CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 3

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 of the following is a measure to overcome barriers to communication? [1]

(a) Using difficult words (b) Speaking as fast as possible
(c) Ignoring the listener's questions (d) Active listening and asking for feedback

(ii) Internal self-awareness refers to: [1]

(a) How other people see us
(b) How clearly we understand our own values, feelings, strengths and weaknesses
(c) Setting goals for others
(d) Working under constant supervision

(iii) Amina studies diligently to improve her grades because she wants to feel proud of her achievements and also earn a scholarship. What type of motivation is this? [1]

(a) Internal (b) External
(c) Both internal and external (d) Not any specific type of motivation

(iv) Kartik's computer was running very slow, hanging and often restarting. Which suggestion is most appropriate? [1]

(a) Install any free antivirus from the net
(b) Do not use a pen drive and restart again and again
(c) Install reliable antivirus software and keep it updated
(d) Disconnect the monitor

(v) An entrepreneur who brings a new product, service or method to the market plays the _____ role. [1]

(a) agent's (b) imitating (c) coordinating (d) innovator's

(vi) Cutting down forests on a large scale for farming, housing and industry is called: [1]

(a) Afforestation (b) Deforestation (c) Reforestation (d) Conservation

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

(i) Which of the following image tools is used to change an image to black and white, grayscale or watermark? [1]

(a) Image Crop (b) Image Align (c) Image Mode (d) Image Size

(ii) How many tabs are present in the Table of Contents, Index or Bibliography dialog box? [1]

(a) 4 (b) 6 (c) 7 (d) 5

(iii) The code of a macro begins with _____ followed by the name of the macro and ends with _____. [1]

(a) Sub, End Sub (b) Function, End (c) Sub, End Function (d) Sup, End Sup

(iv) Which of the following is the correct way to record a macro in LibreOffice Calc? [1]

(a) File > Options > Record Macro (b) Insert > Macro > Record
(c) View > Macros > Record (d) Tools > Macros > Record Macro

(v) A query contains the field expression "Price" * "Quantity" with the alias Total. This is an example of: [1]

(a) a calculated field (b) a relationship (c) a primary key (d) a form control

(vi) Burning eyes, blurred vision and headache after long computer use are symptoms of: [1]

(a) Carpal Tunnel Syndrome (b) Sleep apnoea
(c) Obesity (d) Computer Vision Syndrome

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

(i) While working with images in LibreOffice Writer, _____ acts as the reference point for an image or drawing object. [1]

(a) Anchoring (b) Alignment (c) Grouping (d) Resizing

(ii) A _____ hyperlink contains the full address (complete path) of the destination file or web page. [1]

(a) relative (b) mixed (c) static (d) absolute

(iii) **Assertion (A):** A table can have more than one primary key.
Reason (R): A primary key can be made from a combination of two or more fields. [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) A table needs a field to store the date of birth of students. The most suitable data type is: [1]

(a) Date [DATE] (b) Text [Fix] [CHAR] (c) Integer [INTEGER] (d) Yes/No [BOOLEAN]

(v) Which single national emergency number in India can be dialled for police, fire and ambulance help? [1]

(a) 100 only (b) 1098 (c) 112 (d) 1800

(vi) During an audit, it is observed that employees are sitting for long hours with poor posture, and the computer screens cause glare. Which hazards are most relevant here? [1]

(a) Physical and Fire Hazards (b) Ergonomic and Health Hazards
(c) Chemical and Safety Hazards (d) Biological and Health Hazards

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

(i) Several shapes of a flowchart drawn in Writer must move together as a single unit. What should be done? [1]
(a) Select all shapes and use Format > Group > Group
(b) Anchor each shape To Page
(c) Apply Wrap Off to each shape
(d) Use Update Selected Style

(ii) Sneha prepares 10 project reports. Each needs the same header with company logo, the same footer and predefined text formatting. Which feature should she use to avoid repeating the work? [1]

