



Delhi Public School, Howrah

PERIODIC ASSESSMENT – II (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)
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. Satabdi sets a goal to complete her project within 10 days. On the 5th day, she realizes that the work is only 20% done. What should she do to effectively manage herself? (1)
 - (A) Give up on the project
 - (B) Extend the deadline without planning
 - (C) Re-plan her daily tasks and prioritize work
 - (D) Wait for her teacher to remind her
- ii. A student complains that his computer takes too long to load frequently used applications. Which type of memory upgrade would most effectively solve this issue? (1)
 - (A) Increasing Secondary Memory
 - (B) Increasing Cache Memory
 - (C) Increasing ROM size
 - (D) Replacing BIOS
- iii. Rahul has to present a project in front of the class. He speaks too fast, making it difficult for others to understand. What should Rahul do to improve his communication? (1)
 - (A) Use more technical words
 - (B) Speak slowly and clearly with pauses
 - (C) Read directly from slides
 - (D) Avoid eye contact to reduce nervousness

- iv. A programmer wants to write data permanently on a chip but also wants the flexibility to erase and rewrite when needed. Which memory chip should be used? (1)
 (A) PROM (B) EPROM (C) EEPROM (D) ROM
- v. If a person is continuously stressed due to exams, which of the following is the MOST effective way to manage stress through self-management skills? (1)
 (A) Avoid studying and watch movies
 (B) Study all night without sleep
 (C) Make a realistic timetable and practice relaxation techniques
 (D) Compare marks with friends
- vi. In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option. (1)
Assertion (A): Secondary memory is known as backup memory.
Reason (R): Data stored in secondary memory is permanent and does not get lost when the computer is switched off.
 (A) Assertion (A) is true, but Reason (R) is false.
 (B) Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
 (C) Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
 (D) Assertion (A) is false, but Reason (R) is true.

Q. 2 Answer any 5 out of the given 6 questions

(1 x 5 = 5 marks)

- i. Veena is an office assistant. Her job is to create new documents according to the requirements. Sometimes she uses styles from her old documents to apply them on a new one. What can be the possible way to use the styles from her previous documents? (1)
 (A) Copy and style document and then paste in new document
 (A) Export the styles to new document
 (C) Import styles from the old document to the new one
 (D) Type the new document at the end of previous one and apply the styles
- ii. Standing for long periods of time may cause your feet to be: (1)
 (A) Stronger (B) Relaxed (C) Squeezed under body weight (D) Lighter
- iii. The management team of a company wants to make strategic decisions by analyzing information from multiple departments, locations, and units. They need to combine separate datasets into a single summary for better insight. Which of the following examples illustrates this process of combining data? (1)
 (A) Collecting budget data from different departments and making an overall company budget from them
 (B) Collecting mark sheets of students and creating report cards out of them
 (C) Using sales data of different cities to find out overall sales of a company
 (D) All of these
- iv. Satyam is designing a student database and wants to ensure that the "Age" column only contains values greater than 5 and less than 20. Which type of database constraint should he use to enforce this rule? (1)
 (A) Check (B) Primary key (C) Not null (D) Default
- v. A large e-commerce company wants to avoid storing the same customer data like information, product details, and transaction history in multiple locations to prevent duplication. Which advantage of DBMS is being used here? (1)
 (A) Data Consistency
 (B) Reduces Data Redundancy
 (C) Data Security
 (D) Data Integrity

- vi. Rohan prepares monthly sales reports in LibreOffice Calc, which require the same sequence of formatting, calculations, and chart creation every month. He wants to save time. Which feature of macro in LibreOffice Calc should he use? (1)
 (A) Store data (B) Automate repetitive tasks (C) Change font size (D) Save a document

