# Delhi Public School, Howrah

**PT III EXAMINATION (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. Fill in the blank with correct option given below.
Rohini studies in class X and is practicing hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of _____.
(A) Self-awareness (B) Self-motivation (C) Influential motivation (D) Emotional intelligence

ii. A student loses a school competition but, instead of getting upset, congratulates the winner and feels determined to do better next time. This behavior demonstrates what quality? The student had practiced for weeks and really wanted to win. However, they controlled their disappointment and focused on future improvement.
(A) Poor time management (B) High emotional intelligence
(C) A lack of motivation (D) Low self-awareness Ans

iii. In the following questions, a statement of assertion (A) followed by a statement of reason (R). Mark the correct choice as:
Assertion (A): The owner of a single taxi, like Sheila, can be considered an entrepreneur.
Reason (R): An entrepreneur is defined by the size of their business, not their actions
(A) Both A and R are true, and R is the correct explanation of A.
(B) A is true, but R is false.
(C) A is false, but R is true.
(D) Both A and R are false

iv. Choose a significant advantage of verbal communication from the given options.
(A) It eliminates the possibility of any misunderstanding.
(B) It allows for an immediate response and interaction.
(C) It ensures the message is permanently recorded.
(D) It is effective even with significant background noise.

v. Consider the following security statements:
Statement 1: Data encryption is a process that makes information unreadable without a key. Statement 2: Banks and companies often use encryption to protect customer information.
(A) Both Statement 1 and Statement 2 are true. (B) Statement 1 is false, but Statement 2 is true. (C) Statement 1 is true, but Statement 2 is false. (D) Both Statement 1 and Statement 2 are false.

vi. How many Sustainable Development Goals (SDGs) were universally adopted by United Nations Member States in 2015?
(A) 12 (B) 15 (C) 17 (D) 20

**Q. 2 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**

i. To insert an image into a document using the menu bar, after placing the cursor at the desired location, identify the correct sequence of menu options to click.
(A) File > Open > Image (B) Edit > Paste > Image
(C) Insert > Image (D) View > Toolbars > Image

ii. In the following questions, a statement of assertion (A) followed by a statement of reason (R). Mark the correct choice as:
(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 (or partly true).
(D) A is false (or partly true) but R is true. (e) Both A and R are false or not fully true.
**Assertion (A):** Using styles speeds up the document formatting process significantly.
**Reason (R):** A style applies a group of formats at the same time, which is faster than applying each format individually.

iii. A teacher downloaded a "Lesson Plan" template from the internet and saved it to their "Downloads" folder. To make this template available directly within Libre Office Writer for future use, what is the first step they should take inside the 'Templates' dialog box?
(A) Click the 'Export' button to move the template.
(B) Click the 'Move' button to change its category.
(C) Click the 'Import Templates' button to add it to the library.
(D) Click the 'Browse Online Templates' button to find it again.

iv. Choose the function of the 'Image Mode' option on the Image Toolbar.
(A) To apply artistic filters like Sharpen or Smooth.
(B) To change the image's color scheme to grayscale, black and white, or a watermark.
(C) To rotate or flip the image horizontally or vertically.
(D) To adjust the brightness, contrast, and gamma levels of the image.

v. **In the following questions, a statement of assertion (A) followed by a statement of reason (R). Mark the correct choice as:**
Assertion(A): It is a mandatory first step to ensure a worksheet has column labels before applying the Subtotal tool.
Reason (R): The Subtotal dialog box uses these column labels in its drop-down lists, making it easier for the user to select which columns to group by and calculate.
(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.

vi. In the context of a spreadsheet application, identify the statement most accurately defines a macro.
(A) A macro is a type of chart or graph used for data visualization.
(B) A macro is a pre-defined mathematical formula available in the application.
(C) A macro is a single instruction that initiates the execution of a saved sequence of actions.
(D) A macro is a tool for debugging and correcting errors in spreadsheet data.

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

i. If you want to make a single, specific word in a sentence appear bold and in a different color, which style category should you apply?
(A) Character Style (B) Page Style (C) Table Style (D) Paragraph Style

ii. Fill in the blank by choosing the correct option:
When creating a document from a non-default template, the template's name will be displayed under the Template section in the _____ dialog box.
(A) Options (B) Properties (C) Customize (D) Save As

iii. After you have correctly set up your formula and the array of input values, identify the menu path do you follow to use the 'Multiple Operations' tool?
(A) Go to the Tools menu and then select Multiple Operations.
(B) Go to the Data menu and then select Multiple Operations.
(C) Go to the Insert menu and then select Analysis Tool.
(D) Go to the Format menu and then select Operations.

