CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 3

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 3.
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) Active listening and asking for feedback — *Listening carefully and getting feedback help to remove barriers.* [1]
(ii) (b) How clearly we understand our own values, feelings, strengths and weaknesses — *Internal self-awareness is knowing one's own values, thoughts, feelings, strengths and weaknesses.* [1]
(iii) (c) Both internal and external — *Pride in achievement is internal; the scholarship is an external reward, so both are present.* [1]
(iv) (c) Install reliable antivirus software and keep it updated — *A trusted, updated antivirus detects and removes virus infection that causes slow, unstable behaviour.* [1]
(v) (d) innovator's — *Introducing something new is the innovator's role.* [1]
(vi) (b) Deforestation — *Deforestation is the large-scale removal of trees.* [1]

Q2. **[5]**

(i) (c) Image Mode — *The Color toolbar's Image Mode offers Standard, Grayscale, Black/White and Watermark.* [1]
(ii) (d) 5 — *The dialog has Type, Entries, Styles, Columns and Background tabs.* [1]
(iii) (a) Sub, End Sub — *A subroutine macro is written between Sub and End Sub.* [1]
(iv) (d) Tools > Macros > Record Macro — *Recording starts from Tools > Macros > Record Macro and ends with Stop Recording.* [1]
(v) (a) a calculated field — *Expressions in the Field row create calculated columns.* [1]
(vi) (d) Computer Vision Syndrome — *CVS is eye strain caused by prolonged screen use.* [1]

Q3. **[5]**

(i) (a) Anchoring — *The anchor is the point (page, paragraph, character or frame) to which the object is attached.* [1]
(ii) (d) absolute — *An absolute link stores the entire location, so it breaks if the target moves.* [1]
(iii) (d) Assertion (A) is false, but Reason (R) is true. — *A is false: a table has only one primary key, though it may be composite. R is a true statement.* [1]
(iv) (a) Date [DATE] — *Date [DATE] stores calendar dates and allows date-based sorting and criteria.* [1]
(v) (c) 112 — *112 is the unified emergency response number in India.* [1]
(vi) (b) Ergonomic and Health Hazards — *Poor posture and glare are ergonomic hazards that lead to health problems.* [1]

Q4. **[5]**

(i) (a) Select all shapes and use Format > Group > Group — *Grouping combines drawing objects so that they can be moved, resized and formatted as one object (Ctrl+Shift+G).* [1]
(ii) (a) Templates — *A template saved with the header, footer and styles can be used for every new report.* [1]
(iii) (c) Variable cell — *The Variable cell is the input cell Calc adjusts; the Formula cell holds the formula.* [1]
(iv) (b) Date field control — *The Date Field control accepts only valid dates.* [1]
(v) (c) Text [VARCHAR] — *Base proposes Text [VARCHAR] as the default type.* [1]
(vi) (b) A Fire Extinguisher — *A fire extinguisher is the proper equipment for controlling a small fire.* [1]

Q5. **[5]**

(i) (b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A). — *Both true; R tells where the changes are listed, not why the author can accept or reject them.* [1]
(ii) (b) Open Budget_Raj.ods, use Compare Documents to review differences, then Merge Document to finalise — *Compare finds the differences; Merge combines the changes into one document.* [1]
(iii) (d) Median — *Consolidate offers Sum, Count, Average, Max, Min, Product, CountNums, StDev, StDevP, Var and VarP, but not Median.* [1]
(iv) (c) Use Table Maker in Writer — *Tables are made via the wizard, design view or by creating a view; there is no Table Maker.* [1]
(v) (c) health hazard — *Poor lighting affects the eyes and can cause headaches.* [1]
(vi) (d) at or slightly below eye level — *A screen at or slightly below eye level keeps the neck in a neutral position.* [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]**

Subject: The new employee [1]
Predicate: updated the database yesterday [1]

Q7. **[2]**

Yoga is a series of postures and breathing exercises to achieve control of body and mind [1]
Meditation is a practice of calming and focusing the mind, usually by sitting quietly, to attain mental peace [1]

Q8. **[2]**

An operating system is system software that manages the computer's hardware and software resources and provides an interface for the user [1]
Examples: Windows, Linux, macOS, Android (any two) [1]

Q9. **[2]**

Confidence: believes in own abilities and stays firm on decisions [1]
Hard work / creativity / determination / calculated risk-taking (any one with explanation) [1]

Q10. **[2]**

It ensures that natural resources such as air, water, land and energy are used wisely so they last for future generations [1]
It balances economic growth, social well-being and environmental protection, giving a better quality of life for all [1]

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

Q11. **[2]**

To update: right-click the ToC and choose Update Index (or Tools > Update > All Indexes and Tables) [1]
To delete: right-click the ToC and choose Delete Index [1]

Q12. **[2]**

It groups the rows of a list on the basis of a column and inserts a subtotal row for each group [1]
It applies functions like Sum, Average or Count to each group and adds a grand total [1]

Q13. **[2]**

Record Changes (Edit > Track Changes > Record Changes) keeps a log of the changes made in a spreadsheet [1]
It records what was changed, when, by whom and in which cell [1]

Q14. **[2]**

A primary key uniquely identifies each record of its own table, cannot be NULL or duplicate, and only one is allowed per table [1]
A foreign key is a field of one table that refers to the primary key of another table; it can repeat, and a table may have several [1]

Q15. **[2]**

Eye strain/tired and burning eyes [1]
Dry eyes, blurred vision or headaches [1]

Q16. **[2]**

Do not touch the victim or conductive surfaces directly; switch off the electrical circuit if possible [1]
Otherwise separate the victim using a dry non-conductive object like a wooden stick, and call emergency services [1]

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

Q17. **[4]**

(a) Select the heading and use Format > Styles > New Style from Selection (or the icon in the Styles deck); enter a name and click OK **[2]**
(b) Fill Format Mode **[1]**
(c) Click the Fill Format icon again or press Esc **[1]**

Q18. **[4]**

Sort the list by the Class column or select Pre-sort area according to groups **[1]**
Select the data range and choose Data > Subtotals **[1]**
In the 1st Group tab, choose Group by: Class, Calculate subtotals for: Marks and Use function: Sum, then OK **[1]**
A subtotal row is added for each class and a grand total at the end; Remove in the dialog box deletes them **[1]**

Q19. **[4]**

Click Queries in the Database pane and choose 'Create Query in Design View' **[1]**
In the Add Table or Query dialog select the Student table, click Add and close **[1]**
Double-click Name and Marks to place them in the design grid; type >90 in the Criterion row of Marks **[1]**
Run the query with F5 (Run Query) and save it with a name **[1]**

Q20. **[4]**

Click Forms in the Database pane and select 'Use Wizard to Create Form' **[1]**
Select the table/query and move the required fields to the 'Fields in the form' list, then click Next **[1]**
Arrange controls, set the data entry mode and choose a style **[1]**
Enter the name of the form and click Finish; the form opens for data entry **[1]**

Q21. **[4]**

(i) Switch off the main power supply. **[1]**
(ii) The student's body may carry current, which could pass to the rescuer. **[1]**
(iii) If the supply cannot be switched off, separate the student using a dry non-conductor like a wooden stick (1); call 112/108 for medical help and give first aid if trained **[1]**

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