



Delhi Public School, Howrah

PERIODIC ASSESSMENT I (2025-2026)

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)

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.	When you are under _____ for a prolonged period of time, it can cause health problems and mental troubles as well. (A) Stress (B) Discipline (C) Timeliness (D) Goal – Setting	(1)
ii.	Having conscious knowledge of your own self, capabilities, feelings and one's own character is called as _____. (A) Self- Awareness (B) Self- Motivation (C) Self- Regulation (D) Self-Assessment	(1)
iii.	_____ is the final component in the process of communication as it defines the response given by the receiver to the sender. (A) Feedback (B) Request (C) Response (D) Notice	(1)
iv.	Identify the type of communication used in the sentence: "Raising a hand in class to ask a question". (A) Verbal communication (B) Non-Verbal communication (C) Both A and B (D) Written communication	(1)

Q. 2	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	Which of the following includes fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection in document? (A) Cell Style (B) Numbering Style (C) Character Style (D) Paragraph Style	(1)
ii.	Pressing Ctrl key while rotating an object restricts the movement of the object to _____. (A) 50° (B) 25° (C) 15° (D) 30°	(1)
iii.	Fill in the blank: _____ refers to the vertical or horizontal placement of a graphic object in relation to the chosen anchor point.	(1)
iv.	Fill in the blank: _____ represents the start of a hyperlink under the Entries tab of Table of Contents Index or Bibliography box.	(1)
v.	Namrata is celebrating her 14th birthday. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again? (A) Mail Merge (B) Letter wizard (C) Document Type (D) None of these	(1)
vi.	Technique used to remove an unwanted area from an image is called _____. (A) Grouping (B) Ungrouping (C) Cropping (D) Deleting	(1)

Q. 3	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	Fill in the blank: _____ is a model that you use to create other documents. (A) Styles (B) Template (C) Wizard (D) Sample	(1)
ii.	A Template can be created in Writer by saving a document with _____ extension. (A) .odt (B) .ott (C) .dbm (D) .ods	(1)
iii.	The steps used to show the Drawing toolbar are: (A) Insert Toolbars → Drawing (B) Tools Toolbars → Drawing (C) View Toolbars → Drawing (D) Windows → Toolbars Drawing	(1)
iv.	Fill in the blank: _____ tab is used to add color and graphics to the background of TOC (Table of Contents.)	(1)
v.	Fill in the blank: LibreOffice Writer has _____ style categories.	(1)
vi.	To use custom styles in place of the default heading styles, we click on _____. (A) Insert → Custom styles (B) Tools → Manage styles (C) Style → Manage styles (D) Insert → Custom headings	(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	Sourashmi is finding that there are less and less hours in the day, the workload is the same but she feels more rushed than ever. She finds herself eating her lunch at her workstation, and feels demotivated during the last two hours of her shift. How can she take out some time from her busy schedule?	(2)
Q. 5	A professor asked his students to write down a story that should represent their mindset at its best. The teacher emphasizes the importance of positive thinking and finding the good in any situation. Elucidate any two features of positive thinking.	(2)
Q. 6	Nikita handles situations with effective communication when she needs to deliver complex or challenging news to a team or client. Explain any two principles of effective communication.	(2)

Q. 7	How do you stay motivated when facing difficult tasks or challenges? Provide specific features to improve your strength through self-management skills.	(2)
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Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q.8	A word processor allows you to change the size of text, and the method varies slightly depending on the software LibreOffice writer. Which option of word processor will change the size of image from both the dimensions?	(2)
Q.9	In LibreOffice Writer, you can add background colours or graphics to text, paragraphs, pages, or even cells in a table. For text, you can highlight it and choose a background colour. Write the steps to delete colour or a graphic.	(2)
Q.10	Nilima is not aware of the process of how she can arrange the position of an image to its vertical position relative to other images or text through the arranging feature, which is only relevant when objects are overlapping. State the four options present in the arranging feature of image positioning.	(2)
Q.11	Sanjay wants to prepare a spreadsheet note for his term exam. Write the steps that will help him understand the concept of what-if scenario in a spreadsheet.	(2)
Q.12	Akhilesh wants to give a title to his report. Which tool offers artistic style of text?	(2)

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

Q.13	Sapna is making a project in LibreOffice writer for which she needs to import and export a template. Which steps should she use to import and export a template?	(4)
Q.14	After adding an image in the text document, the next step is how to position it with respect to the text and other images. Niladri wants to know how to use "Text-Wrapping" and "Anchoring" features to position an image that he has inserted into a writer document so that it is exactly in the position where he wants to place it for his biology project file. State any two techniques by which you can control the positioning of the image.	(4)
Q.15	Aniruddha wants to customize the formatting for individual characters in his information technology project. He wants to use character styles to change the properties of a character, word in his document. He tries to write down the steps. Help him to write the steps to apply character styles.	(4)