CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 1

Time Allowed: 2 Hours **Maximum Marks: 50**

General Instructions

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A and Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. 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.
5. All questions of a particular section must be attempted in the correct order.
6. **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.
7. **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
A-4	Entrepreneurial Skills – II	Entrepreneurship and society; qualities, functions and role; myths; career option	3

Unit	Unit Name	Chapter	Marks
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. Answer any 4 out of the given 6 questions on Employability Skills ($1 \times 4 = 4$ marks) **[4]**

(i) _____ communication is the use of body language, gestures and facial expressions to convey information to others. [1]

(a) Verbal (b) Written (c) Visual (d) Non-verbal

(ii) _____ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations. [1]

(a) Self-Motivation (b) Stress Management (c) Self-Awareness (d) Self-Regulation

(iii) Which of the following best describes self-management? [1]

(a) The ability to ignore emotions and focus solely on tasks
(b) The ability to control one's emotions, thoughts, and behavior in various situations
(c) The ability to manage time efficiently without considering feelings
(d) The ability to rely on others for emotional support

(iv) Identify the measure to protect a computer from threats and viruses. [1]

(a) Share the password with friends (b) Use antivirus
(c) Allow anyone to use your device (d) Leave the computer without logging out

(v) Rajesh launches a new app, but it fails and he faces financial losses. He gathers his team, takes accountability for the oversight and assures them he will conduct thorough market research before the next launch. He _____. [1]

(a) takes responsibility for his mistakes (b) thinks before making a decision
(c) does not give up (d) is innovative

(vi) SDG 6 is titled: [1]

(a) Zero Hunger (b) Clean Water and Sanitation
(c) Life Below Water (d) Climate Action

Q2. Answer any 5 out of the given 6 questions ($1 \times 5 = 5$ marks) **[5]**

(i) Prisha is a book editor. She wants to change the indentation of all paragraphs and the font of all titles in her book quickly. Which Writer feature makes this easy? [1]

(a) Mail Merge (b) Hyperlink (c) Bookmark (d) Styles

(ii) **Assertion (A):** Fill Format Mode helps to apply one style to many scattered paragraphs quickly.
Reason (R): In Fill Format Mode the selected style is applied every time the user clicks or drags over text, until the mode is switched off. [1]

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
(c) Assertion (A) is true, but Reason (R) is false.
(d) Assertion (A) is false, but Reason (R) is true.

(iii) Ms. Kaur has an unsorted list of class-wise marks. Which option in the Subtotals dialog will automatically arrange the data by the group column before inserting subtotals? [1]

(a) Page break between groups (b) Case sensitive
(c) Include formats (d) Pre-sort area according to groups

(iv) Which reference correctly links to cell A1 of Sheet1 in an external file sales.ods stored in /home/user/docs? [1]

(a) =file:///home/user/docs/sales.ods!Sheet1.A1
(b) =[sales.ods]Sheet1!A1
(c) =sales.ods#Sheet1:A1
(d) ='file:///home/user/docs/sales.ods'#$Sheet1.A1

(v) **Assertion (A):** A primary key field cannot contain NULL values.

Reason (R): A primary key is used to uniquely identify each record of a table. [1]

(a) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).

(b) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).

(c) Assertion (A) is true, but Reason (R) is false.

(d) Assertion (A) is false, but Reason (R) is true.

(vi) While using a computer, a user's feet should: [1]

(a) dangle in the air (b) be crossed tightly under the chair

(c) rest on the computer case (d) rest flat on the floor or on a footrest

Q3. Answer any 5 out of the given 6 questions ($1 \times 5 = 5$ marks) **[5]**

(i) Arjun wants to slightly change the formatting of an existing paragraph style so that the change applies wherever the style is used, without creating a new style. After formatting a sample paragraph, which option should he choose? [1]

(a) Update Selected Style (b) Create New Style

(c) AutoFormat (d) Fill Format Mode

(ii) Up to how many groups can be used in the Subtotals dialog of Calc? [1]

(a) One (b) Three (c) Two (d) Five

(iii) Which menu path opens the Relationship Design window in Base? [1]

(a) Edit > Relationships (b) File > Relations

(c) Tools > Relationships (d) Insert > Relationships

(iv) Suraj wants to store the e-mail IDs of his clients in a Base table. Which data type should he use? [1]

(a) Number [NUMERIC] (b) Text [VARCHAR] (c) Binary (d) Yes/No [BOOLEAN]

(v) A printer in the office has a frayed power cord with exposed copper wire. This is an example of a(n): [1]

(a) ergonomic hazard (b) biological hazard (c) noise hazard (d) electrical hazard

(vi) Materials are classified by risk of catching fire. Which of the following falls in the category of Class B materials? [1]

(a) Wood (b) Magnesium

(c) Grease (d) Electrical equipment

Q4. Answer any 5 out of the given 6 questions ($1 \times 5 = 5$ marks) **[5]**

(i) Mehul has inserted a picture in his document that has an unwanted portion at the edges. Which option should he use to remove that portion? [1]

(a) Resize (b) Rotate (c) Sharpen (d) Crop

(ii) Which keyboard shortcut opens the Templates (Manage Templates) dialog box in LibreOffice Writer? [1]

