CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Marking Scheme – Sample Question Paper – Set 8

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 8.
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) Linguistic barrier — *Jargon or unfamiliar language is a linguistic barrier.* [1]
(ii) (b) External — *Trophies and certificates are external rewards.* [1]
(iii) (b) Meditation — *Sitting quietly and focusing attention to calm the mind is meditation.* [1]
(iv) (c) Folder — *A folder (directory) is a container used to organise files.* [1]
(v) (b) Every business idea must be unique or special — *A business idea need not be unique; one can do something different with an existing idea.* [1]
(vi) (c) Recycle — *Recycling converts waste into new materials and products.* [1]

Q2. [5]

(i) (d) Click the image to select it and press the Delete key — *Selecting the image (handles appear) and pressing Delete removes it.* [1]
(ii) (a) Ctrl+Shift+C — *Ctrl+Shift+C toggles Edit > Track Changes > Record.* [1]
(iii) (d) a set of instructions in a programming language (LibreOffice Basic) — *Recorded actions are converted to Basic code inside a module.* [1]
(iv) (a) Edit > Track Changes > Manage — *The Manage Changes dialog has List and Filter tabs with Accept, Reject, Accept All and Reject All buttons.* [1]
(v) (d) LIKE 'A*' — *In design view, * matches any number of characters; LIKE 'A*' finds names starting with A.* [1]
(vi) (a) Attend to injured person → inform supervisor → assist supervisor — *Attend to the injured first, then inform the supervisor, then assist the supervisor.* [1]

Q3. [5]

(i) (a) Character Style — *Character styles format selected characters within a paragraph.* [1]
(ii) (d) Assertion (A) is false, but Reason (R) is true. — *A is false; R is true.* [1]
(iii) (d) one — *Only one primary key per table (it may be composite).* [1]
(iv) (c) In the Criterion row of the Marks column — *Conditions go into the Criterion row.* [1]
(v) (a) Physical hazard — *Slips, trips and falls are physical hazards.* [1]
(vi) (a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A). — *Clear exits allow quick, safe evacuation.* [1]

Q4. [5]

(i) (c) Format > Styles > New Style from Selection — *Select formatted text and use Format > Styles > New Style from Selection (or the icon in the Styles deck).* [1]
(ii) (c) Insert > Image — *Insert > Image opens a file dialog to choose the picture; Link can be ticked to link rather than embed.* [1]
(iii) (c) Switching between two open document windows — *Opening or switching windows is not recorded; formatting, sorting and typing in the current document are.* [1]
(iv) (b) Data consistency — *Consistency means all copies/tables show the same, updated value.* [1]
(v) (d) Chart — *Database objects are tables, queries, forms and reports.* [1]
(vi) (a) To reduce accidents, absenteeism and the cost of injuries — *Safety programmes protect people and also improve productivity.* [1]

Q5. [5]

(i) (d) Edit — *Edit > Track Changes holds Record, Show, Manage, Compare Document and related commands.* [1]
(ii) (b) relative — *A relative link works as long as both files keep the same relative positions.* [1]
(iii) (b) Goal Seek, because it adjusts the loan duration to reach the target EMI — *Goal Seek changes one input (variable cell) until the formula cell reaches the target value.* [1]
(iv) (b) foreign key — *A foreign key links a table to the primary key of another table.* [1]
(v) (d) Eliminate the hazard completely — *Removing the hazard altogether is better than only guarding people against it.* [1]
(vi) (c) accident — *This describes an accident.* [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]**

Clear, Concise, Concrete, Correct [1]
Coherent, Complete, Courteous [1]

Q7. **[2]**

Internal motivation comes from within, for personal satisfaction; e.g. learning because one enjoys the subject [1]
External motivation comes from outside rewards or pressure; e.g. studying to win a prize or praise [1]

Q8. **[2]**

In a CUI (command user interface) the user types text commands, e.g. MS-DOS [1]
In a GUI the user works with windows, icons, menus and pointer, e.g. Windows [1]

Q9. **[2]**

Self-employment: running your own business, bears business risk, profit depends on business success [1]
Wage employment: working for someone else, low risk as employer bears it, gets a fixed wage [1]

Q10. **[2]**

Plastic is non-biodegradable, so it stays in soil and water for hundreds of years, polluting them [1]
It blocks drains, harms animals and marine life that swallow it [1]

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

Q11. **[2]**

A style applies a whole set of formatting in one step, saving time [1]
Changing the style once updates every paragraph using it, keeping the document consistent [1]

Q12. **[2]**

It calculates a formula repeatedly for different values of one or two input cells and shows all results at once [1]
For one variable: select the range, enter the Formulas cell and the Row input cell or the Column input cell [1]

Q13. **[2]**

Applying formatting settings repeatedly in a spreadsheet [1]
Sorting data / applying mathematical functions or formulas [1]

Q14. **[2]**

Both tables must have a common field, with the same data type [1]
One of the common fields must be the primary key of its table, and the tables must be closed while the relationship is created [1]

Q15. **[2]**

Identify the hazard, assess the risk and then apply controls [1]
Controls: eliminate or replace the hazard, guard it, provide training/rules or protective equipment (any two) [1]

Q16. **[2]**

A fire needs three elements: fuel, heat (ignition source) and oxygen [1]
Removing any one of them (cooling, smothering or removing fuel) extinguishes the fire [1]

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

Q17. [4]

(a) It records every insertion, deletion and format change with the reviewer's name, so the original is not lost and changes can be accepted or rejected [1]
(b) Edit > Track Changes (the Track Changes toolbar via View > Toolbars > Track Changes) [1]
(c) Yes, reviewers can insert comments using Insert > Comment (Ctrl+Alt+C) [1]
(d) The original author [1]

Q18. [4]

(a) =$Sales.D10 [1]
(b) ='file:///home/user/docs/report.ods'#$Sheet1.A1 [1]
(c) Using the keyboard (typing, or Ctrl+Page Down to change sheet) and using the mouse (clicking the sheet tab and the cell) [1]
(d) Edit > Links to External Files (Update, Modify, Break Link) [1]

Q19. [4]

(i) BID and Name (assuming no two books share a title); both can uniquely identify a book. [1]
(ii) BID, as it is unique and always filled. [1]
(iii) Degree = 5, cardinality = 6. [1]
(iv) DOP: Date [DATE]; Price: Decimal/Number [NUMERIC]. [1]

Q20. [4]

Open the database, click Tables in the Database pane and choose 'Create Table in Design View' [1]
Type the Field Name, choose the Field Type and set field properties such as Length [1]
Right-click the row header of the key field and choose Primary Key [1]
Save the table with a name using File > Save / Ctrl+S [1]

Q21. [4]

All employees must know where fire extinguishers are located and how to use them [1]
Extinguishers and first aid stations must be clearly marked with signs and inspected regularly [1]
Never block exits, extinguishers, electric switches and panels or stack material against doors; keep flammable material away from electrical equipment [1]
Ensure equipment is properly grounded and report any defect in electrical or fire prevention equipment to the supervisor [1]

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