CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 1

Time Allowed: 2 Hours **Maximum Marks: 50**

General Instructions

1. This marking scheme gives the value points and the mark split only; questions are in SQP Set 1.
2. Any other relevant answer, correctly worked, should be given due credit.
3. Please read the instructions carefully.
4. This Question Paper consists of 21 questions in two sections: Section A and Section B.
5. Section A has Objective type questions whereas Section B contains Subjective type questions.
6. 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.
7. All questions of a particular section must be attempted in the correct order.
8. **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.
9. **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.

Exam Pattern

Section	Type of Questions	No. of Qs	Marks each	Total Marks
A	Q1: MCQ – Employability Skills (any 4 of 6)	6	1	4
A	Q2–Q5: MCQ / A-R – Subject-specific (any 5 of 6 in each)	24	1	20
B	Q6–Q10: SA – Employability Skills (any 3 of 5)	5	2	6
B	Q11–Q16: SA – Subject-specific (any 4 of 6)	6	2	8
B	Q17–Q21: LA / case-based – Subject-specific (any 3 of 5)	5	4	12
	Total	**46**		**50**

Unit-wise Weightage of Marks

Unit	Unit Name	Chapter	Marks
A-1	Communication Skills – II	Methods of communication; feedback; barriers; 7 Cs; writing skills	2
A-2	Self-Management Skills – II	Stress management; working independently; self-awareness, self-motivation, self-regulation	3
A-3	ICT Skills – II	Operating systems; files and folders; care and maintenance of computer	1

Unit	Unit Name	Chapter	Marks
A-4	Entrepreneurial Skills – II	Entrepreneurship and society; qualities, functions and role; myths; career option	3
A-5	Green Skills – II	Sustainable development: definition, importance, problems and solutions	1
B-1	Digital Documentation (Advanced) using LibreOffice Writer	Ch 1 Introduction to Styles; Ch 2 Working with Images; Ch 3 Advanced Features of Writer	8
B-2	Electronic Spreadsheet (Advanced) using LibreOffice Calc	Ch 4 Scenarios and Goal Seek; Ch 5 Macros; Ch 6 Linking Spreadsheet Data; Ch 7 Share and Review	10
B-3	Database Management System using LibreOffice Base	Ch 8 Intro to DBMS; Ch 9 Starting with Base; Ch 10 Multiple Tables; Ch 11 Queries; Ch 12 Forms and Reports	12
B-4	Maintain Healthy, Safe and Secure Working Environment	Ch 13 Health, Safety and Security; Ch 14 Workplace Quality Measures; Ch 15 Prevent Accidents and Emergencies	10
	Total		**50**

Theory 50 marks (Part A Employability Skills 10 + Part B Subject-specific Skills 40). Practical 50 marks (practical examination 20, viva voce 10, project work/field visit 10, portfolio 10) are assessed separately and are not part of this paper.

SECTION – A

Objective Type Questions (24 marks)

Q1. **[4]**

(i) (d) Non-verbal — *Body language, gestures and facial expressions are non-verbal cues.* [1]
(ii) (b) Stress Management — *Stress management means focusing efforts on keeping body and mind healthy so that stressful situations can be handled better.* [1]
(iii) (b) The ability to control one's emotions, thoughts, and behavior in various situations — *Self-management is controlling one's own emotions, thoughts and behaviour in different situations.* [1]
(iv) (b) Use antivirus — *Using updated antivirus software is a basic protective measure.* [1]
(v) (a) takes responsibility for his mistakes — *Accepting accountability for the failure shows he takes responsibility for his mistakes.* [1]
(vi) (b) Clean Water and Sanitation — *SDG 6 is Clean Water and Sanitation.* [1]

Q2. **[5]**

(i) (d) Styles — *Redefining paragraph styles changes all paragraphs that use them at once.* [1]
(ii) (a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A). — *R explains how the mode works, so it explains A.* [1]
(iii) (d) Pre-sort area according to groups — *Pre-sort area according to groups sorts the data on the group column so that equal items come together.* [1]
(iv) (d) ='file:///home/user/docs/sales.ods'#$Sheet1.A1 — *An external reference has the form 'file:///path/file.ods'#$SheetName.Cell.* [1]
(v) (a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A). — *Because the key must identify every record, it cannot be empty or duplicated.* [1]
(vi) (d) rest flat on the floor or on a footrest — *Supported feet improve blood circulation and reduce back strain.* [1]

Q3. **[5]**

(i) (a) Update Selected Style — *Update Selected Style (Format > Styles > Update Selected Style) redefines the existing style from the selected formatting.* [1]
(ii) (b) Three — *The Subtotals dialog has three tabs: 1st, 2nd and 3rd Group.* [1]
(iii) (c) Tools > Relationships — *Use Tools > Relationships.* [1]
(iv) (b) Text [VARCHAR] — *E-mail IDs are alphanumeric text, so the Text [VARCHAR] type is used.* [1]
(v) (d) electrical hazard — *Exposed wiring can cause electric shock or short-circuit fires.* [1]
(vi) (c) Grease — *Class B = flammable liquids, grease, gases.* [1]

