CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 7

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 7.
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) adverb — *An adverb modifies a verb; 'quickly' tells how Rita saved the file.* [1]
(ii) (d) Working only to win a trophy — *Reading for the sheer joy of it comes from within; the other options depend on outside rewards or pressure.* [1]
(iii) (b) Reduces efficiency — *Stress management improves, not reduces, efficiency.* [1]
(iv) (c) Operating System — *The operating system is the main system software that loads at start-up and manages hardware and other software.* [1]
(v) (d) Wealthy — *Being wealthy is not a required quality; confidence, creativity and patience are.* [1]
(vi) (b) Brundtland Commission — *The Brundtland Commission (WCED) defined sustainable development in 1987.* [1]

Q2. **[5]**

(i) (c) Arrangement — *Arrangement (Bring to Front, Bring Forward, Send Backward, Send to Back) sets the stacking order.* [1]
(ii) (a) Format > Page Style — *Images can be inserted using the menu, drag and drop, or copy and paste; Page Style does not insert images.* [1]
(iii) (a) Sum — *The Function box in the Consolidate dialog shows Sum by default; it can be changed to Count, Average, Max, Min etc.* [1]
(iv) (a) what-if — *A scenario is a saved set of cell values used to see the effect of different inputs.* [1]
(v) (a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A). — *Matching keys means no child record refers to a non-existent master record.* [1]
(vi) (b) Switch off the main power supply — *Cutting the power supply protects both the victim and the rescuer.* [1]

Q3. **[5]**

(i) (c) Edit > Track Changes > Compare Document — *Compare Document shows the differences as tracked changes in the current document.* [1]
(ii) (d) Define range — *Data > Define Range lets you name a cell range so it can be selected from the Source data ranges list.* [1]
(iii) (b) cardinality — *Cardinality = number of rows (records).* [1]
(iv) (a) Data inconsistency — *The same fact now has different values in different files - data inconsistency caused by redundancy.* [1]
(v) (b) Use a laptop stand with an external keyboard and mouse — *A stand raises the screen to eye level and the external keyboard keeps the wrists straight.* [1]
(vi) (b) Gas — *Class B covers flammable liquids and gases; paper is A, electrical is C, potassium is D.* [1]

Q4. **[5]**

(i) (d) Image toolbar — *The Image toolbar appears when an image is selected (View > Toolbars > Image).* [1]
(ii) (b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A). — *Both true, but R only names the command and does not explain A.* [1]
(iii) (c) Function — *A macro written between Function and End Function can accept arguments and return a result.* [1]
(iv) (a) Report — *Reports present formatted, printable output of table or query data.* [1]
(v) (a) Relational data model — *The relational model stores data in tables that are related through common fields.* [1]
(vi) (b) Carbon dioxide (CO2) extinguisher — *CO2 is non-conductive and leaves no residue on equipment.* [1]

Q5. **[5]**

(i) (d) Modify the Heading 1 style once — *Modifying a style (right-click > Modify) automatically updates every paragraph that uses the style, ensuring consistency.* [1]
(ii) (d) The Detective (trace precedents/dependents) — *Tools > Detective shows arrows between cells and their precedents or dependents.* [1]
(iii) (c) combine the changes recorded in another copy of the same document into the current one — *Edit > Track Changes > Merge Document brings changes from another copy into the open document.* [1]
(iv) (a) tables — *A relational database stores data in tables (relations).* [1]
(v) (c) To promote employees' health and safety — *Such measures are health and safety policies.* [1]
(vi) (a) Place the screen at right angles to the window and use blinds or an anti-glare filter — *Reducing glare prevents*

eye strain and headaches. [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]**

Any one C correctly explained, e.g. Clear - say clearly what you want to say [1]
Any other C correctly explained, e.g. Courteous - be honest, respectful and friendly [1]

Q7. **[2]**

Stress management means focusing human efforts on maintaining a healthy body and mind [1]
so that they are able to withstand stressful situations better and keep a balance between life, work and relaxation [1]

Q8. **[2]**

A single-user OS allows only one user at a time (e.g. MS-DOS, Windows on a personal PC) [1]
A multi-user OS lets many users use the system at the same time (e.g. UNIX, Linux) [1]

Q9. **[2]**

Myth: A person needs a lot of money to start a business. Reality: business can be started with the money one has or can arrange [1]
Myth: Entrepreneurs are born, not made. Reality: skills can be learnt and developed [1]

Q10. **[2]**

To address important issues facing businesses, governments and society such as poverty, gender equality, water use, energy, climate change and biodiversity [1]
To encourage policies and regulations that promote sustainable systems in all sectors, giving a secure, affordable and sustainable economy [1]

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

Q11. **[2]**

Insert > Image and select the file (optionally tick Link) [1]
Drag and drop the file from the file manager, or copy the image and paste it into the document [1]

Q12. **[2]**

Compare Documents finds the differences between the current document and another version and shows them as tracked changes [1]
Merge Document combines the recorded changes of another copy of the same document into the current document [1]

Q13. **[2]**

Consolidation combines data from several ranges or sheets into a single summary range [1]
It applies a function such as Sum or Average to the data to identify trends and relationships [1]

Q14. **[2]**

One-to-Many: one record in the master table matches many records in the related table, e.g. one teacher teaches many students [1]
Many-to-Many: many records of one table match many records of the other, e.g. students and courses; it needs a junction table [1]

Q15. **[2]**

First aid is the immediate help given to an injured or ill person until proper medical aid arrives [1]
Items: bandages, antiseptic lotion, cotton, sterile gauze, gloves, scissors (any two) [1]

Q16. **[2]**

Stay calm, raise the alarm and inform the supervisor/emergency services [1]
Follow the evacuation plan, use the stairs and gather at the assembly point [1]

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

Q17. **[4]**

(a) Page, Paragraph, Character, Frame, List and Table styles [2]
(b) F11 [1]
(c) Place the cursor in the title paragraph and double-click Heading 1 in the Styles deck [1]

Q18. **[4]**

(a) Click the target cell in the summary sheet and choose Data > Consolidate [1]
(b) Select each source range and click Add; choose the function (e.g. Sum) and select Row labels/Column labels if needed, then OK [2]
(c) Tick 'Link to source data' so that the summary updates when the source cells change [1]

Q19. **[4]**

(a) The tables must have a common field (primary key in the master table) [1]
(b) Three types of relationships can be created [1]
One-to-one, one-to-many and many-to-many - any two named [1]
(c) Base will not allow the relationship and shows an error [1]

Q20. **[4]**

(i) "Price" * "Quantity" with an alias such as Total. [1]
(ii) LIKE 'P*' in the Criterion row of ItemName. [1]
(iii) The Function row (View > Functions); choose Sum for the Total column. [2]

Q21. **[4]**

Class A: wood, paper, cloth; water or ABC dry powder extinguisher [1]
Class B: flammable liquids and gases such as petrol, grease; CO2, foam or dry powder [1]
Class C: electrical equipment; CO2 or dry chemical powder, never water [1]
Class D: combustible metals such as magnesium and sodium; special dry powder [1]

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