CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 6

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 6.
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) Descriptive — *Descriptive feedback gives specific written or spoken information on how to improve.* [1]
(ii) (c) Balanced timetable with regular sleep, exercise and some leisure time — *A balanced routine with sleep, exercise and relaxation is the healthy way to manage stress.* [1]
(iii) (c) External — *External (public) self-awareness is awareness of how others see us.* [1]
(iv) (a) Viruses — *Viruses are malicious programs that replicate and harm a computer.* [1]
(v) (c) They do not create jobs — *Entrepreneurs create jobs; so the statement that they do not create jobs is false.* [1]
(vi) (b) Depletion and contamination of soil — *Chemical fertilizers deplete soil nutrients and contaminate soil and water.* [1]

Q2. [5]

(i) (b) Style — *A style stores a named set of formatting attributes that can be applied in one step.* [1]
(ii) (b) Text Wrapping — *Wrap options (Wrap Off, Page Wrap, Optimal Page Wrap, Wrap Through) control how text flows around an image.* [1]
(iii) (d) Assertion (A) is false, but Reason (R) is true. — *A is false: Goal Seek varies only one cell (Solver handles several). R is true.* [1]
(iv) (a) repeat a task — *A macro stores a sequence of actions so that a repetitive task can be run again.* [1]
(v) (d) Delete — *Select the relation line and choose Delete (or press Delete).* [1]
(vi) (a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A). — *Stairs are the safe route during fire evacuation.* [1]

Q3. [5]

(i) (a) Insert > Table of Contents and Index > Table of Contents, Index or Bibliography — *The ToC is inserted at the cursor position using the Insert menu path.* [1]
(ii) (b) Tools > Share Spreadsheet — *Tick 'Share this spreadsheet with other users' in the Share Document dialog and save.* [1]
(iii) (d) Label — *Label is used for text such as titles and headings.* [1]
(iv) (a) Boolean — *Yes/No [BOOLEAN] stores true/false (1/0).* [1]
(v) (a) Class A fire involving paper, wood and cloth — *Water cools ordinary combustibles but must not be used on electrical, oil or metal fires.* [1]
(vi) (c) Evacuation drill — *An evacuation drill rehearses leaving the building safely during an emergency.* [1]

Q4. [5]

(i) (b) Keep ratio — *Keep ratio keeps the width-to-height proportion unchanged when one dimension is edited.* [1]
(ii) (a) He did not apply heading styles (Heading 1, Heading 2, ...) to the headings — *The ToC is generated from paragraphs that use heading styles/outline levels.* [1]
(iii) (b) Tools > Scenarios — *Select the changing cells first and then choose Tools > Scenarios.* [1]
(iv) (c) composite key — *A key made of two or more fields is a composite key.* [1]
(v) (a) a third (junction) table with foreign keys of both tables — *A many-to-many relationship is split into two one-to-many relationships through a junction table.* [1]
(vi) (c) Health — *This is the definition of health.* [1]

Q5. [5]

(i) (d) Behaves like a single letter and moves along with the line of text — *As Character anchoring treats the image as part of the text line.* [1]
(ii) (c) =$Sheet2.B5 — *Calc uses a dot (.) between sheet name and cell address; a leading $ makes the sheet part absolute.* [1]
(iii) (b) Sheet > Link to External Data — *Link to External Data accepts a URL and lets you choose HTML_all, HTML_tables or a named range.* [1]
(iv) (c) query — *Queries fetch the data that satisfies given conditions.* [1]
(v) (b) Physical hazard (trip and fall) — *A cable lying on the floor can make people trip and fall, a physical hazard.* [1]
(vi) (b) Class C - electrical materials; Class D - volatile metals like magnesium and sodium — *A = wood/paper/cloth, B = flammable liquids and gases, C = electrical equipment, D = combustible metals.* [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]**

Sender, message, encoding [1]
Channel, receiver, decoding, feedback (any four elements in all) [1]

Q7. **[2]**

Physical exercise and yoga [1]
Meditation, vacations/holidays or nature walks (any two) [1]

Q8. **[2]**

Install a reliable antivirus and keep it updated; enable the firewall [1]
Scan external devices before use, avoid suspicious e-mails and be careful while downloading files from the Internet [1]

Q9. **[2]**

Coordinating role, innovator's role [1]
Risk assumption role, capital formation role / employment generation role / agent's role / imitating role (any two more) [1]

Q10. **[2]**

Sustainable development is development that meets the needs of the present generation [1]
without compromising the ability of future generations to meet their own needs [1]

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

Q11. **[2]**

It compares the open document with another version and shows the differences as tracked changes [1]
Edit > Track Changes > Compare Document, then select the other file [1]

Q12. **[2]**

A scenario is a named, saved set of cell values (changing cells) used to test what-if questions [1]
It lets the user switch between sets of values and see the effect on formulas without retyping data [1]

Q13. **[2]**

Select the cells whose values will change and choose Tools > Scenarios [1]
Type a name for the scenario in the Create Scenario dialog (with options such as Display border / Prevent changes) and click OK [1]

Q14. **[2]**

The three ways: Use Wizard to Create Query, Create Query in Design View, Create Query in SQL View [1]
Design View is flexible as it lets us choose tables, set criteria, sort and calculate in the design grid [1]

Q15. **[2]**

Causes (any two): exposed or worn-out wiring, overloaded sockets, ungrounded or faulty equipment, unsafe use of electrical devices [1]
Measure (any one): train employees in electrical safety, keep water away from electrical equipment, inspect wiring regularly [1]

Q16. **[2]**

It is a collective term for conditions with discomfort or persistent pain in muscles, tendons and soft tissues [1]
It is caused or aggravated by work and linked to repetitive movement, sustained or awkward postures and forceful movements [1]

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

Q17. [4]

(a) Anchoring is the reference point (page, paragraph, character, frame) to which the image is attached [1]
Arrangement controls the stacking order of overlapping objects (Bring to Front, Send to Back etc.) [1]
(b) Invert reverses the colour values of the image, giving a negative effect [1]
(c) Grouping combines several drawing objects into one so that they can be moved and formatted together [1]

Q18. [4]

(i) Subtotals tool; Data > Subtotals [1]
(ii) Pre-sort area according to groups [1]
(iii) Group by: Section (1); Calculate subtotals for: Marks and Use function: Sum [1]

Q19. [4]

(i) 'DOMESTIC' in the Criterion row of CATEGORY with PNAME shown. [1]
(ii) <50 in the Criterion row of QUANTITY with PNAME and PRICE visible. [1]
(iii) >5000 in the Criterion row of PRICE. [1]
(iv) SELECT PNAME FROM Product WHERE CATEGORY = 'DOMESTIC'; run with F5. [1]

Q20. [4]

(i) EmpName: Text [VARCHAR]; DOJ: Date [DATE]. [1]
(ii) Photo: Image [LONGVARBINARY]; IsPermanent: Yes/No [BOOLEAN]. [1]
(iii) EmpID; AutoValue generates a unique number automatically. [1]
(iv) Entry required = Yes. [1]

Q21. [4]

(i) Electrical equipment: Class C; cardboard: Class A. [1]
(ii) CO2 extinguisher, as water conducts electricity and may cause shock. [1]
(iii) Use the stairs instead of the lift (1); stay calm and go to the assembly point for roll call [1]

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