Q. 3 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. Sanchita wants to automate repetitive formatting tasks in her LibreOffice Writer project. She decides to record a macro so the steps can be reused automatically. Which menu path should she choose? (1)
 (A) Tools → Options (B) Tools → Macros → Record Macro (C) Insert → Record → Macro (D) File → Macro
- ii. Rohit is designing a project report in LibreOffice Writer. He wants all headings to look consistent across 50 pages without repeatedly applying manual formatting. Which method should he use to quickly create a new style from an already formatted heading? (1)
 (A) Drag and drop (B) Cut and paste (C) Copy and paste (D) Update
- iii. Tuhina has recorded a macro in Calc to automate the process of formatting monthly sales reports. After recording, she wants to quickly run the macro without redoing steps manually. Which option should she choose to make macro execution more reliable than the others? (1)
 (A) Pressing the Run button in Tools → Macros (B) Double-clicking the file (C) Restarting LibreOffice (D) Using Print command
- iv. What is the shortcut key to insert a hyperlink in LibreOffice Calc? (1)
 (A) Ctrl + K (B) Ctrl + H (C) Alt + K (D) Shift + H
- v. All departments of the company should see the same updated product price immediately after changes. Which feature of DBMS supports this? (1)
 (A) Data Sharing (B) Data Consistency (C) Relational Data Model (D) Network Data Model
- vi. Riya is designing a database to store student information. She wants to ensure that each type of information—like name, roll number, and date of birth—is stored in a way that can be easily queried and analyzed. Which concept should she use to organize each type of information? (1)
 (A) The entire table (B) The data type of a value (C) A column representing a specific attribute (D) A row containing multiple records

Q. 4 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. Which of the following cannot be done using Table Design view? (1)
 (A) Adding fields (B) Moving fields (C) Adding data (D) Changing field properties
- ii. Sutanika is preparing a sales report in Calc where readers need to quickly access detailed product sheets stored online. She decides to insert hyperlinks for each product name. Considering usability, which menu option would you use? (1)
 (A) Format → Hyperlink (B) Insert → Hyperlink (C) Tools → Hyperlink (D) View → Hyperlink
- iii. When you open a new spreadsheet, by default, it has a sheet named which is managed using tabs at the bottom of the spreadsheet. (1)
 (A) Sheet1 (B) Worksheet1 (C) Untitled1 (D) New Sheet1
- iv. Meera is preparing a 40-page research report in LibreOffice Writer and wants readers to quickly navigate sections using a Table of Contents. Which menu path should she use to insert it? (1)
 (A) Tools (B) Insert (C) Format (D) View
- v. You design a macro to calculate commission from sales data. The sales figure =5000 is passed as an argument to the macro. If Calc always passes arguments as values, which of the following is true? (1)

- (A) The macro receives only the number 5000, regardless of the cell location.
- (B) The macro can directly modify the original cell where 5000 is stored.
- (C) The macro automatically updates if the cell value changes later.
- (D) The macro receives both the value and the cell reference.

vi. The company wants to link customer orders table with the products table so they can easily fetch all products ordered by a customer. Which data model will be most suitable? (1)

- (A) Network Data Model
- (B) Hierarchical Data Model
- (C) Relational Data Model
- (D) Tree Data Model

Q. 5 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. Dipanwita has a customer database containing hundreds of records. She only wants to view customers from a specific city. Which process should she use to display only the relevant records in the entire database? (1)
 - (A) Filtering (B) Report (C) Sorting (D) Forms
- ii. The shortcut key to update the Table of Contents in LibreOffice Writer is: (1)
 - (A) F9 (B) Ctrl + T (C) Alt + U (D) Ctrl + F9
- iii. You are designing a student database. Each student's information (name, ID, date of birth, marks) needs to be stored systematically. Which database concept allows you to store all details of one student together? (1)
 - (A) A column that contains data (B) A cell in a table
 - (C) A row that contains data of one entity (D) A relationship between two tables
- iv. Which of the following is TRUE about TOC in LibreOffice Writer? (1)
 - (A) It updates automatically when you type text
 - (B) It must be updated manually after changes in headings
 - (C) It cannot be updated once created
 - (D) It only works in Calc
- v. You are designing a sales database where a single order can have multiple items. Which combination of fields would serve as a composite key to uniquely identify each order item in this scenario? (1)
 - (A) Roll No. (B) Customer_Name and Date (C) Cust_ID and Order_ID
 - (D) Emp_ID and Emp_Name
- vi. While collaborating on a shared spreadsheet, multiple team members need to provide explanations for their edits without altering the main data. Which feature should they use to improve collaboration and data integrity compared to editing the cell directly? (1)
 - (A) Comments (B) Worksheet (C) Hyperlink (D) Macros

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 "There is no scope for interpersonal alternation as far as external barriers are concerned."- Justify the statement. (2)
- Q. 7 During a group project, Ramesh dominates the discussion and does not let others share their views. If you were the leader, which two communication strategies would you apply to handle the situation? (2)
- Q. 8 Shri has been facing problems with his PC for the last few months. Every time he goes to the technician, he suggests that he should maintain his PC properly. What are the tasks that are carried out for computer maintenance? (2)
- Q. 9 In computer communication, why are both senders and receivers necessary for data transfer? (2)
- Q.10 Susmita is a manager at a tech company. She notices that her team is not as productive as they used to be and decides to conduct an exercise to help her team get into the old form. She decides to take her team for a vacation. After returning from the vacation she found some of her (2)

members back in their old zeal, but some still needed improvement.

