CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 6

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) _____ feedback is specific information, in the form of written comments or verbal conversations, that helps the learner understand what he or she needs to do in order to improve. [1]

(a) Specific (b) Descriptive (c) General (d) Sign

(ii) Neha feels stressed because of exams. Which routine is the best long-term way for her to handle it? [1]

(a) Studying all night every day
(b) Avoiding friends and family
(c) Balanced timetable with regular sleep, exercise and some leisure time
(d) Ignoring the exams completely

(iii) Understanding how other people view our behaviour and personality is called _____ self-awareness. [1]

(a) Internal (b) Private (c) External (d) Emotional

(iv) _____ are computer programs that can damage data and software or steal the information stored on a computer. [1]

(a) Viruses (b) Spam (c) Junk mail (d) BIOS

(v) Which one of the following is not true for entrepreneurs? [1]

(a) They create needs and demands
(b) They provide raw materials
(c) They do not create jobs
(d) They help society by supporting infrastructure development

(vi) Overuse of chemical fertilizers in farming mainly leads to: [1]

(a) Increase in soil nutrients permanently (b) Depletion and contamination of soil
(c) Increase in rainfall (d) Reduction of air pollution

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

(i) A _____ is a collection of all the formatting information that you save once and then apply to text, pages or other elements of a document. [1]

(a) Comment (b) Style (c) Table of Contents (d) Track Change

(ii) Which feature of Writer allows the placement of an image in relation to the surrounding text? [1]

(a) Image Mode (b) Text Wrapping (c) Image Filter (d) Cropping

(iii) **Assertion (A):** Goal Seek in Calc can change the values of several input cells at the same time to reach a target.
Reason (R): Goal Seek changes the value of the variable cell until the formula cell reaches the target value. [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) Macros are especially useful to _____ the same way over and over again. [1]

(a) repeat a task (b) reject a task (c) report a task (d) comment on a task

(v) In Base, an existing relationship between tables can be removed with the help of the _____ option. [1]

(a) Clear (b) Remove (c) Drop (d) Delete

(vi) **Assertion (A):** Lifts should not be used during evacuation in case of fire.
Reason (R): The power supply may fail and trap people inside the lift. [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 menu path is used to insert a Table of Contents in Writer? [1]
(a) Insert > Table of Contents and Index > Table of Contents, Index or Bibliography
(b) File > Templates > Table of Contents
(c) Format > Styles > Table of Contents
(d) Tools > Update > Contents

(ii) Which menu path is used to share a spreadsheet so that several users can edit it? [1]
(a) File > Share (b) Tools > Share Spreadsheet
(c) Edit > Share Sheet (d) Data > Share

(iii) While designing a form, titles and headings can be added using the _____ control from the Form Controls toolbar. [1]
(a) Text box (b) Title (c) Heading (d) Label

(iv) Which data type in Base stores Yes/No values as 1 or 0? [1]
(a) Boolean (b) Char (c) Binary (d) OtherObject

(v) Which type of fire is best put out by water? [1]
(a) Class A fire involving paper, wood and cloth
(b) Class C fire involving electrical equipment
(c) Class D fire involving magnesium
(d) Class B fire involving petrol and oil

(vi) Rohini works as a floor manager. She has been assigned the task of conducting regular _____ to ensure the safety of life in case of any disaster or emergency by evacuating the place of danger. [1]
(a) Cultural assembly (b) Open house events
(c) Evacuation drill (d) Trips and excursions

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

(i) While resizing an image in the Properties dialog, which option should be selected to scale the image proportionally? [1]
(a) Original Size (b) Keep ratio (c) Anchor to page (d) Relative

(ii) Rahul inserts a Table of Contents in his document but it appears empty. What is the MOST likely reason? [1]
(a) He did not apply heading styles (Heading 1, Heading 2, ...) to the headings
(b) He did not protect the ToC
(c) The cursor was at the end of the page
(d) He did not rename the title

(iii) Which menu path is used to create a scenario in LibreOffice Calc? [1]
(a) Data > Scenarios (b) Tools > Scenarios (c) Insert > Scenario (d) Sheet > Scenario

(iv) In a database table, if more than one field is used together to uniquely identify a record, it is called a: [1]
(a) primary key (b) foreign key (c) composite key (d) candidate key

(v) Students can enrol for many clubs and each club has many students. To implement this in an RDBMS, we use: [1]
(a) a third (junction) table with foreign keys of both tables
(b) a single table with duplicated rows only
(c) a form
(d) a report

(vi) _____ is a state of physical, mental and social well-being. [1]

(a) Richness (b) Popularity (c) Health (d) Activity

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

(i) When an image is anchored 'As Character', the image: [1]

