



Delhi Public School, Howrah

PERIODIC ASSESSMENT – II (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: -2 Hours

F.M.-50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **21 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 (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.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	Which of the following is not considered to be a part of body language? (a) Touching your face repeatedly (b) Offering your hand firmly for a handshake (c) Keeping your shoulders relaxed down (d) Greeting others with a gentle smile	(1)
ii.	Seema has decided to do well in her upcoming mathematics test as she has overcome the fear of the subject. This is an example of- (a) self-awareness (b) self-motivation (c) self-regulation (d) self-satisfaction	(1)
iii.	Which of the following is not considered as a computer virus? (a) Trojan horse (b) Malware (c) Worm (d) Bad sector	(1)
iv.	During a virus scan if the infected file is not deleted, that it does not infect your computer in any manner. Such files are said to be _____. (a) extracted (b) quarantined (c) removed (d) hibernated	(1)
v.	The shortcut key combination for opening file explorer window is _____. (a) Windows + E key (b) Windows + X key (c) Windows + P key (d) Windows + F1 key	(1)

vi.	Pranay was feeling really stressed out and was not able to focus on simple daily task. His friend, Ravi suggested him to do something that involves physical poses, training the mind and body. It will also help him in releasing his emotional energy. Ravi is mentioning about which technique of stress management? (a) Physical exercise (b) Yoga (c) Meditation (d) Laughter therapy	(1)
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Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which of the following is the correct formula to find the sum of the values present in cells B1 to B5 and C6? (a) Sum(B1, B5, C6) (b) = Sum(B1 : B5, C6) (c) = Sum(B1 : B5 & C6) (d) Sum(B1 : B5, C6)	(1)
ii.	Which of the following key is used to open Function wizard window in the Writer Document? (a) Ctrl + F12 (b) Ctrl + F2 (c) Ctrl + Shift +F4 (d) Ctrl + F12	(1)
iii.	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)
iv.	Sumana 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 realized that the paragraph will look better if the images are placed along with 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)
v.	Statement 1: In Calc, you can "sort by" up to two criteria, with each criterion applied one after the other. Statement 2: Alt+P is the shortcut key for printing. (a) Both statement 1 and statement 2 are correct. (b) Both statement 1 and statement 2 are incorrect. (c) Statement 1 is correct but statement 2 is incorrect (d) Statement 1 is incorrect but statement 2 is correct	(1)
vi.	Hema is a chartered accountant. She used to maintain the accounts in a spreadsheet on everyday basis. There are number of steps which she needs to follow every time. Can you suggest her a feature of spreadsheet through which she can perform these tasks quickly without repeating the steps every time? (a) Record changes (b) Track changes (c) Goal seek (d) Using macros	(1)

Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	By default, sheets tab are present at the _____ of the spreadsheet. (a) top (b) bottom (c) center (d) right	(1)
ii.	Subhomoy is a writer. He has just completed writing his book using the 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)
iii.	To edit a scenario, you can right click on the name of the scenario in the navigator and then select _____. (a) scenario (b) window (c) properties (d) edit	(1)
iv.	Which of the following tools deals with multiple unknown values? (a) Goal Seek (b) Scenario (c) Solver (d) Data Table	(1)
v.	Which of the following is not a type of text wrapping option? (a) Wrap off (b) Optimal wrap (c) Page wrap (d) Wrap center	(1)

vi.	Rakesh wants to apply a formula to the entire column of a spreadsheet with respect to only one cell. What referencing will he use to get the correct result? (a) Relative Referencing (b) Absolute Referencing (c) Mixed Referencing (d) Hyperlink	(1)
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Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	According to LibreOffice Calc which of the following is not a What-if analysis tool? a. Scenarios b. Solver c. Goal-Seek d. Conditional formatting	(1)
ii.	To create a hyperlink to a webpage, FTP server or Telnet connection, click on the _____ icon. (a) internet explorer (b) internet (c) hyperlink (d) document	(1)
iii.	The grey colour in the TOC reminds us that the text has been generated _____. (a) manually (b) automatically (c) sequentially (d) frequently	(1)
iv.	Supriya, Manish and Rony are working in the accounts department of an advertising company. They handle different set of clients. Now they are collaborating to create a spreadsheet for maintaining records of all their clients combined together. Which option should they use so that they all can work simultaneously in the sheet? (a) Add document (b) Share document (c) Combine document (d) None of these	(1)
v.	In case, another user is trying to save the shared worksheet and resolve conflicts, you see a message that the shared spreadsheet file is _____ due to a merge in progress. (a) stopped (b) locked (c) referenced (d) formatted	(1)
vi.	Cell referencing can be done by using a _____ as well as _____. (a) keyboard, windows menu (b) keyboard, mouse (c) windows menu, mouse (d) motherboard, mouse	(1)