(a) Ctrl+Shift+N (b) Ctrl+N (c) Ctrl+Shift+T (d) Ctrl+Alt+N

(iii) Which menu path opens the Multiple Operations dialog in LibreOffice Calc? [1]

(a) Data > Multiple Operations (b) Tools > Multiple Operations

(c) Sheet > Multiple Operations (d) Edit > Multiple Operations

(iv) A _____ is an object of the database that has a user-friendly interface where data can be entered and displayed in an attractive format. [1]

(a) form (b) report (c) query (d) database

(v) How many types of relationships can be created between tables in a database? [1]

(a) Three (b) One (c) Four (d) Two

(vi) According to the 20-20-20 rule, after every 20 minutes of screen work you should: [1]

(a) look at an object about 20 feet away for 20 seconds
(b) close your eyes for 20 minutes
(c) walk 20 steps
(d) drink 20 ml of water

Q5. Answer any 5 out of the given 6 questions ($1 \times 5 = 5$ marks) **[5]**

(i) A _____ is a preset layout or model that helps to create professional and formal documents easily. [1]
(a) Style (b) ToC (c) Comment (d) Template

(ii) Which of the following is a valid name for a macro in Calc? [1]
(a) Total Sales (b) Total*Sales (c) Total_Sales (d) 2Total

(iii) _____ means combining data from different worksheets into a master (summary) worksheet in Calc. [1]
(a) Hyperlinking (b) Consolidating (c) Filtering (d) Subtotalling

(iv) The Query Design window in LibreOffice Base is divided into how many parts? [1]
(a) One (b) Two (c) Four (d) Three

(v) Which action shows 'acting within the limits of your authority' during an emergency? [1]
(a) Trying a complex rescue without training
(b) Raising an alarm and calling trained rescue staff instead of attempting a risky rescue
(c) Taking all decisions without informing anyone
(d) Ignoring the instructions of the supervisor

(vi) Which of the following types of fire extinguishers should not be used to extinguish an electrical fire? [1]
(a) Carbon dioxide (b) Mechanical foam
(c) Dry chemical powder (d) ABC dry powder

SECTION – B

Subjective Type Questions (26 marks)

Answer any 3 out of the given 5 questions on Employability Skills in 20–30 words each ($2 \times 3 = 6$ marks)

Q6. Name the three parts of a paragraph and state the role of each. **[2]**

Q7. Name the stress causal agents. **[2]**

Q8. Explain virus and antivirus software briefly. Name any two antivirus programs. **[2]**

Q9. How do entrepreneurs create employment in society? Give two points. **[2]**

Q10. In our daily life we can contribute to create a Sustainable Society by following 4Rs' and 1U of Sustainability. Explain any one term out of 4Rs' and 1U. **[2]**

Answer any 4 out of the given 6 questions in 20–30 words each ($2 \times 4 = 8$ marks)

Q11. What is the significance of the Table of Contents feature in LibreOffice Writer? Discuss briefly. **[2]**

Q12. Guneet scored 75, 68, 82 and 70 in four subjects and needs an overall 75% across five subjects. Which Calc tool and menu option can he use to find the marks needed in the fifth subject? **[2]**

Q13. Differentiate between a Sub macro and a Function macro in LibreOffice Basic. **[2]**

Q14. Define the terms 'degree' and 'cardinality' of a relation. **[2]**

Q15. Write any two safety rules for lifting and handling heavy objects at the workplace. **[2]**

Q16. Differentiate between Accidents and Emergencies. **[2]**

Answer any 3 out of the given 5 questions in 50–80 words each ($4 \times 3 = 12$ marks)

Q17. Read the following case and answer the questions that follow. **[4]**

Case: Table shows how a student placed four objects in a Writer poster and what problem each created.

Object	Anchor/Wrap used	Problem
Photo	As Character	Text line gets pushed down
Logo	To Page	Hidden behind photo
Arrow shapes (4)	To Paragraph	Moves separately
Caption	Wrap Off	No text beside image

(i) Why does the photo push the text line down? [1]

(ii) How can the logo be shown above the photo? [1]

(iii) How can the four arrow shapes be moved as one? [1]

(iv) Which wrap option places text beside the image? [1]

Q18. Mr. Prasanna has an original billing file Bill.ods and a reviewed version Rev_Bill.ods. Write the steps he should follow to compare these worksheets and identify the differences between them. **[4]**

Q19. In the context of Base, explain the concept and significance of (a) Forms and (b) Reports. **[4]**

(a) Forms [2]

(b) Reports [2]

Q20. Answer the following on relationships between tables. **[4]**

(a) Give any two advantages of relating two tables in a database. [2]

(b) Explain many-to-many relationship between tables. [2]

Q21. Read the following case and answer the questions that follow. **[4]**

Case: Ritu works as a data entry operator and spends nearly 9 hours daily on a computer. Her health record shows the following problems.

Complaint	Frequency
Burning, dry eyes	Daily
Pain in wrist and fingers	Frequent
Pain in lower back	Occasional
Difficulty sleeping	Frequent

(i) Name the condition that explains dry eyes and blurred vision. [1]

(ii) Which problem is linked to repeated typing and wrong wrist position? [1]

(iii) Suggest two ergonomic changes for Ritu's workstation. [2]

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