CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 7

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) In the sentence 'Rita quickly saved the file', the word 'quickly' is a/an _____. [1]

(a) adjective (b) verb (c) adverb (d) noun

(ii) Which of the following is an example of internal (intrinsic) motivation? [1]

(a) Studying only to get a cash prize
(b) Practising only because parents scold
(c) Reading storybooks because one enjoys reading
(d) Working only to win a trophy

(iii) Which of the following is NOT a benefit of stress management? [1]

(a) Boosts immunity (b) Reduces efficiency
(c) Improves mood (d) Prevents behavioural problems

(iv) When Ayaan switches on his computer, a particular software starts running automatically and manages all the hardware and other software. Which software is this? [1]

(a) Web Browser (b) Designing Software (c) Operating System (d) Office Software

(v) Which of the following is not an essential quality to become a successful entrepreneur? [1]

(a) Confidence (b) Creativity (c) Patience (d) Wealthy

(vi) The most widely quoted definition of sustainable development comes from the report 'Our Common Future' (1987) of the: [1]

(a) Kyoto Commission (b) Brundtland Commission
(c) Paris Commission (d) Rio Commission

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

(i) Two Writer objects overlap and the user wants to control which one is stacked above the other. Which feature controls how graphics are stacked upon each other or relative to the text? [1]

(a) Alignment (b) Anchoring (c) Arrangement (d) Cropping

(ii) Which one of the following is NOT a way of getting an image from the computer into a Writer document? [1]

(a) Format > Page Style (b) Insert > Image
(c) Drag and drop from the file manager (d) Copy and paste

(iii) Which function is selected by default when the Consolidate dialog box opens in LibreOffice Calc? [1]

(a) Sum (b) Average (c) Max (d) Var

(iv) Scenarios in Calc are a tool to test _____ questions. [1]

(a) what-if (b) goal-seek (c) drop-down (d) auto-fill

(v) **Assertion (A):** Referential integrity prevents the creation of orphan records in a related table.
Reason (R): Referential integrity ensures that every foreign key value matches an existing primary key value in the master table. [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.

(vi) A colleague is stuck to a live wire and getting an electric shock. What should you do first? [1]

(a) Pull him by his bare hands (b) Switch off the main power supply
(c) Pour water on him (d) Shout and wait

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

(i) Krishna sent his edited document to the editor. Pradeep wants to compare his original document with

Krishna's reviewed version. What should he select? [1]

(a) Edit > Track Changes > Protect (b) File > Reload
(c) Edit > Track Changes > Compare Document (d) Tools > Word Count

(ii) While consolidating data, a cell range can be given a name using the _____ option. [1]

(a) Name range (b) Consolidate name (c) Merge range (d) Define range

(iii) The number of tuples (rows) in a relation is called its: [1]

(a) degree (b) cardinality (c) domain (d) schema

(iv) A school stores each student's address in the library file, the transport file and the fee file separately. When a student shifts house, only the fee file is updated. Which problem has occurred? [1]

(a) Data inconsistency (b) Data security
(c) Data sharing (d) Referential integrity

(v) Which is the best way to reduce neck and wrist strain while using a laptop on a desk for long hours? [1]

(a) Keep the laptop on the lap on a bed
(b) Use a laptop stand with an external keyboard and mouse
(c) Use it with the screen far below the eyes
(d) Type with wrists bent upward

(vi) Which one of the following is a class B ignition material? [1]

(a) Paper (b) Gas
(c) Electrical equipment (d) Potassium

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

(i) Ravi wants to use tools for filtering, resizing, cropping and rotating an image inserted in his project in LibreOffice Writer. Which toolbar should he use? [1]

(a) Drawing toolbar (b) Formatting toolbar (c) Standard toolbar (d) Image toolbar

(ii) **Assertion (A):** Grouping drawing objects allows them to be moved and resized together.
Reason (R): Objects can be grouped with Format > Group > Group (Ctrl+Shift+G). [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.

