CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 2

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) Which type of communication involves interchanging messages only through images or pictures? [1]

(a) Verbal (b) Gesture (c) Visual (d) Facial

(ii) A person who is able to complete tasks on his own, with little or no supervision, is said to have the ability to: [1]

(a) Depend on others (b) Avoid responsibility
(c) Seek constant guidance (d) Work independently

(iii) High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. [1]

(a) Physical (b) Emotional (c) Mental (d) Financial

(iv) Which keys do you press to copy a selected file or folder? [1]

(a) Ctrl + X (b) Ctrl + Z (c) Ctrl + C (d) Ctrl + Y

(v) An entrepreneur must be ready to take a _____ and remain open to new ideas to grow their business. [1]

(a) Satisfying human need (b) Product and service
(c) Calculated risk (d) Regular production

(vi) In total, how many SDGs were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity? [1]

(a) 13 (b) 11 (c) 17 (d) 19

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

(i) Meera has prepared a project report with headings and sub-headings. She wants a section at the beginning listing all topics in order and allowing her to jump to any section by clicking. Which feature should she use? [1]

(a) Index of Keywords (b) Hyperlink only (c) Table of Contents (d) Bookmark

(ii) Roshni has taken pictures on a trip and wants to increase the contrast of the images in Writer. Which image filter should she use (as per the textbook)? [1]

(a) Smooth (b) Aging (c) Sharpen (d) Mosaic

(iii) A user writes the macro given below in Standard > Module1. What will =TRIPLE(4) return in a cell? [1]

```
Function Triple(x)
Triple = x * 3
End Function
```

(a) 4 (b) 16 (c) TRIPLE (d) 12

(iv) Radha wants to compare several budget plans for a school event (games, food, decorations) in the same spreadsheet. What should she use? [1]

(a) Write each budget on paper
(b) The What-if Scenarios feature to create and analyse different budget options
(c) The Filter function to see one category at a time
(d) Ask friends to guess the costs

(v) Which of the following statements about a primary key is true? [1]

(a) It uniquely identifies each record in a table
(b) It can contain duplicate values
(c) It can contain NULL values
(d) It is optional for every table

(vi) What is one way to mitigate hazards associated with prolonged computer use? [1]

(a) Increasing screen brightness
(b) Stretching at regular intervals or doing simple yoga
(c) Using a smaller screen
(d) Sitting in a fixed position

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

(i) To protect the Table of Contents from being changed accidentally by typing in it, select the _____ check box. [1]
(a) Create index or table of contents
(b) Protected against manual changes
(c) Evaluate up to level
(d) Use graphics

(ii) In a shared spreadsheet, a coloured border with _____ appears around a cell where changes are made. [1]
(a) a dot in the lower left-hand corner
(b) a cross in the upper left-hand corner
(c) a cross in the upper right-hand corner
(d) a dot in the upper left-hand corner

(iii) _____ is the database software that is used to create, manipulate and manage data. [1]
(a) DBMS (b) Operating system (c) Compiler (d) Browser

(iv) Which statement about forms in a database is incorrect? [1]
(a) A form provides a friendly interface for entering and modifying data
(b) Each field control in a form has a label and a text box
(c) Forms are used to permanently store data like tables
(d) Forms can include graphics and titles

(v) In fire classification, electrical material and equipment comes under _____. [1]
(a) Class A material (b) Class B material (c) Class C material (d) Class D material

(vi) **Assertion (A):** Class D fires involve combustible metals such as magnesium and sodium.
Reason (R): Water is the preferred way to put out Class D fires. [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.

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

(i) Ria has a long document where she needs to apply the same paragraph style at many scattered places. Which feature should she use, and how can she stop using it once she is done? [1]
(a) AutoFormat; stop it by closing the document
(b) Format Painter; stop it by pressing Ctrl+Shift+F
(c) Fill Format Mode; stop it by clicking the Fill Format Mode icon again or pressing Esc
(d) Style Inspector; stop it by clicking Close

(ii) Which style category in LibreOffice Writer is used to define layout elements such as page size, margins, headers and footers? [1]
(a) Paragraph Style (b) Frame Style (c) Table Style (d) Page Style

(iii) _____ is a text editor that allows you to create and edit macros. [1]
(a) Notepad
(b) IDE (Basic Integrated Development Environment)
(c) Writer
(d) MS Word

(iv) Which of the following is an example of a DBMS? [1]
(a) MySQL (b) Ubuntu (c) MS Word (d) Canva

