CENTRAL BOARD OF SECONDARY EDUCATION

CBSE 2026-27

Information Technology

Subject Code: 402 | Class X

Solutions

Sample Question Paper – Set 8

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) A software engineer explains a problem to a customer using many technical terms, and the customer cannot follow. This is a _____. [1]

(a) Physical barrier (b) Linguistic barrier
(c) Cultural barrier (d) Perfect communication

(ii) Kabir practises football daily only because the school has announced a trophy and a certificate for the winners. His motivation is mainly: [1]

(a) Internal (b) External
(c) Neither internal nor external (d) Self-regulation

(iii) Before his examinations, Aman feels anxious. His teacher advises him to sit quietly for ten minutes daily and focus his attention on his breathing. Which stress management technique is being suggested? [1]

(a) Yoga (b) Meditation (c) Nature walk (d) Vacation

(iv) A _____ is a location where a group of files can be stored in the computer. [1]

(a) SMPS (b) CMOS (c) Folder (d) UPS

(v) Which of the following is a myth about entrepreneurs? [1]

(a) An entrepreneur should be confident and should be able to take decisions
(b) Every business idea must be unique or special
(c) An entrepreneur should keep trying new ideas
(d) An entrepreneur should be creative and should have different solutions to the problem

(vi) Melting old aluminium cans to make new products is an example of: [1]

(a) Reduce (b) Reuse (c) Recycle (d) Refuse

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

(i) To remove an unwanted image from a Writer document, a user should: [1]

(a) Double-click the image and press Esc
(b) Select the image and press F11
(c) Right-click the page and choose Update Style
(d) Click the image to select it and press the Delete key

(ii) Which keyboard shortcut switches recording of changes on or off in Writer? [1]

(a) Ctrl+Shift+C (b) Ctrl+Alt+C (c) Ctrl+Shift+N (d) F11

(iii) The recorded macros in Calc are actually stored as _____. [1]

(a) a sequence of data cells
(b) a picture document
(c) a list of values
(d) a set of instructions in a programming language (LibreOffice Basic)

(iv) Which menu path in Calc is used to accept or reject changes made in a shared or tracked spreadsheet? [1]

(a) Edit > Track Changes > Manage (b) Tools > Review Changes > Manage
(c) File > Options > Track Changes (d) View > Track Changes > Review

(v) Which criterion will display all names that begin with the letter 'A' in the query design view of Base? [1]

(a) = 'A' (b) > 'A' (c) BETWEEN 'A' (d) LIKE 'A*'

(vi) Ramesh notices that a colleague has slipped and sustained a serious injury at work. Which sequence of actions demonstrates the correct approach to handling the accident according to safety protocols? [1]

(a) Attend to injured person → inform supervisor → assist supervisor
(b) Report to supervisor → attend to injured person → assist supervisor
(c) Assist supervisor → attend to injured person → inform supervisor
(d) Ignore minor injury → continue work → report at the end of the day

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

(i) Which style affects only the selected words or letters inside a paragraph, such as font, size, bold or italic, without changing the whole paragraph? [1]

(a) Character Style (b) Paragraph Style (c) Page Style (d) List Style

(ii) **Assertion (A):** The Consolidate tool in Calc can combine data only if all the source ranges are on the same sheet.
Reason (R): Source ranges for consolidation can be taken from different sheets or even different documents. [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) A table can have only ___ primary key. [1]

(a) two (b) three (c) many (d) one

(iv) To display only the students whose Marks are greater than 80, where should the condition >80 be typed in the design grid? [1]

(a) In the Alias row (b) In the Table row
(c) In the Criterion row of the Marks column (d) In the Visible row

(v) Slip and fall is a type of _____. [1]

(a) Physical hazard (b) Electrical hazard (c) Chemical hazard (d) Biological hazard

(vi) **Assertion (A):** Fire exits and corridors must always be kept clear of boxes and furniture.
Reason (R): Blocked exits delay evacuation and can cause injuries during emergencies. [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.