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	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)
ii.	_____ means combining data in a spreadsheet from different worksheets into master worksheet. (a) Hyperlinks (b) Consolidating (c) Linking (d) Filter	(1)
iii.	Animesh explained his class that to apply an existing style, except for _____, position the insertion point in the paragraph, frame or page and then double click on the name of the style in one of these lists. (a) Windows Style (b) Cell Style (c) Paragraph Style (d) Character Style	(1)
iv.	In the _____ of the Goal Seek dialog box, we enter the reference of the cell that contains the value to be changed. (a) variable cell (b) changing cell (c) modifying cell (d) replacing cell	(1)
v.	Sutapa has made four spreadsheets containing marks of 5 subjects of all the students of her class. She has to prepare a sheet that contains the total marks of all the subjects of her class. Name the option that can be used to perform this task. (a) Subtotal (b) Average (c) Goal Seek (d) Scenario	(1)
vi.	The _____ alignment makes sure that none of the edges of text appear ragged. (a) left (b) right (c) Center (d) justify	(1)

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 6	Nayanika has participated in an inter school debate competition. The topic of the debate will be given 30 minutes before the competition. She is tensed and worried. Suggest her a few ways to handle her stress.	(2)
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Q. 7	Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals.	(2)
Q. 8	State any two principles of effective communication.	(2)
Q. 9	Why do you think disk fragmentation should be done on a regular basis?	(2)
Q.10	Malware is a program that acts without a user's knowledge and deliberately alters the computer operations. Some corrupt programmers or virus authors write malware and then test it to ensure that it delivers its payload. State any two examples of malware with their functionalities.	(2)

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

Q.11	Define the following terms: (a) Toggle Keys (b) Sticky Keys	(2)
Q.12	An IT company management wants to send a personalized letter to all the employees. They are using mail merge feature to complete this task. They put the placeholder for individual address, in the main document. State the name and purpose of this placeholder.	(2)
Q.13	Arnab owns a factory which manufactures automobile spare parts. Suggest him the advantages of how a web page can help his business flourish.	(2)
Q.14	State the steps to add comments for changing the tracks in calc.	(2)
Q.15	Reeshav wants to connect all the computers of his office to avoid unsuccessful data transfer. What methods should he follow to avoid such transfer?	(2)
Q.16	Find the error in the given macro and rewrite the correct code to pass the reference in macro: Macro6() Dim abc Integer abc=12 MsgBox (x) MsgBox abc End Sub Function Sample (Optional abc AS Integer) abc=abc+5 Sample=abc End Function	(2)

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

Q.17	Suranjan is a smart worker. He keeps on updating his knowledge and uses it to uplift his work practices. As a data entry operator, he has to perform similar tasks on a group of worksheets. (a) How will macros help him to do his work faster? (b) Using macro programming skills, he wants to make some changes in the macro that he has created. How can he do it? (c) Why is a macro used as a function? (d) How are keystrokes stored in a macro?	(4)
Q.18	State the purpose of a modem. Many home, school and small business users connect to the internet via a high-speed broadband internet service. With broadband internet service, your computer usually is connected to the internet the entire time it is powered on. Explain any four high-speed broadband internet services.	(4)
Q.19	Nilima and Ruhi are school friends and they are still in contact with each other. They often message each other or chat whenever one finds the other online. (a) What is instant messaging? (b) Name two commonly used applications used for instant messaging. (c) Mention any two key features of instant messaging. (d) Write any one difference between email and instant messaging.	(4)

Q.20	<p>Aahana works for a shoe company. She manages their sale and purchase records on a spreadsheet. She wants her team to review the records. As the file was too large she split it into parts and assigned each part of the sheet to her team members.</p> <p>(a) How can Aahana bring these sheets together? (b) Which command in Calc will she use for that? (c) How is the feature used by Aahana useful? (d) How can Aahana add comment to the cell in Calc?</p>	(4)
Q.21	<p>Rahul and Amit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and engage in a video conference after school hours to complete the project on time.</p> <p>(a) Discuss any two rules or etiquettes for chatting. (b) Apart from computers, list 4 hardwares that Rahul and Amit need for videoconferencing. (c) Define blogosphere. (d) Which other online service they can use to send both messages and files?</p>	(4)