CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 5

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) Choose the correct article: He is _____ honest employee. [1]

(a) a (b) an (c) the (d) no article

(ii) During a match Karan feels angry on being declared out, but he takes a deep breath, calms down and continues to play fairly. This shows: [1]

(a) Self-awareness only (b) Financial stress
(c) Self-regulation (d) External motivation

(iii) _____ is a series of postures and breathing exercises practised to achieve control of body and mind. [1]

(a) Meditation (b) Nature Walk (c) Yoga (d) Physical Exercise

(iv) Which type of operating system enables multiple users to work on the same computer at different times or simultaneously? [1]

(a) Multi-user (b) Single-user (c) Embedded (d) Mobile

(v) Deciding what to produce, the price of the product and the place of sale is the _____ function of an entrepreneur. [1]

(a) managerial (decision making) (b) promotional
(c) social (d) technical

(vi) The Sustainable Development Goals (SDGs) aim to tackle key challenges faced by businesses, governments, and society, such as: [1]

(a) Gender Equality (b) Energy & Climate Change
(c) Biodiversity (d) All of the above

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

(i) In an e-magazine, a logo image overlaps a photograph, and the designer wants the logo to appear above the photograph. Which Arrangement option should be used on the logo? [1]

(a) Send to Back (b) Bring to Front
(c) Wrap Off (d) Anchor As Character

(ii) _____ feature of Writer is based on heading styles and gives a list of topics along with page numbers. [1]

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

(iii) An _____ link will stop working only if the target is moved, while a _____ link will stop working only if the start and target locations change relative to each other. [1]

(a) relative, absolute (b) permanent, absolute
(c) absolute, relative (d) absolute, fixed

(iv) Goal Seek can change the value of how many input cells at a time? [1]

(a) One (b) Two (c) Up to three (d) Any number

(v) A _____ key is a field that uniquely identifies a row in a table. [1]

(a) foreign (b) primary (c) relational (d) column

(vi) What is a hazard in the context of safety and health? [1]

(a) Rapid Action Team
(b) Something that can cause harm to people
(c) A safety measure implemented to prevent accidents
(d) An emergency response plan for workplace incidents

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

(i) **Assertion (A):** A Table of Contents created in Writer can be updated when headings change.
Reason (R): The Table of Contents is built from the heading styles applied in the document. [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) _____ is a saved sequence of commands or keystrokes that is stored for later use. [1]
(a) Record Changes (b) Compare Changes (c) Macro (d) Merge

(iii) A teacher enters the marks 78, 85 and 91 of three students in a register. The class average of 84.67 calculated from these marks is an example of: [1]
(a) raw data (b) a field (c) information (d) a domain

(iv) A query that uses criteria you provide to hide some data and show only what you want to see is called _____. [1]
(a) indexing (b) sorting (c) filtering (d) relating

(v) What is the main purpose of a workplace safety checklist? [1]
(a) To record the attendance of employees
(b) To calculate the salary of employees
(c) To inspect regularly whether all safety requirements are being followed
(d) To list the products sold

(vi) A fire alarm rings in a multi-storey office building. How should employees leave the building? [1]
(a) Use the lifts as they are faster (b) Wait at their desks
(c) Use the stairs and avoid lifts (d) Go back for personal belongings

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

(i) Which dialog is used by the original author to accept or reject recorded changes in Writer? [1]
(a) Format > Styles > Manage Styles (b) File > Templates > Manage Templates
(c) Tools > Macros > Manage (d) Edit > Track Changes > Manage

(ii) What is the benefit of inserting an image as a link in a Writer document? [1]
(a) It improves the image quality
(b) It allows automatic editing of the image
(c) It reduces document size because only a reference to the image is stored
(d) It removes the need for captions

(iii) _____ is a more elaborate form of Goal Seek in Calc. [1]
(a) Scenario (b) Subtotal (c) Solver (d) Consolidate

(iv) **Assertion (A):** A query stores a separate permanent copy of the selected data.
Reason (R): A query only displays the data stored in tables according to the given criteria. [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) A table has candidate keys RollNo and AdmissionNo. If RollNo is chosen as the primary key, AdmissionNo is the: [1]
(a) foreign key (b) composite key (c) super domain (d) alternate key

