



Delhi Public School, Howrah

PERIODIC ASSESSMENT I (2024-2025)

CLASS – X

Care must be taken not to write anything on the question paper. All the questions must be attempted in the correct sequence.

SUBJECT: INFORMATION TECHNOLOGY (SUBJECT CODE 402)

THEORY EXAMINATION

Time Allowed:-1 Hour

F.M.-25

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **15 questions** in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (3 + 12 =) 15 questions, a candidate has to answer (3 + 6 =) 9 questions in the allotted (maximum) time of 1 hour.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (11 MARKS):**
 - i. This section has 03 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 (14 MARKS):**
 - i. This section has 12 questions.
 - ii. A candidate has to do 6 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 3 out of the given 4 questions on Employability Skills (1 x 3 = 3 marks)	
i.	“Good job! Congratulations!” is a type of _____ feedback. (a) formal (b) informal (c) specific (d) descriptive	(1)
ii.	Self-management skill refers to- (a) Controlling your happiness (b) Managing your belongings (c) Controlling your anger (d) Motivating oneself and setting goals	(1)
iii.	An independent worker plans actions to accomplish their task. Which of the following is not considered as one of such actions? (a) Planning (b) Enjoying (c) Goal setting (d) Organizing	(1)
iv.	Which of the following is not a component of self-regulation? (a) Will power (b) Sense of humor (c) Self-control (d) Effortful control	(1)

Q. 2	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	_____ is not a type of style in libre office writer. (a) Text Style (b) Character Style (c) Paragraph Style (d) Frame Style	(1)

ii.	To create figure and shapes in a document _____ feature of libre office writer is used. (a) Images (b) Drawing Objects (c) WordArt (d) ClipArt	(1)
iii.	Kavita wants to apply for a job. She needs a resume to submit in different companies. She knows what to write in a resume but does not know how to format it. Which of the following features of Writer can help her do the same? (a) Style (b) Template (c) Table of contents (d) Image	(1)
iv.	LibreOffice Writer can evaluate up to _____ levels of heading? (a) 5 (b) 3 (c) 10 (d) 7	(1)
v.	Anima is a student of class X. Her teacher has asked her to create a document on 'Women Empowerment'. She has written the text and also added relevant images in her document using Writer. But she has realised that the paragraph will look better if some images are placed around the text. Name the feature of Writer she can use to get the desired result. (a) Placing image (b) Wrap text (c) Positioning image (d) Closing text	(1)
vi.	There are two statements marked as Assertion (A) and Reason (R). Mark your answer as per the codes provided below: a) Both A and R are true and R is the correct explanation of A. b) Both A and R are true but R is not the correct explanation of A. c) A is true but R is false. d) A is false but R is true. Assertion (A): In the Mail Merge dialog box, you need the file option. Reason (R) : File option can save the merged documents.	(1)

Q. 3	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	By dragging any _____ handle you can increase or decrease the _____ of the image diagonally. (a) corner, size (b) top, depth (c) side, quality (d) corner, quality	(1)
ii.	In the Load Style dialog box, _____ option loads the paragraph and the character styles from the selected document into the current document. (a) page (b) paragraph (c) overwrite (d) text	(1)
iii.	To delete a template, _____ on a template in the Templates window and select delete. (a) Right-click (b) Left-click (c) Double-click (d) Without any click	(1)
iv.	In the Mail Merge dialog box, you can select the _____ option if you want to save the merged documents. (a) File (b) Edit (c) View (d) Format	(1)
v.	Prashant is a writer. He has just completed writing his book using Writer software. Now he wants to add a page which will contain the title of each chapter and its respective page number. Suggest the feature that can be used to do this task. (a) Mail merge (b) Templates (c) Styles (d) Table of contents	(1)
vi.	Which tab is used to define and format the text entries in the TOC? (a) Text (b) Column (c) Type (d) Entries	(1)

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 2 out of the given 4 questions on Employability Skills (2 x 2 = 4 marks)

Answer each question in 20 – 30 words.

Q. 4	Manisha is your co-worker. Together you are making a report on how to manage the waste in your store. Since she has not finished her part of the report on time, the whole report has got delayed and the manager has given you both a warning. State the importance of time management to Manisha.	(2)
Q. 5	In today's fast-paced world, stress and anxiety are part and parcel of everyday life. While there are natural reactions to challenging circumstances, persistent and poorly managed stress can	(2)

	result in serious health outcomes. The stress behind the development of these illnesses is often not seen or well-treated since it is invisible and doesn't show up on x-rays or lab tests. List any two stress management techniques and explain how they are effective.	
Q. 6	What does 'S' stand for in SMART goals? Explain.	(2)
Q. 7	State the purpose of goal setting in self-management skill.	(2)

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q.8	Differentiate between main document and data source in mail merge.	(2)
Q.9	Animesh wants to make a report for his project presentation. He needs to implement character style in his report. State the steps to implement character style in libre office for Animesh.	(2)
Q.10	Justify the statement: "Printing a booklet is different from printing a single document".	(2)
Q.11	How do you create data source for mail merge?	(2)
Q.12	What do you understand by the term "brochure" in the LibreOffice Writer?	(2)

Answer any 1 out of the given 3 questions in 50 – 80 words (4 x 1 = 4 marks)

Q.13	Sharanya works as an editor in a leading magazine office. A magazine usually contains more than 100 pages. She wants to change the indentation and font size of all the paragraphs, fonts and colour of all headings in the complete magazine. Answer the questions given below: a) Explain the feature of writer she should use to get this work done easily. b) What are the various categories of this feature? c) Mention any two advantages of this tool. d) What is a template?	(4)
Q.14	Vinay has to prepare a sales report in which he has added some images. The size of the images is too large and hence he wants to resize the image. Answer the questions given below: a) Which option will prevent the text from being placed to the side of the image if the spacing between the image and the margin is less than 2 cm? b) Which tool should he use to keep the image in the centre of text? c) He wants to keep the image in the background with a transparent effect on it. Which tool should he use? d) He wants to give a title to his report. Which tool in libre office writer offers artistic style of text?	(4)
Q.15	Suraj does not know the process to implement columns to Table of Contents in libre office. Help him by explaining the steps to add columns to Table of Contents.	(4)