

DAV PUBLIC SCHOOLS, ODISHA ZONE-II

Sample Question Paper

Class: X Session: 2021-22

Information Technology (Code 402)

(Theory: Term-1)

SET-2

Maximum Marks: 25

Time Allowed: 90 Minutes

General Instructions:

The question paper is divided into 4 Sections – A, B, C and D.

- Section A consists of 6 Questions (1-7). Attempt any 5 questions.
- Section B consists of 11 Questions (8-18). Attempt any 8 questions.
- Section C consists of 12 Questions (19-31). Attempt any 10 questions.
- Section D consists of 11 Questions (32-37). Attempt any 2 questions.
- Each question carries one mark.

Section A

1. Rubi is not able to work on his computer system due to the decreased speed of it. Also, the extension of some of his files has been changed. Which software should she use to prevent such type of errors?
a) Malware b) Spyware c) Antivirus d) Application
2. _____ refers to the various techniques that enable a person to cope with the psychological stress.
a) Destressing b) Stress Management c) Dis-stress d) Disaster Management
3. Assertion: Non-verbal communication is an act of sharing thoughts or opinion.
Reason: It does not include symbolic communication.
a) Both A and R are true and R is the correct explanation of A. b) A is true but R is false
c) Both A and R are true but R is NOT the correct explanation of A. d) A is false but R is true
4. Assertion: You have forgotten the paper or lost it.
Reason: The above sentence is a simple sentence as it only has one clause.
a) Both A and R are true and R is the correct explanation of A. b) A is true but R is false
c) Both A and R are true but R is NOT the correct explanation of A. d) A is false but R is true
5. Communicating our emotions through touch that achieve a sense of connection called:
a) Chronemics b) Chromatics c) Olfactics d) None of these
6. The cleaning of unwanted/ temporary file from the computer can be achieved by
a) Cleaning CPU cabinet b) Disk Defragmentation
c) Disk cleanup d) Backup
7. Descriptive feedback includes _____ in the form of written comments or verbal conversations.
a) General guidance b) Specific information c) General rules d) None of these

Section B

8. Images can be added to a document:
a) From File b) Directly from Scanner
c) From Open Office gallery d) All of the above
9. Area where cut and copied image stored is _____
a) Clipboard b) RAM c) ROM d) Image Board
10. A _____ is used to apply a group of formatting effects together to the text, paragraphs or headings.
a) Formatting b) Variant c) Style d) None of these
11. Mamta is trying to create a document with the predefined layout so that she can use the sample content, themes, colours, font styles, background styles, etc., given in it. Which feature of a document can she use to create it?
a) Design layout b) Template c) Theme d) Structure
12. Amit buys a new Showroom and wants to invite his friends and relatives (approximately 100) on inauguration ceremony. Which feature of Writer will help him to create personalized invitation letter for every one?
a) Letter Wizard b) Template c) Document Wizard d) Mail Merge

13. Shalini has inserted a picture in her document, but she wants to keep only a portion of it. Which feature should she use to remove the unwanted part of the image?
 a) Trimming b) Cutting c) Cropping d) Deleting
14. A merged document is created by merging the main document with the _____ fields.
 a) List b) Data Source c) Document d) Table
15. **Case Study:** An agreement deed is prepared by the ABC Company with its vendors. Which is about 10 pages where each page contain the logo at top and page number at the bottom automatically. Which option helps the operator to solve the following issues?
 a) Use of Header & Footer b) Typing on each page
 c) Use Copy & Paste. d) Insert Logo and type page number.
16. **Case Study:** Ramesh typed the entire deed of the company around 50 pages to start joint venture with XYZ Co. Ltd. After completion of the deed he found lot of mistakes in the deed. What he should do before printing?
 a) Spelling & grammar option b) Make correction one by one by reading.
 c) Press F7 Function Key. d) Either option a or b is used.
17. **Assertion (A):** Checking Spelling and Grammar in a document is done by pressing F7 function key.
Reason (R): Make it practice to check the spelling and grammatical mistakes after completing the documentation.
 a) A is True
 b) R is True
 c) Both A & R are False.
 d) Both A & R are True
18. **Assertion (A):** Non - Printing character are available in documents but not shown in document normally.
Reason (R): Show / Hide button allows to display the non-printing character in a document.
 a) A is True
 b) R is True
 c) Both A & R are False.
 d) Both A & R are true.

