CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 4

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) Identify the interrogative sentence. [1]

(a) Have you saved the document? (b) Please save the document.
(c) I saved the document. (d) What a long document!

(ii) _____ is the driving force that pushes us to achieve our goals, feel happy and improve our quality of life. [1]

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

(iii) Roshin studies in class X and is practising hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of _____. [1]

(a) Self-awareness (b) Self-motivation
(c) Influential motivation (d) Emotional intelligence

(iv) _____ is a horizontal bar present at the bottom of the Windows desktop. [1]

(a) Taskbar (b) Status bar (c) Menu bar (d) Recycle Bin

(v) Which of the following is a way in which entrepreneurs contribute to a country's economy? [1]
(a) By increasing unemployment
(b) By reducing the standard of living
(c) By creating jobs and increasing national income
(d) By stopping innovation

(vi) Sustainable development is development that meets the needs of the present: [1]
(a) even if it reduces resources for future generations
(b) only for developed countries
(c) without compromising the ability of future generations to meet their own needs
(d) by using up natural resources as fast as possible

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

(i) Up to how many levels of headings does LibreOffice Writer support and evaluate by default when it builds a Table of Contents? [1]

(a) 5 (b) 8 (c) 12 (d) 10

(ii) An editor wants the main cover image to stay fixed at the same position on the page, no matter how much text is added or deleted before it. Which anchor setting is most suitable? [1]

(a) As Character (b) To Page (c) To Character (d) To Paragraph

(iii) What is the primary function of the Subtotals tool in Calc? [1]
(a) It automatically groups data and applies functions such as sum and average to each group
(b) It creates a chart for the data
(c) It highlights cells with conditional formatting
(d) It removes duplicate data from the sheet

(iv) **Assertion (A):** An absolute hyperlink always continues to work when the file is e-mailed to another person.
Reason (R): An absolute hyperlink contains the complete path of the target file. [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.

(v) In LibreOffice Base, data can be entered in a table only in _____ view. [1]

(a) Datasheet (b) Design (c) Enter (d) Query

(vi) **Assertion (A):** First aid is the immediate help given to an injured person until medical help arrives.
Reason (R): First aid is a complete substitute for treatment by a doctor. [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.

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

(i) Which of the following is NOT true about templates in LibreOffice? [1]
(a) Styles and formatting can be reused
(b) LibreOffice provides online templates
(c) We cannot create our own templates
(d) Templates can contain headers, footers and page numbers

(ii) Which feature of LibreOffice Calc helps in finding the input value needed for a specific output? [1]
(a) Goal Seek (b) Subtotal (c) Macros (d) Hyperlink

(iii) Which of the following statements is true about LibreOffice Base? [1]
(a) It is a free and open source database program
(b) It is a spreadsheet program
(c) It can store only character data
(d) It is a graphic designing program

(iv) In RDBMS terminology, a row of a table is also called a: [1]
(a) attribute (b) domain (c) tuple (d) relation

(v) Which three elements together are needed for a fire to start (fire triangle)? [1]
(a) Water, air and smoke (b) Fuel, ash and water
(c) Heat, carbon and gas (d) Fuel, heat and oxygen

(vi) Arjun notices that his colleague frequently complains of neck pain and sore shoulders after long working hours. Which of the following is the most likely cause? [1]
(a) Poor lighting and ventilation (b) Improper ergonomic setup
(c) Good lighting and ventilation (d) Using updated antivirus software

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

(i) _____ is the default template used for files created in Writer. [1]
(a) Resume template (b) Blank document (c) Project report (d) Chapter

(ii) After adding two new chapters to a document, Sana notices that the ToC does not show them. How can she refresh it? [1]
(a) Press F11
(b) Delete and retype the ToC by hand
(c) Right-click the ToC and choose Update Index
(d) Use Edit > Track Changes > Record

(iii) In the Manage Changes dialog, a user clicks 'Accept All'. What happens? [1]
(a) All changes are undone
(b) All recorded changes become permanent and the tracking marks disappear
(c) Only the changes by the current author are kept
(d) The file is closed

(iv) Which of the following best explains the use of a query in LibreOffice Base? [1]
(a) To retrieve data from the database and display it in the required form
(b) To store data in an organised format
(c) To create tables
(d) To design the layout of forms and reports

(v) If a field is defined as VARCHAR(50) and the user enters 20 characters, how much storage is used? [1]