(a) Templates (b) Macros (c) Table of Contents (d) Track Changes

(iii) In the Goal Seek dialog, which box holds the cell whose value Calc will change to reach the target? [1]

(a) Formula cell (b) Target value (c) Variable cell (d) Result cell

(iv) While designing a form, adding a _____ to the date field helps prevent invalid dates from being entered. [1]

(a) Text box (b) Date field control (c) Timer (d) Check box

(v) By default, all fields created in Base design view have the _____ data type. [1]

(a) Tiny Integer (b) Yes/No [BOOLEAN] (c) Text [VARCHAR] (d) Text [Fix] [CHAR]

(vi) In a situation where a small fire breaks out in the office, what should you use to address the emergency? [1]

(a) A Blanket (b) A Fire Extinguisher
(c) A Towel (d) Baking Soda

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

(i) **Assertion (A):** After recording changes, the original author can accept or reject each change.
Reason (R): The Manage dialog (Edit > Track Changes > Manage) lists all recorded changes. [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.

(ii) Two managers have edited their own copies Budget_Raj.ods and Budget_Meera.ods. Which steps should be followed to check the differences and prepare the final file? [1]
(a) Open Budget_Raj.ods and overwrite it with Budget_Meera.ods
(b) Open Budget_Raj.ods, use Compare Documents to review differences, then Merge Document to finalise
(c) Open Budget_Meera.ods and delete the conflicting data manually
(d) Use only Merge Document since it also compares the files

(iii) Which of the following is NOT available as a consolidation function in Calc? [1]
(a) Product (b) Count (c) StDev (d) Median

(iv) Which of the following methods is NOT used to create a table in Base? [1]
(a) Use Wizard to Create Table (b) Create Table in Design View
(c) Use Table Maker in Writer (d) Create View

(v) Poor lighting in an office that makes workers strain their eyes is mainly a: [1]
(a) chemical hazard (b) fire hazard (c) health hazard (d) biological hazard

(vi) For comfortable viewing, the top of the computer screen should be placed: [1]
(a) well above eye level (b) on the floor level
(c) behind the user (d) at or slightly below eye level

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. Identify the subject and predicate in: 'The new employee updated the database yesterday.' **[2]**

Q7. What is the difference between yoga and meditation? **[2]**

Q8. What is an operating system? Give two examples. **[2]**

Q9. Give any two qualities of a successful entrepreneur. **[2]**

Q10. Briefly discuss the importance of Sustainable Development. **[2]**

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

Q11. How can a Table of Contents be updated or deleted after it has been inserted? **[2]**

Q12. Briefly explain the purpose of the Subtotals tool in LibreOffice Calc. **[2]**

Q13. What is the Record Changes feature of Calc? What details does it keep? **[2]**

Q14. Differentiate between a primary key and a foreign key. **[2]**

Q15. Excessive use of computers might have a bad impact on your vision. Give any two eye-related problems that might arise due to long hours spent on a computer. **[2]**

Q16. Write any two steps to be followed while rescuing a person who is getting an electric shock. **[2]**

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

Q17. Rohit has formatted one heading with Arial 18 pt, blue colour and centre alignment. **[4]**

(a) How can he create a new style from this heading? [2]

(b) Which feature will help him apply this style to ten other headings scattered through the document? [1]

(c) How can he stop that feature? [1]

Q18. A teacher has a list of students with columns Class, Name and Marks. Describe how to find the class-wise total marks using the Subtotals tool. **[4]**

Q19. Explain how to create a query using Design View in LibreOffice Base to display the Name and Marks of students whose Marks are above 90. **[4]**

Q20. Write the steps to create a form using the Form Wizard in LibreOffice Base. **[4]**

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

Case: In a school computer lab, a student touches a faulty monitor and gets stuck to it. The lab assistant notices sparks near the socket.

(i) What should be the lab assistant's first action? [1]

(ii) Why should he not touch the student directly? [1]

(iii) Mention two further steps in the electrical rescue and first aid. [2]

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