iv. How does the operational logic of 'Goal Seek' fundamentally differ from the standard way of using formulas in a spreadsheet?
(A) Goal Seek can work with multiple changing cells, while formulas can only use one.
(B) Goal Seek calculates an unknown input, whereas formulas calculate an unknown output.
(C) Goal Seek is less accurate than standard formulas for complex calculations.
(D) Goal Seek can only be used with simple functions like SUM, not with complex formulas.

v. Fill in the blank by choosing the correct option:
When selecting multiple drawing objects to be included in a group, _____ key must be held down while clicking on each subsequent object?
(A) The Ctrl key (B) The Alt key (C) The Shift key (D) The Tab key

vi. What is the maximum number of heading levels that a word processing application like LibreOffice Writer supports for creating a structured document and a Table of Contents (ToC)?
(A) 5 levels (B) 10 levels (C) 8 levels (D) 12 levels

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

i. A designer is creating a company newsletter. The newsletter requires a specific layout with two columns, a company logo in the header of every page, and special formatting for pull quotes that are placed inside bordered boxes. Identify the combination of styles should the designer primarily use.
(A) Only Paragraph Style and Character Style. (B) Only List Style and Table Style.
(C) Page Style, Paragraph Style and Frame Style. (D) Only Character Style and Page Style.

ii. What is the primary advantage of checking the 'Link to source data' option when consolidating information from several worksheets?
(A) It permanently locks the source data, preventing any accidental future edits or deletions.
(B) It creates a dynamic connection, so the consolidated summary updates automatically if the source data changes.
(C) It reduces the file size of the spreadsheet by only storing a reference to the source data.
(D) It automatically formats the consolidated data to match the formatting of the first source range.

iii. To execute a macro that has already been saved, choose the menu path should a user follow to open the Macro Selector dialog box.
(A) File > Execute > Macro (B) Insert > Macro > Run
(C) Tools > Macros > Run Macro (D) View > Macros > Play Macro

iv. Which of the following attributes is NOT typically controlled by a Character Style?
(A) Font color (B) Text highlighting (C) Page margins (D) Bold or Italic emphasis

v. Statement I: Data redundancy is minimized in a DBMS by storing each piece of data only once.
Statement II: This reduction in redundancy helps improve data consistency.
Which of the following correctly evaluates these statements?
(A) Statement 1 is true, but Statement 2 is false.
(B) Statement 1 is false, but Statement 2 is true.
(C) Both statements are true.
(D) Both statements are false.

vi. Why the relational model is called "relational"?
(A) Because it relates well to how humans think about data.

(B) Because its structure is relative to the amount of data being stored.
(C) Because it is based on the principle of setting relationships between tables using common fields.
(D) Because it was developed by a team of relatives.

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

i. In the following questions, a statement of assertion (A) followed by a statement of reason (R). Mark the correct choice as:
Assertion (A): It is possible to set the properties of a drawing object, such as line color, before the object is actually drawn on the page.
Reason (R): When properties are modified before creation, these changes are set as the default values for the current session.
(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.

ii. Choose the text wrapping option places the text on the left and right sides of the image, but not on a side where the space between the image and the margin is less than 2 cm.
(A) Page Wrap (B) Wrap Through (C) Wrap Off (D) Optimal Page Wrap

iii. Which data model is described as organizing data in the form of records, which are collections of fields and their data values?
(A) The Hierarchical Data Model (B) The Relational Data Model
(C) The Network Data Model (D) The Object-Oriented Data Model

iv. A manager is creating a summary sheet. To get the total sales figure, they need to display the value from cell F10 of a sheet named 'Q1_ Sales' in their current active sheet. What is the correct syntax they should type into a cell on the summary sheet?
(A) =Q1_Sales.F10 (B) ='Q1_Sales'.F10 (C) =CELL("F10", Q1_Sales) (D) ='Q1_Sales'!F10

v. Within a database form, choose the specific role of a component known as a label.
(A) It is an interactive control element that executes a predefined action or script when clicked by the user.
(B) It is a text box linked to a table field, designed to accept and store user-inputted data directly.
(C) It is a piece of static text used to identify or describe the purpose of another control, such as a text box.
(D) It is a container that groups related controls together, visually organizing the layout of the form.

vi. Which menu bar sequence should be followed to access the 'Insert Sheet' dialog box, which allows for more advanced options like inserting a sheet from a file?
(A) File > Import > Sheet (B) Edit > Sheet > Insert New
(C) Insert > Object > Spreadsheet (D) Sheet > Insert Sheet

## 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** Give an example of a physical barrier to communication.

**Q. 7** Explain the difference between internal and external motivation using an example for each.

**Q. 8** Susheela, an entrepreneur, decides to sell her company's tires in a new country. The plan fails, and she suffers a loss. She does not blame others; instead, she apologizes to her employees, accepts that it was her decision, and plans to do better next time. This experience, though negative, does not stop her from thinking of other new ideas.
Questions:
(A) Which quality is Susheela showing by apologizing and accepting the failure of her plan?
(B) By not getting demotivated by the loss, which quality of an entrepreneur is she displaying?