(vi) Which of the following is an ignition source in an office? [1]
(a) A spark from a faulty switch or overloaded socket
(b) A glass of water
(c) A paper clip
(d) A closed window

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

(i) Which text-wrapping option makes the text jump from above the image to below it, leaving no text at the left or right sides of the image? [1]

(a) Page Wrap (b) Wrap Through (c) Optimal Page Wrap (d) Wrap Off

(ii) What does the formula =SUBTOTAL(1;B2:B10) calculate? [1]

(a) The sum of B2:B10 (b) The average of B2:B10
(c) The count of B2:B10 (d) The maximum of B2:B10

(iii) Which keyboard shortcut opens the Hyperlink dialog in LibreOffice Calc? [1]

(a) Ctrl + K (b) Ctrl + H (c) Ctrl + L (d) Ctrl + Shift + K

(iv) Which dialog box appears when the Query Design window is opened for the first time? [1]

(a) Add Table (b) Add Query
(c) Add Query or Report (d) Add Table or Query

(v) Which of the following can lead to musculoskeletal problems while working on a computer? [1]

(a) Using anti glare screen
(b) Sitting in a wrong posture and using an uncomfortable chair
(c) Using Air Conditioners
(d) Taking frequent breaks

(vi) RSI stands for: [1]

(a) Recurring Syndrome Injury (b) Repetition Symptom Injury
(c) Recessive Stress Injury (d) Repetitive Strain Injury

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. What is non-verbal communication? Give examples. **[2]**

Q7. Why is stress management important for students? Give two reasons. **[2]**

Q8. What do you mean by Disk Defragmentation? **[2]**

Q9. Give any two promotional functions of an entrepreneur. **[2]**

Q10. 'Green economy promotes sustainable development'. Justify the statement. **[2]**

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

Q11. What is Fill Format Mode? How is it turned off? **[2]**

Q12. What are the benefits of sharing a spreadsheet? **[2]**

Q13. How can the changes recorded in a spreadsheet be accepted or rejected? **[2]**

Q14. Differentiate between the hierarchical and the network data models. **[2]**

Q15. Name any two musculoskeletal problems caused by computer use and mention their symptoms. **[2]**

Q16. What is the 20-20-20 rule? How does it help computer users? **[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: A coaching centre issues 100 certificates every year. Each certificate has the same logo, border, fonts and footer, and only the student name changes. The clerk currently copies an old certificate and edits it, which sometimes spoils the layout.

(i) Suggest the Writer feature to avoid this problem. [1]

(ii) How can the clerk save the formatted certificate in that form? [1]

(iii) Name the shortcut for Manage Templates and the option for making it the default. [2]

Q18. A user wants a function ADDTAX(price) that returns the price plus 18% tax and can be used in a cell. (a) Which keywords are used to write it? (b) Complete the code. (c) How is it used in a cell? (d) What type of values does Calc pass to the macro? **[4]**

```
Function AddTax(price)
AddTax = price * 1.18
End Function
```

(a) Keywords [1]

(b) Code [1]

(c) Usage in a cell [1]

(d) Values passed [1]

Q19. Describe any four steps of the Query Wizard in Base. **[4]**

Q20. What are criteria in a query? Write the criteria for (a) names starting with 'S' (b) marks equal to or more than 75 (c) city is Delhi or Mumbai. State the row where criteria are typed. **[4]**

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

Case: An audit of Sunrise Technologies' office reports the following observations: (i) several extension boards are plugged into one wall socket and a wire with exposed copper lies under the desk; (ii) water has been spilled near the pantry door; (iii) the screens face a large window and employees complain of headaches; (iv) boxes are stacked in front of the fire exit.

(i) Name the hazard caused by the exposed wire and the overloaded socket. [1]

(ii) Which type of accident is likely near the pantry door? [1]

(iii) Suggest one measure to remove the problem of headaches and one measure for the blocked fire exit. [2]

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