CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 2

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 2.
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) (c) Visual — *Visual communication uses images, pictures, charts, signs etc.* [1]
(ii) (d) Work independently — *Working independently means doing assigned work with minimal supervision and taking ownership of it.* [1]
(iii) (c) Mental — *Anxiety due to high self-expectations is a mental stress causal agent.* [1]
(iv) (c) Ctrl + C — *Ctrl+C copies, Ctrl+X cuts, Ctrl+V pastes, Ctrl+Z undoes.* [1]
(v) (c) Calculated risk — *Entrepreneurs take calculated, not blind, risks.* [1]
(vi) (c) 17 — *The UN adopted 17 SDGs in 2015 to be achieved by 2030.* [1]

Q2. [5]

(i) (c) Table of Contents — *Insert > Table of Contents and Index > Table of Contents, Index or Bibliography builds a clickable list from headings.* [1]
(ii) (c) Sharpen — *The Sharpen filter increases contrast between adjacent pixels; Smooth softens, Aging gives an old look, Mosaic pixelates.* [1]
(iii) (d) 12 — *The function multiplies the argument by 3 and returns it by assigning the result to the function name.* [1]
(iv) (b) The What-if Scenarios feature to create and analyse different budget options — *Each budget plan can be saved as a named scenario and switched when required.* [1]
(v) (a) It uniquely identifies each record in a table — *A primary key is unique and not NULL.* [1]
(vi) (b) Stretching at regular intervals or doing simple yoga — *Regular stretching and breaks reduce muscle strain and eye fatigue.* [1]

Q3. [5]

(i) (b) Protected against manual changes — *In the Type tab, 'Protected against manual changes' locks the contents against manual editing.* [1]
(ii) (d) a dot in the upper left-hand corner — *Changed cells are marked with a coloured border and a dot in the upper left corner.* [1]
(iii) (a) DBMS — *A Database Management System (e.g. LibreOffice Base, MySQL) creates, manipulates and manages databases.* [1]
(iv) (c) Forms are used to permanently store data like tables — *Data is stored in tables; forms only present and edit it.* [1]
(v) (c) Class C material — *Class C = electrical equipment.* [1]
(vi) (c) Assertion (A) is true, but Reason (R) is false. — *A is true; R is false because water can react violently with such metals.* [1]

Q4. [5]

(i) (c) Fill Format Mode; stop it by clicking the Fill Format Mode icon again or pressing Esc — *Fill Format Mode (Styles deck, F11) applies the selected style wherever you click or drag; click the icon again or press Esc to stop.* [1]
(ii) (d) Page Style — *Page Styles control page layout: size, orientation, margins, header, footer, borders and background.* [1]
(iii) (b) IDE (Basic Integrated Development Environment) — *Macros are edited in the LibreOffice Basic IDE.* [1]
(iv) (a) MySQL — *MySQL is a database management system; the others are an OS, a word processor and a design tool.* [1]
(v) (b) data redundancy — *Duplicate copies of the same data in several places is called data redundancy.* [1]
(vi) (b) Ergonomics — *Definition of ergonomics.* [1]

Q5. [5]

(i) (a) Page Style — *Orientation, margins and headers belong to page styles; different pages can use different page styles.* [1]
(ii) (d) Percentage — *Subtotals offers Sum, Count, Average, Max, Min, Product, StDev, Var etc. but no Percentage.* [1]
(iii) (a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A). — *Both are true and R is the reason why Solver is more elaborate.* [1]
(iv) (a) attribute — *Column = field = attribute.* [1]
(v) (b) Cleanliness of the workplace — *A clean workplace is essential for a healthy environment.* [1]
(vi) (d) Make sure the area is safe and then check the victim's condition — *Safety of the rescuer and quick assessment of*

the victim come first in first aid. [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]**

Think before speaking; speak clearly at a moderate speed, keep information concise and avoid jargon [1]
Pause for questions, be confident and use friendly body language such as eye contact [1]

Q7. **[2]**

Self-awareness is knowing and understanding one's own feelings, thoughts, strengths, weaknesses and behaviour [1]
Benefits (any two): helps to set realistic goals, improves decision making, builds confidence, improves relationships [1]

Q8. **[2]**

Spam mails are unwanted, unsolicited bulk e-mails (junk mail) usually sent for advertising or to spread malware [1]
They should not be opened or replied to; mark them as spam, delete them and use a spam filter [1]

Q9. **[2]**

Independence to take own decisions and be one's own boss [1]
Unlimited earning potential and satisfaction of creating something of one's own, along with giving jobs to others [1]

Q10. **[2]**

Food: increasing use of land for non-agricultural purposes reduces fertile soil for crops like wheat and rice, and overuse of chemical fertilizers depletes and contaminates soil [1]
Water: freshwater from rivers and ponds gets contaminated by dumped garbage, which may cause shortage of clean drinking water in future [1]

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

Q11. **[2]**

Keep scale: the scale of the image is retained while cropping, so the image becomes smaller (its size changes) [1]
Keep image size: the size of the image is retained, so the remaining part is enlarged (its scale changes) [1]

Q12. **[2]**

A relative hyperlink stores the location of the target with respect to the current file's location and keeps working if both are moved together [1]
An absolute hyperlink stores the complete path of the target and stops working if the target is moved [1]

Q13. **[2]**

Goal Seek finds the input value needed in a variable cell to make a formula give a desired result [1]
Example: finding the marks needed in the last subject to get a 75% average, or the loan period for a fixed EMI [1]

Q14. **[2]**

Open the table in Design View and right-click the row header of the field to be used as key [1]
Choose 'Primary Key' - a key symbol appears; save the table [1]

Q15. **[2]**

Class A: ordinary combustibles such as wood, paper and cloth [1]
Class B: flammable liquids and gases such as petrol, grease and cooking gas [1]

Q16. **[2]**

Stay calm, leave the work immediately and use the nearest exit/stairs; do not use lifts [1]
Move to the assembly point and wait for the roll call [1]

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

Q17. **[4]**

(a) Any two: To Page, To Paragraph, To Character, As Character, To Frame [1]
(b) Bring to Front [1]
(c) Page Wrap (or Optimal Page Wrap) [1]
(d) Group the logo and caption objects [1]

Q18. **[4]**

(i) Edit > Track Changes > Record Changes; Ctrl+Shift+C [1]
(ii) The Filter tab of the Manage Changes dialog; Author filter set to Monitor2. [1]
(iii) Select the change in B4 and click Accept (1); select the change in C7 and click Reject [1]

Q19. **[4]**

(a) It ensures every CategoryID in Events exists in EventCategory, e.g. C003 in Events must exist in EventCategory [1]
(b) No action [1]
(c) The CategoryID values in matching Events records are updated automatically, e.g. C003 changed to C010 becomes C010 in Events [1]
(d) Set null makes the CategoryID in matching Events records NULL; Set default replaces it with the default value, e.g. C001 [1]

Q20. **[4]**

(a) Student Name, Roll Number, Class, Marks [1]
(b) Roll Number, as it is unique for each student [1]
(c) Student Name could be an alternate key if no two students have the same name [1]
(d) A primary key uniquely identifies records of its own table (e.g. Roll Number); a foreign key refers to the primary key of another table (e.g. Class referring to ClassID in a Class table) [1]

Q21. **[4]**

Stay calm, stop work, and follow the instructions of the supervisor or fire warden [1]
Leave through the nearest marked exit; do not use lifts and do not go back for belongings [1]
Help the injured or disabled employees if it is safe, and close doors behind you [1]
Gather at the assembly point and report for roll call; re-enter only when declared safe [1]

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