(iii) Which keyword is used to start a macro that returns a value so that it can be used like a normal function in a cell? [1]

(a) Sub (b) Dim (c) Function (d) Return

(iv) Which feature of Base allows users to present retrieved data in a user-friendly and formatted manner for printing? [1]

(a) Report (b) Query (c) Form (d) Table

(v) A database designer wants multiple tables to be connected so that related data can be retrieved efficiently. Which data model should be used? [1]

(a) Relational data model (b) Network data model
(c) Hierarchical data model (d) File system model

(vi) A fire breaks out in a server room full of electrical equipment. Which extinguisher is most suitable? [1]

(a) Water extinguisher (b) Carbon dioxide (CO2) extinguisher
(c) Foam extinguisher containing water (d) Plain water from a bucket

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

(i) A report has 40 headings formatted with the style Heading 1. The principal asks to change all of them to blue colour. What is the most efficient approach? [1]

(a) Select every heading and change colour one by one
(b) Retype all the headings in blue
(c) Insert a new page style
(d) Modify the Heading 1 style once

(ii) _____ can help to clarify the relation between cells while using Multiple Operations. [1]
(a) Solver
(b) Navigator
(c) Hyperlink
(d) The Detective (trace precedents/dependents)

(iii) Merge Document in Calc is used to _____. [1]
(a) merge two cells into a single cell
(b) consolidate data from different sheets
(c) combine the changes recorded in another copy of the same document into the current one
(d) link a sheet to a web page

(iv) Data in an RDBMS is organised in _____. [1]
(a) tables (b) plain text files only
(c) trees only (d) graphs only

(v) A company mandates regular breaks, provides adjustable desks, and encourages hydration for its employees. What is the primary objective of these policies? [1]
(a) To reduce electricity bills (b) To improve employees' attendance
(c) To promote employees' health and safety (d) To increase Internet speed

(vi) Sunlight from a window falls directly on a monitor and creates glare. Which is the best solution? [1]
(a) Place the screen at right angles to the window and use blinds or an anti-glare filter
(b) Increase the font size only
(c) Turn the screen to face the window
(d) Remove the keyboard

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. Explain any two Cs of effective communication. **[2]**

Q7. What is stress management? **[2]**

Q8. Differentiate between a single-user and a multi-user operating system with one example each. **[2]**

Q9. Explain any two myths about entrepreneurship. **[2]**

Q10. Why has the United Nations made the 17 Sustainable Development Goals? **[2]**

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

Q11. List any two ways of inserting an image into a Writer document. **[2]**

Q12. Differentiate between Compare Documents and Merge Document in Calc. **[2]**

Q13. What is the purpose of consolidating data in spreadsheets? Discuss briefly. **[2]**

Q14. Differentiate between One-to-Many and Many-to-Many relationships in a database. **[2]**

Q15. What is first aid? Write any two items found in a first aid box. **[2]**

Q16. Briefly explain any two general emergency handling procedures at the workplace. **[2]**

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

Q17. Deepa is typing her class project in LibreOffice Writer and wants uniform formatting throughout. **[4]**

(a) Name the six style categories of Writer. [2]

(b) Write the key used to open the Styles deck. [1]

(c) How can she apply a Heading 1 style to a chapter title? [1]

Q18. Explain how data from three regional sheets can be consolidated into a summary sheet in Calc. **[4]**

(a) Menu path [1]

(b) Steps for ranges and function [2]

(c) Option for automatic update [1]

Q19. While working with multiple tables, you need to set up relationships between them. Answer the following. **[4]**

(a) What is the most important prerequisite for setting a relationship between two tables? [1]

(b) How many types of relationships can be created? Name any two. [2]

(c) What happens if the data types of the common fields are different? [1]

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

Case: A shop table Items(ItemName, Price, Quantity) is given. The owner wants a query to find the total value of each item, the items whose name starts with 'P', and the total of all values.

ItemName	Price	Quantity
Pen	10	100
Pencil	5	200
Paper	2	500

(i) Which expression gives the total value of each item? [1]

(ii) What criterion shows items whose name starts with P? [1]

(iii) Which row and function is used to find the total of values? [2]

Q21. Fires are classified on the basis of the material involved. Write the four classes (A, B, C and D) with one example of the material and one suitable extinguisher for each. **[4]**

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