(a) Always stays fixed on the page
(b) Is placed behind all text
(c) Cannot be resized
(d) Behaves like a single letter and moves along with the line of text

(ii) Which of the following correctly refers to cell B5 of a sheet named Sheet2 from another sheet in the same workbook? [1]

(a) =Sheet2!B5 (b) =Sheet2:B5 (c) =$Sheet2.B5 (d) =[Sheet2]B5

(iii) Which menu path is used to bring a table from a web page (HTML) into a Calc sheet as a link that can be refreshed? [1]

(a) Data > Import Table (b) Sheet > Link to External Data
(c) File > Open URL (d) Insert > Web Table

(iv) Data can be retrieved and displayed from one or more tables in a DBMS using a: [1]

(a) domain (b) field
(c) query (d) referential integrity

(v) Ananya notices a loose network cable running across the corridor of her office. Which type of hazard does it mainly create? [1]

(a) Chemical hazard (b) Physical hazard (trip and fall)
(c) Biological hazard (d) Fire hazard only

(vi) Materials in a workplace are classified by risk to prevent fires. Which of the following correctly matches the material class with its description? [1]

(a) Class A - liquids, grease, and gas; Class B - wood, cloth, paper
(b) Class C - electrical materials; Class D - volatile metals like magnesium and sodium
(c) Class B - electrical equipment; Class C - paper and cloth
(d) Class D - liquids and gas; Class A - electrical materials

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 any four elements of the communication cycle. **[2]**

Q7. Mention any four simple stress management techniques. **[2]**

Q8. How can a computer be protected against viruses? Discuss in brief. **[2]**

Q9. Write any four roles of entrepreneurs. **[2]**

Q10. Define the term '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 Compare Document feature? Write its menu path. **[2]**

Q12. What is a scenario in Calc? Why is it useful? **[2]**

Q13. Write the steps to create a scenario in Calc. **[2]**

Q14. Name the three ways of creating a query in Base. Which one is most flexible? **[2]**

Q15. What are the common causes of electrical hazards at the workplace? Suggest one safety measure to prevent them. **[2]**

Q16. What is Occupational Overuse Syndrome (Repetition Strain Injury)? **[2]**

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

Q17. Ankita is designing a birthday card in LibreOffice Writer. She inserted a few pictures that she wants to adjust and arrange in different ways. Help her by explaining the following. **[4]**

(a) With reference to positioning an image in the text, differentiate between Anchoring and Arrangement. [2]

(b) What is the effect of the Invert Image filter? [1]

(c) What do you mean by grouping drawing objects? [1]

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

Case: Ms. Verma keeps the marks of Class X students in a Calc sheet. She wants the class-wise total marks of the students listed below, with a grand total.

Name	Section	Marks
Arun	B	78
Bela	A	85
Chetan	B	66
Divya	A	91

(i) (a) Which tool and menu path should she use? [1]

(ii) (b) The list is not arranged in the order of Section. Which option will arrange it before the subtotals are inserted? [1]

(iii) (c) What will be selected in Group by, Calculate subtotals for and Use function boxes to get the section-wise total? [2]

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

Case: The table Product is given below. Using the Query Design view of Base, answer the following.

PID	PNAME	PRICE	QUANTITY	CATEGORY
P01	BOARD	10000	2	OFFICE
P02	EYELINER	700	50	MAKEUP
P04	PENCIL	5	500	SCHOOL
P05	LAMP	250	10	DOMESTIC
P08	BEDSHEET	450	45	DOMESTIC
P09	LAPTOP	75000	15	OFFICE

(i) Which criterion shows the names of products whose category is DOMESTIC? [1]

(ii) Which condition shows the product name and price whose quantity is less than 50? [1]

(iii) Which condition displays the names of products costing above 5000? [1]

(iv) Write the SQL-view statement equivalent to the query in part (a), and the key to run it. [1]

Q20. Read the following case and answer the questions that follow. **[4]**

Case: A Base table Employee has the fields: EmpID, EmpName, Salary, DOJ (date of joining), Photo and IsPermanent (Yes/No).

(i) Suggest data types for EmpName and DOJ. [1]

(ii) Suggest a data type for Photo and IsPermanent. [1]

(iii) Which field should be the primary key and what is the use of AutoValue? [1]

(iv) Which field property prevents EmpName from being left blank? [1]

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

Case: A fire breaks out in the server room of an office. The room contains computers, cables and a few cardboard boxes. The security guard has a water bucket and a CO2 extinguisher. Employees are panicking and some are heading for the lift.

(i) To which fire classes do the electrical equipment and the cardboard boxes belong? [1]

(ii) Which should the guard use, the water bucket or the CO2 extinguisher? Why? [1]

(iii) State two instructions that should be given to the employees for safe evacuation. [2]

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