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

(i) Which menu path can be used to create a new style from the formatting of selected text in Writer? [1]
(a) Insert > Styles > New Style
(b) Tools > Styles > Create
(c) Format > Styles > New Style from Selection
(d) File > Templates > New Style

(ii) Which menu command is used in LibreOffice Writer to insert a picture file stored on the computer? [1]

(a) Format > Image (b) Tools > Gallery (c) Insert > Image (d) File > Open Image

(iii) Which of the following tasks CANNOT be recorded by the Calc macro recorder? [1]
(a) Applying bold to selected cells
(b) Sorting a column
(c) Switching between two open document windows
(d) Entering a formula in a cell

(iv) Which advantage of a DBMS ensures that a change made to a data item is reflected everywhere that item is stored? [1]

(a) Data sharing (b) Data consistency (c) Organised storage (d) Data portability

(v) Which of the following is NOT an object of a database? [1]

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

(vi) Which of the following is a reason for organising health and safety programmes in an organisation? [1]

(a) To reduce accidents, absenteeism and the cost of injuries
(b) To increase the price of products
(c) To reduce the salary of employees
(d) To avoid training new employees

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

(i) In LibreOffice Writer, which menu contains the Track Changes option? [1]
(a) File (b) View (c) Insert (d) Edit

(ii) A _____ hyperlink stores the location of the target with respect to the current file's location in Calc. [1]
(a) absolute (b) relative (c) mixed (d) reference

(iii) Ritika's EMI depends on loan amount, interest rate and duration. She fixes the amount and rate but wants the EMI to be exactly Rs. 12,000. Which feature should she use? [1]
(a) Scenario Manager, because it combines data from sheets
(b) Goal Seek, because it adjusts the loan duration to reach the target EMI
(c) Consolidate, because it summarises data
(d) Data Validation, because it restricts entries

(iv) A field in one table that refers to the primary key of another table is called a: [1]
(a) candidate key (b) foreign key (c) composite key (d) alternate key

(v) In controlling a workplace hazard, which is the most effective step? [1]
(a) Give a warning to employees (b) Ask employees to be careful
(c) Provide protective equipment only (d) Eliminate the hazard completely

(vi) A _____ is an unplanned event that may happen all of a sudden and may lead to unwanted or unprecedented results/outcomes. [1]
(a) emergency (b) hazard (c) accident (d) illness

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. Write the 7 Cs of communication. **[2]**

Q7. Differentiate between internal and external motivation with one example each. **[2]**

Q8. Differentiate between a CUI and a GUI operating system. **[2]**

Q9. Compare self-employment and wage employment. **[2]**

Q10. What are the problems caused by improper disposal of plastic waste? Mention two. **[2]**

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

Q11. Why is it better to use a style than to format each heading manually? Give two reasons. **[2]**

Q12. What is the use of Data > Multiple Operations in Calc? Mention the fields to be filled for a one-variable calculation. **[2]**

Q13. Mention any two operations that can be performed using macros in a spreadsheet. **[2]**

Q14. State any two prerequisites for setting a relationship between two tables in LibreOffice Base. **[2]**

Q15. What are the steps used to control hazards at a workplace? Name any two controls. **[2]**

Q16. Explain the fire triangle. How can a fire be put out using it? **[2]**

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

Q17. A team of writers is collaborating on a report in Writer. One writer creates the initial draft, which is then reviewed and edited by the rest of the team using the Track Changes feature. **[4]**

(a) Why is Track Changes essential for collaborative editing? [1]

(b) Which menu option is used to access this feature? [1]

(c) Can reviewers add comments? [1]

(d) Who can accept or reject the changes finally? [1]

Q18. A workbook has sheets Sales and Summary. (a) Write the formula for cell B1 of Summary to show cell D10 of Sales. (b) Write the reference to cell A1 of Sheet1 of the file report.ods in /home/user/docs. (c) Name the two ways of entering such references. (d) Where can the external links be updated or removed? **[4]**

(a) Same-file reference [1]

(b) External reference [1]

(c) Entering methods [1]

(d) Managing links [1]

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

Case: A library keeps the following table BOOKS. BID is Book Identification and DOP is Date of Purchase.

BID	Name	DOP	Type	Price
2001	Gift	2019-05-19	Inspire	450.00
4003	Millionaire	2017-12-21	Inspire	340.00
3024	The Chair	2020-02-25	Horror	320.00
2082	Morning Tea	2017-11-20	Mystery	310.00
1502	Nightingale	2021-06-15	Biography	270.00
1300	The Truth	2020-08-18	Mystery	510.00

(i) Identify and name the candidate keys. [1]

(ii) Which attribute is best suited as the primary key? [1]

(iii) What is the degree and cardinality of the table? [1]

(iv) Name the data type suitable for DOP and Price in Base. [1]

Q20. Write the steps to create a table in Design View in LibreOffice Base and set its primary key. **[4]**

Q21. What points should be included in Fire Prevention Plan in the office? **[4]**

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