remote users can also access the database simultaneously.</li> </ul> <p>(Or any other relevant advantage)</p>	<p><b>4</b></p>

**Q. 21**

a) The structure of a table "ITEM" is given below. Suggest suitable data type and size of each column.

**4**

Column name	Type	Size
Itemno	_____	_____
Iname	_____	_____
Price	_____	_____
Quantity	_____	_____

b) Consider the following table "ITEM":

Table: Item

Itemno	Iname	Price	Quantity
11	Soap	40	80
22	Powder	80	30
33	Face cream	250	25
44	Shampoo	120	100
55	Soap box	20	50

Write queries to

- i. Display the total amount of each item. The amount must be calculated as the price multiplied by quantity for each item.
- ii. Display the details of items whose price is less than 50.

**ANSWER**

a) Itemno integer (10)  
Iname varchar(15)  
Price decimal(5,2)  
Quantity integer(3)

- b) i. Select price \* quantity from item;  
ii. Select \* from item where price < 50;