**Q. 9** A farmer decides to stop using chemical pesticides and fertilizers to grow his crops. Instead, he uses natural fertilizers like cow dung. This method helps him grow better quality, chemical-free crops while also maintaining the soil's quality for future use.
Questions:
(A) What is this sustainable process of farming, which avoids chemicals, called?
(B) How does this method represent a true example of sustainable development?

**Q.10** Describe the function of Navigation keys and Command keys on a keyboard.

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

**Q.11** Raj is creating a photo-heavy catalog where the same company logo is used on 50 different pages. To keep the final file size of the document small, his manager suggests linking the image instead of embedding it each time. Raj needs to understand the benefit of this approach and how to implement it.
Questions:
(A) Why is it beneficial to link an image instead of inserting (embedding) it when it's used multiple times?
(B) In the 'Insert Image' dialog box, which option must be checked to create a link to the image?

**Q.12** You are customizing a LibreOffice document and need to manage the macros you have created—such as renaming them, moving them between libraries, or deleting unused ones.
Which LibreOffice feature would you use to perform these tasks, and what is its main purpose?

**Q.13** A school database stores exam results in a table where each student appears multiple times because they take several subjects. The table needs a unique way to identify each record based on a combination of StudentID and SubjectCode.
What key should be used in this situation, and why is it appropriate?

**Q.14** What is the default name for a new macro and where is it stored?

**Q.15** A database designer is creating two related tables: *Students* and *Admissions*. The designer wants to ensure that every admission record always refers to an existing student in the Students table.
What concept should the designer use to enforce this relationship, and how does it work?

**Q.16** You want to store employee information for a company. To ensure the data is organized properly, you need to decide what specific pieces of information (such as EmployeeID, Name, Salary, etc.) will be stored for each employee.
What concept helps you identify these individual pieces of information, and how would you define it in the context of your table design?

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

Q.17 A database developer is creating a form and has added several controls. He wants to switch between the layout designing phase and the actual data view to check his progress. He also wants to ensure the form is used only for displaying data and not for entering new information.
Questions:
(A) Which button on the Forms Controls toolbar is used to toggle between Design View and Form View?
(B) Name the view where developer can see the actual data from the table.
(C) During the form wizard setup, which step allows the developer to specify the purpose of the form and why?
(D) To make the form display-only, what setting should the developer choose in the wizard?

Q.18 Aisha is writing a report and has inserted a small icon next to a specific paragraph. She wants the icon to be attached to that paragraph. This way, if she adds more text earlier in the document and the paragraph moves to the next page, the icon will move along with it.
Quention:
(A) Which positioning setting acts as a reference point for an image and allows it to move with page or text elements?
(B) To make the icon move with the paragraph, to which option should it be anchored?
(C) Name two other elements to which an image can be anchored.
(D) What is the main purpose of anchoring an image to an element like a paragraph?

Q.19 A small fire starts in an office. It begins by igniting a pile of Class A materials and then spreads to an area where some Class B materials has been spilled. An employee grabs a fire extinguisher and must quickly decide if it's the right type for this mixed fire.

| Fire Class | Water CO2 | ABC Dry Powder |
|---|---|---|
| Class A | Suitable | Suitable |
| Class B | Not Suitable | Suitable |

(A) What types of materials are involved in a Class A fire?
(B) Name the types of materials are involved in a Class B fire.
(C) Based on the table, which extinguisher type is suitable for both Class A and Class B fires?
(D) Which extinguisher type is NOT suitable for the Class B (grease) part of the fire?

Q.20 After the office lighting was changed, many employees started experiencing headaches and eye strain. The bright, direct light causes significant glare on their computer screens. To resolve this, management issues guidelines for adjusting workstations to minimize vision-related problems.

Questions:

(A) What two symptoms are associated with Computer Vision Syndrome?

(B) Forgetting to do what simple action while focusing on a screen can lead to dry eyes?

(C) Name the specific accessory can be worn to reduce eye strain from screen glare.

(D) To avoid direct glare from windows, how should a workstation be positioned relative to the light source?

Q.21 Mithilesh wants to add a flowchart to his document using basic shapes from the Drawing Toolbar. He plans to draw many rectangles and wants all of them to have a blue fill color by default, so he doesn't have to change each one after drawing it.

Quention

(A) Which menu path should Mithilesh follow to make the Drawing Toolbar visible?

(B) What is it called when properties, like fill color, are modified before the creation of a drawing object?

(C) For how long are this pre-set default property changes available?

(D) To cancel a selected drawing function, what key can be pressed?