Q4. **[5]**

(i) (d) Crop — *Crop trims the unwanted outer part of an image in the document.* [1]
(ii) (a) Ctrl+Shift+N — *Ctrl+Shift+N opens Manage Templates (File > Templates > Manage Templates).* [1]
(iii) (a) Data > Multiple Operations — *Multiple Operations is a what-if tool in the Data menu.* [1]
(iv) (a) form — *Forms are the front end for data entry and modification.* [1]
(v) (a) Three — *One-to-One, One-to-Many and Many-to-Many.* [1]
(vi) (a) look at an object about 20 feet away for 20 seconds — *This rule relaxes the eye muscles and reduces eye strain.* [1]

Q5. **[5]**

(i) (d) Template — *A template holds styles, text, headers/footers and layout used to create new documents.* [1]
(ii) (c) Total_Sales — *Macro names should begin with a letter or underscore and contain only letters, digits and underscores.* [1]
(iii) (b) Consolidating — *Data > Consolidate summarises data from several ranges or sheets into one range.* [1]
(iv) (d) Three — *As per the CBSE study material, the Query Design window has three parts.* [1]
(v) (b) Raising an alarm and calling trained rescue staff instead of attempting a risky rescue — *Employees should do only what they are trained for and get help for the rest.* [1]
(vi) (b) Mechanical foam — *Foam contains water and conducts electricity; CO2 and dry powder are non-conductive.* [1]

SECTION – B

Subjective Type Questions (26 marks)

Answers to Q6–Q10 (any 3) — Employability Skills, 2 marks each ($2 \times 3 = 6$ marks)

Q6. **[2]**

Topic sentence introduces the main idea; supporting sentences give details and examples [1]
Concluding sentence sums up the paragraph and links to the idea [1]

Q7. **[2]**

Mental stress causal agents and physical stress causal agents [1]
Social stress causal agents and financial stress causal agents [1]

Q8. **[2]**

A virus is a malicious program that copies itself and damages data and software; antivirus detects, blocks and removes viruses [1]
Examples: Quick Heal, Norton, McAfee, Kaspersky (any two) [1]

Q9. **[2]**

They set up enterprises that need workers for production, sales and services [1]
Growth of the enterprise and related businesses (suppliers, transport) creates further jobs [1]

Q10. **[2]**

Reduce: use fewer resources and generate less waste, e.g. avoid single-use plastic and switch off unused lights [1]
Reuse: use an item again instead of throwing it away, e.g. old jars as containers; Recycle: convert waste into new products, e.g. paper and metal (1). (Any one term explained.)

Answers to Q11–Q16 (any 4) — 2 marks each ($2 \times 4 = 8$ marks)

Q11. **[2]**

It automatically lists headings and sub-headings of a long document with page numbers, giving an overview of the contents [1]
Entries are clickable for quick navigation and can be updated automatically when the document changes [1]

Q12. **[2]**

Goal Seek tool [1]
Tools > Goal Seek [1]

Q13. **[2]**

Sub...End Sub macro performs a set of actions and does not return a value [1]
Function...End Function macro accepts arguments, returns a value and can be called from a cell like a normal function [1]

Q14. **[2]**

Degree is the number of attributes (columns) in a table [1]
Cardinality is the number of tuples (records/rows) in a table [1]

Q15. **[2]**

Bend the knees, keep the back straight and lift using leg muscles [1]
Do not lift loads that are too heavy; take help or use trolleys and avoid twisting the body [1]

Q16. **[2]**

Accident: an unplanned, sudden event that can cause injury or damage, e.g. slipping on a wet floor [1]
Emergency: a serious, urgent situation that needs immediate action by many people, e.g. fire or earthquake [1]

Answers to Q17–Q21 (any 3) — 4 marks each ($4 \times 3 = 12$ marks)

Q17. **[4]**

(i) As Character makes it behave like a letter in the line **[1]**
(ii) Format > Arrange > Bring to Front **[1]**
(iii) Group them (Format > Group > Group) **[1]**
(iv) Page Wrap or Optimal Page Wrap **[1]**

Q18. **[4]**

Open the file (e.g. Rev_Bill.ods, the edited version) in LibreOffice Calc **[1]**
Choose Edit > Track Changes > Compare Documents **[1]**
Select the other file (Bill.ods) in the dialog box and click Insert **[1]**
The differences appear as tracked changes, which can be reviewed in Edit > Track Changes > Manage and accepted or rejected **[1]**

Q19. **[4]**

(a) A form is a database object with a user-friendly interface **[1]**
It makes entry, viewing and editing of data easy and less error-prone **[1]**
(b) A report is a formatted, printable presentation of data from tables or queries **[1]**
It helps summarise data with titles, grouping, date and time for decision making **[1]**

Q20. **[4]**

(a) Reduces redundancy **[1]**
Keeps data consistent and allows data of several tables to be combined **[1]**
(b) In a many-to-many relationship, many records of one table are related to many records of the other, e.g. students and courses **[1]**
It is implemented using a third (junction) table holding the primary keys of both tables as foreign keys **[1]**

Q21. **[4]**

(i) Computer Vision Syndrome (eye strain). **[1]**
(ii) Repetitive Strain Injury / carpal tunnel syndrome. **[1]**
(iii) Any two: screen at or slightly below eye level; chair with back support and feet supported; keyboard at elbow height with straight wrists; take breaks and follow the 20-20-20 rule (1+1). **[2]**

***** END OF PAPER *****