(v) Keeping multiple copies of the same data in different files leads to: [1]
(a) data consistency
(b) data redundancy
(c) data security
(d) referential integrity

(vi) _____ is the science that deals with designing and arranging the things at workplace so that people can use them easily and safely. [1]

(a) Health science (b) Ergonomics (c) Fixture science (d) Work Economics

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

(i) A Writer document must have the first page in portrait orientation and the second page in landscape orientation. Which type of style makes this possible? [1]

(a) Page Style (b) Character Style (c) List Style (d) Table Style

(ii) Which of the following functions CANNOT be performed through Subtotals in Calc? [1]

(a) Sum (b) Average (c) Product (d) Percentage

(iii) **Assertion (A):** The Solver is considered a more elaborate form of Goal Seek.
Reason (R): Solver can work with several variable cells and with limiting conditions, and can maximise or minimise a result. [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.

(iv) In RDBMS terminology, a column of a table is also known as an: [1]

(a) attribute (b) tuple (c) cardinality (d) degree

(v) Which of the following is compulsory in order to provide a healthy working environment to the employees? [1]

(a) Shopping corner (b) Cleanliness of the workplace
(c) Library (d) Music therapy room

(vi) What should a person do first on finding an accident victim? [1]

(a) Move the victim immediately without checking

(b) Leave the place to avoid trouble

(c) Give the victim food and water

(d) Make sure the area is safe and then check the victim's condition

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. During a team meeting, Sarah explains a complex project idea to her colleagues. She speaks too quickly, uses jargon and does not pause for questions, so the team is confused. What can Sarah do to improve her verbal communication skills? **[2]**

Q7. What is self-awareness? Also give any two benefits of self-awareness. **[2]**

Q8. Very often we hear about spam mails. Explain what spam mails are and what should be done with them. **[2]**

Q9. List any two advantages of choosing entrepreneurship as a career. **[2]**

Q10. What are the major problems related to sustainable development concerning food and water? **[2]**

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

Q11. Differentiate between the Keep scale and Keep image size options while cropping an image. **[2]**

Q12. What is a relative and an absolute hyperlink in a spreadsheet? **[2]**

Q13. What is the main purpose of Goal Seek in Calc? Give an example. **[2]**

Q14. List the steps to define a primary key for a table in Design View. **[2]**

Q15. Differentiate between Class A and Class B fire materials with one example each. **[2]**

Q16. Write any two steps to be followed when evacuating a building during an emergency. **[2]**

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

Q17. Karan is placing a company logo and a product photo on the first page of a leaflet. **[4]**

(a) Name any two anchor options. [1]

(b) Which Arrangement option puts the logo above the photo? [1]

(c) Which wrap option lets text flow around the photo on both sides? [1]

(d) How can he move the logo and its caption together? [1]

Q18. Read the following case and answer the questions that follow. **[4]**

Case: A class teacher and two monitors edit the shared attendance file. The teacher opens Edit > Track Changes > Manage and sees the following list of recorded changes.

Author	Date	Cell	Action
Monitor1	10-11-2026	B4	Changed 25 to 28
Monitor2	10-11-2026	C7	Changed P to A
Monitor2	11-11-2026	D2	Row inserted

(i) (a) Which menu option turns on the recording of such changes, and what is the shortcut? [1]

(ii) (b) The teacher wants to see only the changes made by Monitor2. Which tab and filter should she use? [1]

(iii) (c) She wants to keep the change in B4 and undo the changes in C7. Explain what she should do. [2]

Q19. Ruhi manages a Sports Day database in LibreOffice Base. EventCategory is the master table (CategoryID, CategoryName) and Events is the transaction table (EventID, EventName, CategoryID). **[4]**

(a) What is referential integrity? Give an example from Ruhi's database. [1]

(b) Which option stops deletion of a category that is used in Events? [1]

(c) How does Update cascade affect Events if a CategoryID changes? [1]

(d) What happens in Events under Set null when a master record is deleted? How is Set default different? [1]

Q20. Consider the table given below and answer the questions that follow. **[4]**

Student Name	Roll Number	Class	Marks
Aryan Sharma	101	10A	450
Priya Singh	102	10B	470
Rohan Mehta	103	10A	480
Ananya Kapoor	104	10C	460

(a) Name all the fields in the given table. [1]

(b) Which field should be made the primary key? [1]

(c) Suggest a possible alternate key, if any. [1]

(d) Explain how a primary key differs from a foreign key with an example. [1]

Q21. A fire alarm sounds in a multi-storey office. Describe four steps employees should follow for safe evacuation. **[4]**

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