Section C

19. Hyperlink option is available in _____ menu.
 a) File b) Edit c) Format d) Insert
20. Which feature in a spreadsheet can store a series of commands?
 a) Goal Seek b) Subtotals c) Macros d) Charts
21. _____ is used to find the required data to get a particular result.
 a) Macros b) Charts c) Subtotals d) Goal seek
22. _____ spreadsheet data enables you to keep the information updated without editing in multiple locations.
 a) Referencing b) Linking c) Updating d) None of these
23. Anil is a Sales Manager at a showroom of an automobile company. He wants to calculate the subtotal of the sales done by each member in his team. Which feature of the spreadsheet can he use to calculate the same?
 a) Consolidate b) Goal Seek c) References d) Subtotals
24. _____ is the process of arranging data in an ascending or descending order.
 a) Sorting b) Arranging c) Increasing d) Decreasing
25. Suman and her friends want to work together in a spreadsheet. They can do so by
 a) Sharing Workbook b) Linking Workbook c) Both of the above d) None of the above
26. If you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will _____
 a) not work b) work c) may work d) None of the above
27. Rahim scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. Suggest him the suitable option out of the following to do so.
 a) Macro b) Goal seek c) Solver d) Sub total

28. Suraj wants to gather data from different worksheets into a master worksheet. Which option will help him to do so?
 a) Data Consolidation b) Goal Seek c) Solver d) Total Data
29. Scenarios are tool to test _____ questions.
 a) if else b) what else c) what if d) if
30. Assertion: Functions are the predefined formula in Calc.
 Reason: For a list of available functions, click a cell and press **SHIFT+F3**, which will launch the **Insert** Function dialog.
 a) Assertion and reason both are correct statements and reason is correct explanation for assertion.
 b) Assertion and reason both are correct statements but reason is not correct explanation for assertion.
 c) Assertion is correct statement but reason is wrong statement.
 d) Assertion is wrong statement but reason is correct statement.
31. Assertion: A macro is an action or a set of actions that you can run as many times as you want. When you create a macro, you are recording your mouse clicks and keystrokes.
 Reason: It reduces the formulas burden used in Spreadsheet reports.
 a) Assertion and reason both are correct statements and reason is correct explanation for assertion.
 b) Assertion and reason both are correct statements but reason is not correct explanation for assertion.
 c) Assertion is correct statement but reason is wrong statement.
 d) Assertion is wrong statement but reason is correct statement.

Section D

32. Named collection of fields which represent a compile unit of information is called
 a) Field b) Records c) Table d) None of these
33. Mr. Raj stores following information in a database table for keeping records of official items of the company where he is working.

Item_Name	Date of Purchase	Quantity	Rate	Total_Amount
Steppler	18/07/2021	10	35.00	350.00
Gel Pen	12/06/2021	12	12.00	144.00
Toilet Cleaner(Harpic)	10/07/2021	20	85.00	1700.00
Sanitiser(Detol)	28/06/2021	30	90.00	2700.00

- What is the cardinality of the above database table?
 a) 6 b) 7 c) 4 d) 3
34. Which of the following software is appropriate to store data about school students?
 a) MS-Access b) Writer c) Calc d) Impress
35. Duplication of data is called _____.
 a) Inconsistency b) Consistency c) Redundancy d) Foreign Key
36. A _____ in a database store the complete data in a structured manner, in the form of rows and columns.
 a) Form b) Table c) Sheet d) Report
37. Sunita wants to create a table in a database to record the data regarding her classmates. Which of the following will help her to maintain unique record in the table?
 a) Foreign key b) Composite key c) Primary key d) Alternate key