(i) What was the probable reason for her team losing the interest in work?

(ii) Taking the decision to take her team for a vacation shows which type of trait of Susmita's personality?

Answer any 4 out of the given 6 questions in 20 – 30 words each

(2 x 4 = 8 marks)

- Q.11 Imagine a sudden fire breaks out in an office building. The employees are unsure of what to do, leading to panic and confusion. Evaluate why it is essential for an organization to formulate an emergency evacuation plan in such situations. (2)
- Q.12 Which model is most suitable for a school database with related tables like Students, Teachers, and Classes? Justify your answer. (2)
- Q.13 A hospital database stores patient information with fields: PatientID, Name, Age, Disease, DateOfAdmission. To write a query to display the names and diseases of patients admitted after 2022-05-25, which datatype is best for storing admission dates? (2)
- Q.14 A school cafeteria sells lunch boxes at ₹50 each. Currently, 200 students buy lunch daily. The cafeteria wants to know the effect on revenue if the price increases to ₹55, ₹60, or decreases to ₹45. How can What-If Analysis help in decision making for the above situation? (2)
- Q.15 A factory produces 1,000 units of a product each month. The cost per unit is ₹150 and the selling price per unit is ₹200. The manager wants to achieve a profit of ₹80,000. Explain why do you think Goal Seek can be an useful tool for the above scenario. (2)
- Q.16 Ritika works in a factory where she stands for long hours while operating machines. Recently, she started experiencing pain and swelling in her feet. Analyze the situation and suggest two possible causes for her strained feet. (2)

Answer any 3 out of the given 5 questions in 50– 80 words each

(4 x 3 = 12 marks)

- Q.17 Suranjana is a mathematics teacher and she uses Spreadsheet to maintain the mark lists of her classes. She teaches five different sections and for each section she has a separate sheet. She has to perform similar functions in all the sheets. To save her time she wants to create a macro. (2+2=4)
- (A) Write steps to create a macro.
- (B) Write steps to run a macro.
- Q.18 Upama has created a table given below for a Library that comprises of two tables Books and Contents. Both the tables are related to each other. She has some confusions about these database concepts. Help her to clarify those given below.

Books

Category	Year	Copies Available	Book ID
Fiction	1988	5	B001
Programming	2020	3	B002
History	2015	2	B003
Programming	2018	4	B004

Contents

Book ID	Title	Author
B001	The Alchemist	Paulo Coelho
B002	Introduction to Python	John Smith
B003	World History	Emma Brown
B004	Data Structures in C	R.K. Sharma

(A) In the above tables which keys can be primary key and foreign key and why?

(B) Can Upama use a duplicate query to fetch the author name from the table contents?

Justify

your answer.

(2)

(2)

- Q.19 Jaskeerat is working in a renowned company that provides Network Solutions. The company has a worksheet that contains data of its valuable customers. This worksheet is available to all the employees that works for customer support. (4)
- (A) Why is it necessary to share a worksheet among multiple employees instead of creating separate copies for each user?
- (B) If Jaskeerat updates a customer's data in the shared worksheet, explain who will see the changes and how this ensures real-time collaboration.
- (C) Some features in Calc are disabled in sharing mode. Why do you think certain features are restricted, and how does this prevent potential conflicts or errors?
- (D) How does this sharing mode differ from opening a normal worksheet in terms of user collaboration and data protection?
- Q.20 Yashika is creating a newsletter in a word processor for her school bulletin board. She wants to add some pictures on that newsletter. (4)
- (A) What are the sources to add an image in a document?
- (B) Define text wrapping.
- (C) What are the different wrap settings available in Writer?
- (D) What are the Arrangement options available in Writer?
- Q.21 LibreOffice Base 24.8 is a powerful open-source database software and is a part of the LibreOffice suite. If you have information that you would like to organize, then Base will help you to do this. (4)
- Write any four advantages of Base.
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