CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 5

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 5.
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) (b) an — *'Honest' begins with a vowel sound (silent h), so 'an' is used.* [1]
(ii) (c) Self-regulation — *Controlling emotions and behaviour in a difficult situation is self-regulation.* [1]
(iii) (c) Yoga — *Yoga combines postures (asanas) and breathing exercises (pranayama) to control body and mind.* [1]
(iv) (a) Multi-user — *A multi-user OS (e.g. UNIX, Linux) lets many users access the system resources at once or by turns.* [1]
(v) (a) managerial (decision making) — *Making day-to-day decisions is a managerial function.* [1]
(vi) (d) All of the above — *SDGs cover poverty, gender equality, water, energy, climate change, biodiversity and more.* [1]

Q2. **[5]**

(i) (b) Bring to Front — *Bring to Front places the selected object on top of the stack of overlapping objects.* [1]
(ii) (d) Table of Contents — *A Table of Contents is generated automatically from headings.* [1]
(iii) (c) absolute, relative — *Absolute depends on the full path; relative depends on the position of the two files with respect to each other.* [1]
(iv) (a) One — *Goal Seek varies a single cell; for several variables the Solver is used.* [1]
(v) (b) primary — *That is the definition of a primary key.* [1]
(vi) (b) Something that can cause harm to people — *A hazard is anything that can cause harm to people.* [1]

Q3. **[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 what the ToC is built from but does not explain the update procedure (Update Index).* [1]
(ii) (c) Macro — *This is the definition of a macro.* [1]
(iii) (c) information — *Raw marks are data; the processed result (average) that helps in decision making is information.* [1]
(iv) (c) filtering — *Applying criteria filters out unwanted records.* [1]
(v) (c) To inspect regularly whether all safety requirements are being followed — *A checklist helps identify missing safety measures so that they can be corrected.* [1]
(vi) (c) Use the stairs and avoid lifts — *Lifts may stop on power failure and trap people.* [1]

Q4. **[5]**

(i) (d) Edit > Track Changes > Manage — *The Manage Changes dialog lists changes and has Accept, Reject, Accept All and Reject All buttons.* [1]
(ii) (c) It reduces document size because only a reference to the image is stored — *A linked image is not stored inside the file, so the document stays small (but the image file must remain at its location).* [1]
(iii) (c) Solver — *Solver handles several variable cells and limiting conditions.* [1]
(iv) (d) Assertion (A) is false, but Reason (R) is true. — *A is false; the query result is generated from the tables each time it runs. R is true.* [1]
(v) (d) alternate key — *Candidate keys not chosen as primary key are alternate keys.* [1]
(vi) (a) A spark from a faulty switch or overloaded socket — *Sparks and hot surfaces can ignite nearby combustibles.* [1]

Q5. **[5]**

(i) (d) Wrap Off — *With Wrap Off the text does not flow beside the image; it continues below it.* [1]
(ii) (b) The average of B2:B10 — *In SUBTOTAL, function code 1 = AVERAGE; 9 = SUM; 2 = COUNT; 4 = MAX.* [1]
(iii) (a) Ctrl + K — *Ctrl+K or Insert > Hyperlink opens the dialog.* [1]
(iv) (d) Add Table or Query — *The Add Table or Query dialog lets you choose the source tables.* [1]
(v) (b) Sitting in a wrong posture and using an uncomfortable chair — *Wrong posture and a poorly designed chair strain muscles and joints.* [1]
(vi) (d) Repetitive Strain Injury — *RSI = Repetitive Strain Injury, caused by repeated movements and poor posture.* [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]**

Non-verbal communication conveys messages without using words, through body language [1]
Examples: gestures, facial expressions, posture, eye contact, tone of voice (any two) [1]

Q7. **[2]**

It improves concentration, memory and performance in studies/exams [1]
It protects physical and mental health (immunity, sleep, mood) and prevents behavioural problems [1]

Q8. **[2]**

It is the process of rearranging the scattered pieces of files stored on a disk so that they are stored together [1]
It speeds up the computer, uses disk space optimally and should be done at regular intervals [1]

Q9. **[2]**

Having a business idea and detecting opportunities in the market [1]
Preparing the project and arranging resources such as money, machines and manpower [1]

Q10. **[2]**

Green growth strategies ensure natural assets deliver their full economic potential on a sustainable basis [1]
They protect life-support services such as clean air and water and the biodiversity needed for food production and human health [1]

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

Q11. **[2]**

Fill Format Mode is a Styles deck option that applies the selected style wherever the user clicks or drags in the document [1]
It is switched off by clicking the Fill Format icon again or pressing Esc [1]

Q12. **[2]**

A shared spreadsheet can be accessed and edited by more than one user at the same time [1]
It saves keeping track of multiple copies and allows everyone to collaborate, make changes and view them [1]

Q13. **[2]**

Choose Edit > Track Changes > Manage to open the Manage Changes dialog [1]
Select a change and click Accept or Reject, or use Accept All / Reject All [1]

Q14. **[2]**

Hierarchical: data is organised as a tree; each child record has exactly one parent [1]
Network: data is organised as a graph; a child record can have more than one parent [1]

Q15. **[2]**

Carpal tunnel syndrome: pain, tingling or numbness in the wrist and hand [1]
Back or neck pain/RSI: pain and stiffness of the neck, shoulders and back [1]

Q16. **[2]**

After every 20 minutes of screen work, look at an object 20 feet away for 20 seconds [1]
It relaxes the eye muscles and reduces eye strain and dryness [1]

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

Q17. **[4]**

(i) Templates [1]
(ii) File > Templates > Save as Template [1]
(iii) Ctrl+Shift+N (1); Set as Default in Manage Templates [1]

Q18. [4]

(a) Function and End Function [1]
(b) The function name is assigned the result: AddTax = price * 1.18 [1]
(c) Type =ADDTAX(A2) in a cell like a normal function [1]
(d) Arguments are passed as values, not as cell references [1]

Q19. [4]

Field selection: choose the table and move the required fields to the 'Fields in the query' list [1]
Select sort order: choose up to four fields to sort in ascending/descending order [1]
Search conditions: set the conditions, e.g. 'is greater than' a value [1]
Aliases and Overview: give field aliases, name the query and click Finish [1]

Q20. [4]

Criteria are conditions that restrict the records shown by a query; they are typed in the Criterion row [1]
(a) LIKE 'S*' [1]
(b) >=75 [1]
(c) 'Delhi' in the Criterion row and 'Mumbai' in the Or row (or IN ('Delhi','Mumbai')) [1]

Q21. [4]

(i) Electrical hazard (risk of shock and fire). [1]
(ii) Slip and fall accident. [1]
(iii) Headaches: place screens at right angles to the window/use blinds or anti-glare filter (1). Fire exit: remove the boxes and keep exits clear at all times [1]

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