CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 4

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 4.
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) (a) Have you saved the document? — *An interrogative sentence asks a question.* [1]
(ii) (d) Self-Motivation — *Self-motivation is the inner drive to act and achieve goals.* [1]
(iii) (b) Self-motivation — *Working hard on her own to reach a goal shows self-motivation.* [1]
(iv) (a) Taskbar — *The taskbar at the bottom shows the Start button, pinned/open programs and the notification area.* [1]
(v) (c) By creating jobs and increasing national income — *Entrepreneurs generate employment, goods and income, which raises economic growth.* [1]
(vi) (c) without compromising the ability of future generations to meet their own needs — *This is the Brundtland definition.* [1]

Q2. [5]

(i) (d) 10 — *Writer provides Heading 1 to Heading 10, and the ToC evaluates up to level 10 by default.* [1]
(ii) (b) To Page — *Anchoring To Page fixes the image relative to the page, independent of text edits.* [1]
(iii) (a) It automatically groups data and applies functions such as sum and average to each group — *Data > Subtotals inserts a subtotal row for every group and a grand total.* [1]
(iv) (d) Assertion (A) is false, but Reason (R) is true. — *A is false: the full path of the sender's computer will not exist on another computer. R is true.* [1]
(v) (a) Datasheet — *Double-clicking a table opens the datasheet (data) view for entering records.* [1]
(vi) (c) Assertion (A) is true, but Reason (R) is false. — *A is true; R is false because first aid does not replace medical treatment.* [1]

Q3. [5]

(i) (c) We cannot create our own templates — *Users can create their own templates (File > Templates > Save as Template).* [1]
(ii) (a) Goal Seek — *Goal Seek works backwards from a desired result to the required input.* [1]
(iii) (a) It is a free and open source database program — *Base is the free, open source DBMS in the LibreOffice suite.* [1]
(iv) (c) tuple — *Row = record = tuple; column = field = attribute; table = relation.* [1]
(v) (d) Fuel, heat and oxygen — *Removing any one of these elements puts out the fire.* [1]
(vi) (b) Improper ergonomic setup — *Neck and shoulder pain come from a poor ergonomic setup such as wrong posture or monitor height.* [1]

Q4. [5]

(i) (b) Blank document — *New text documents start from the Blank (default) template unless another is set as default.* [1]
(ii) (c) Right-click the ToC and choose Update Index — *Right-click > Update Index (or Tools > Update > All Indexes and Tables) refreshes entries and page numbers.* [1]
(iii) (b) All recorded changes become permanent and the tracking marks disappear — *Accepting makes the changes part of the document; Reject All restores the old values.* [1]
(iv) (a) To retrieve data from the database and display it in the required form — *A query selects and displays data from tables.* [1]
(v) (b) 20 bytes — *VARCHAR is variable length; only the space needed for the entered characters is used.* [1]
(vi) (b) Adjustable height and a backrest supporting the lower back — *Adjustability and lumbar support keep the spine in a healthy posture.* [1]

Q5. [5]

(i) (b) File > Templates > Save as Template — *File > Templates > Save as Template asks for a name and category.* [1]
(ii) (a) Record Changes — *Edit > Track Changes > Record Changes keeps a log of every change.* [1]
(iii) (c) Consolidate with the 'Link to source data' option enabled — *Link to source data keeps the consolidated cells linked, so they refresh when the source cells change.* [1]
(iv) (c) sorting — *Sorting arranges records in ascending/descending order.* [1]
(v) (b) Cleaning water tanks and filters regularly and testing the water — *Regular cleaning and testing keeps water free from germs and impurities.* [1]
(vi) (c) To ensure easy and safe use of equipment, reducing the risk of injury — *Ergonomics designs the workplace and equipment to fit the worker so that they can be used easily and safely.* [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]**

Specific feedback tells exactly what was good or needs improvement, e.g. 'Your headings are clear but add more examples' [1]
Non-specific feedback is general and gives no details, e.g. 'Good job!' [1]

Q7. **[2]**

Self-regulation helps an individual to consider long-term consequences rather than transient feelings, leading to responsible, value-driven behaviour [1]
It teaches self-control and discipline, which keep efforts consistent towards the goal without supervision [1]

Q8. **[2]**

A file is a collection of related data or information stored under a name (e.g. letter.docx) with an extension [1]
A folder is a container or location that stores files and other folders to keep them organised [1]

Q9. **[2]**

Increases national income through production of goods and services [1]
Promotes innovation, exports and infrastructure development, raising the standard of living [1]

Q10. **[2]**

Food problem: shrinking fertile land and overuse of chemical fertilizers reduce soil quality and crop production [1]
Water problem: pollution of rivers and ponds by garbage and waste reduces availability of clean water. (Energy, waste, deforestation, poverty also acceptable) [1]

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

Q11. **[2]**

Wrap Off: text does not flow beside the image and jumps from above the image to below it [1]
Page Wrap: text flows around the image on the left and right sides [1]

Q12. **[2]**

A hyperlink is a link in a cell used to jump to another location in the same file or to a different file or web page [1]
Two types: relative hyperlink and absolute hyperlink [1]

Q13. **[2]**

The source ranges should have a similar layout with the same type of data [1]
Ranges should have proper row/column labels and may be named using Data > Define Range [1]

Q14. **[2]**

Update cascade: when the primary key value of a master record changes, the matching foreign key values in the related table also change automatically [1]
Delete cascade: when a master record is deleted, all matching records in the related table are deleted automatically [1]

Q15. **[2]**

A hazard is anything that has the potential to cause harm to people [1]
Examples: slippery floor, loose cables, cluttered passages (any two) [1]

Q16. **[2]**

Safety: the work environment must be free from hazards and risks that may harm people [1]
Security: freedom from potential harm, covering personal, computer system, electrical, transport and other equipment safety [1]

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

Q17. [4]

(a) Drag a corner handle (or use Keep ratio in the Properties dialog) [1]
(b) Crop [1]
(c) Watermark mode (1); Sharpen filter [1]

Q18. [4]

(i) Function; it is written between Function and End Function and returns a value. [1]
(ii) =AREARECT(A2;B2) (arguments passed as values) [1]
(iii) Tools > Macros > Edit Macros; it is the Basic IDE (a text editor for macros). [1]
(iv) No; special characters like * are not allowed in macro names. [1]

Q19. [4]

(i) Houses: HouseID (primary key); Students: HouseID (foreign key). [1]
(ii) One-to-many. [1]
(iii) Tools > Relationships. [1]
(iv) No action. [1]

Q20. [4]

(a) A DBMS is software that helps create, store, manage and retrieve a database [1]
(b) Reduced redundancy, consistency, security, easy sharing, fast retrieval (any two) [1]
(c) LibreOffice Base, MySQL, MS Access (any two) [1]
(d) ISBN, as it is unique for every book [1]

Q21. [4]

(a) Eye strain and headache (also blurred vision/tiredness) [1]
(b) Place the screen at right angles to the light source or use blinds/curtains and adjust screen brightness [1]
(c) It causes back, neck and shoulder pain and other musculoskeletal problems [1]
(d) Take regular breaks, do exercise/yoga or resolve conflicts with colleagues (any one) [1]

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