(a) 50 bytes (b) 20 bytes (c) 64,000 bytes (d) 255 bytes

(vi) Which feature should an ergonomically designed office chair have? [1]
(a) A fixed, very low seat
(b) Adjustable height and a backrest supporting the lower back
(c) No backrest
(d) A hard stool without arms

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

(i) Which menu path saves the currently open document as a template? [1]
(a) File > Save As > Template Wizard (b) File > Templates > Save as Template
(c) Format > Styles > Save Template (d) Tools > Options > Templates

(ii) The _____ feature of Calc tracks what data was changed, when it was changed, who made the change and in which cell. [1]
(a) Record Changes (b) Edit Record (c) Change Record (d) Macro

(iii) Rohit is analysing sales data spread across four sheets. He wants to combine it into one sheet so that any change in the source sheets updates the consolidated sheet automatically. Which feature and option should he use? [1]
(a) Pivot Table with the 'AutoFilter' option
(b) Data Validation with 'Cell Range' enabled
(c) Consolidate with the 'Link to source data' option enabled
(d) Scenario Manager with 'Copy Results To' option

(iv) The process of arranging data in ascending or descending order is known as: [1]
(a) filtering (b) tracking (c) sorting (d) purification

(v) Which practice helps to maintain the quality of drinking water in an office? [1]
(a) Storing water in open containers
(b) Cleaning water tanks and filters regularly and testing the water
(c) Refilling bottles without washing them
(d) Using the same cup for all

(vi) What is the main goal of applying ergonomics in an office setting? [1]
(a) To increase the amount of work done in a shorter time
(b) To design tasks that are more interesting for employees
(c) To ensure easy and safe use of equipment, reducing the risk of injury
(d) To promote social interactions among employees

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. Differentiate between specific and non-specific feedback with one example of each. **[2]**

Q7. How is self-regulation connected to the ability to work independently? **[2]**

Q8. Differentiate between files and folders. **[2]**

Q9. State any two ways in which entrepreneurship helps in the development of a country's economy. **[2]**

Q10. Explain any two problems related to sustainable development. **[2]**

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

Q11. What is the use of the Wrap Off and Page Wrap text-wrapping options? **[2]**

Q12. What do you mean by hyperlinks in spreadsheets? Give the two types of hyperlinks that can be used in a spreadsheet. **[2]**

Q13. Give any two prerequisites before consolidating data in Calc. **[2]**

Q14. Explain the 'Update cascade' and 'Delete cascade' options of a relationship in Base. **[2]**

Q15. Define a hazard. Give two examples of physical hazards at a workplace. **[2]**

Q16. Differentiate between safety and security of an employee. **[2]**

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

Q17. Mansi is preparing a travel pamphlet in Writer with many photographs. **[4]**

(a) How can she reduce the size of a photograph without distortion? [1]

(b) Which tool removes the unwanted edges of the photograph? [1]

(c) Name the Image Mode that makes a picture suitable as a faint background and the filter that increases its sharpness. [2]

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

Case: Neha has written the following macro in the Standard library of My Macros and wants to use it in her Calc sheet to find the area of a rectangle with length in A2 and breadth in B2.

(i) (a) Is the macro a Sub or a Function? Give a reason. [1]

(ii) (b) How will she use it in cell C2? [1]

(iii) (c) Where can she view and edit the code, and what type of editor is it? [1]

(iv) (d) Is rect*area a valid name for a macro? Why? [1]

Q19. Read the following case and answer the questions that follow. **[4]**

Case: A school database has two tables. Students(AdmNo, Name, Class, HouseID) and Houses(HouseID, HouseName, HouseMaster). The tables are to be related using HouseID.

(i) Which field is the primary key of Houses and which is the foreign key in Students? [1]

(ii) What type of relationship exists between Houses and Students? [1]

(iii) Write the menu path to open the Relationships window. [1]

(iv) Which Delete option should be used to prevent deleting a house while students belong to it? [1]

Q20. Your cousin runs a bookstore and wants to maintain an inventory of books (title, author, ISBN, publication date, price, stock). Explain to him: **[4]**

(a) What is DBMS? [1]

(b) Advantages of using DBMS [1]

(c) Two database programs for creating tables [1]

(d) Which field can be set as the primary key? [1]

Q21. Answer the following questions in the context of Workplace Safety: **[4]**

(a) Mention any two health hazards caused by a high contrast between the computer screen and its surroundings. [1]

(b) Suggest one way to avoid contrast problems caused by bright light sources behind the display screen. [1]

(c) How can poor sitting posture while using a computer affect a person's health? [1]

(d) Mention any one way to reduce stress at the workplace. [1]

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