

TERM - I (2023-24)**CLASS: X****SUBJECT: INFORMATION TECHNOLOGY****TIME :2HOURS****DATE: 29.09.2023****M.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 question has 16 questions.
 - (ii) A candidate has to do 10 questions.
 - (iii) Do as per the instructions given.
 - (v) Marks allotted are mentioned against each question against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

1. Answer any 4 out of the given 6 questions on Employability Skills. (1 * 4 = 4)
 - a. Which of the following is NOT an element of communication with in the communication process cycle?
 - i. Channel
 - ii. Receiver
 - iii. Sender
 - iv. Time
 - b. Which of the following is an example of oral communication?
 - i. Newspapers
 - ii. Letters
 - iii. Phone call
 - iv. e-mail
 - c. ICT stands for _____
 - i. Information and Communication Technology
 - ii. Information and Communication Terminology
 - iii. Information and Common Technology
 - iv. Information to Communication Technology
 - d. A computer is an _____ machine.
 - i. mechanical
 - ii. electrical
 - iii. electronic
 - iv. None of the above
 - e. Which of the following is one of the self-management skills?
 - i. Motivating Oneself
 - ii. Setting Goals
 - iii. Work Independently
 - iv. All of the above
 - f. Asking about honest feedback, gathering personality traits, think about daily interactions are related to which of the following skills?
 - i. Responsibility
 - ii. Adaptability
 - iii. Time management
 - iv. Self-awareness
2. Answer any 5 out of the given 6 questions. (1x5= 5)
 - a. Changing the existing document is known as
 - i. Entering
 - ii. Re-Typing
 - iii. Selecting
 - iv. Editing
 - b. What application would best be used for keying in an essay?

- i. word processing ii. Google
 iii. Internet iv. Spreadsheet
- c. To open insert picture dialog box, click on _____ menu.
- i. Format ii. Insert
 iii. View iv. Tools
- d. Which menu item carries the Group>Group option in writer?
- i. The Edit menu ii. The Tools menu
 iii. The Format menu iv. The Layout menu.
- e. In order to delete an image in Writer, click on the image and press _____ from keyboard.
- i. Delete key ii. Ctrl key
 iii. Backspace key iv. Alt key
- f. State whether True or False:
 "It is not possible to create a default template in a Word processor".
- i. True ii. False

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

- a. What is the shortcut for opening styles and formatting window?
- i. F12 ii. F8 iii. F11 iv. F10
- b. To quit Fill Format mode press the _____ key.
- i. Enter ii. Ctrl iii. Shift iv. Escape
- c. Shortcut to copy image is ~~ctrl~~ _____
- i. V ii. X ~~iii. C~~ iv. P
- d. We can hide the gallery in writer if required. (True/False)
- i. True ii. False
- e. Which of the following opens the Templates dialog?
- i. File>New>Text document
 ii. File>New>Templates
 iii. Format>Group>Group
 iv. Insert>Group>Group

- f. Which option is used to undo the Task?
i. Ctrl+Z ii. Alt + Backspace
iii. Both of the above iv. Ctrl+Y

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

- a. In Calc, Arguments passed to a macro from Calc are always _____.
i. Cell Reference ii. Values
iii. Both a and b iv. Sheet Reference
- b. In spreadsheet, tool used to construct formulas is called
i. Filter ii. Formula Bar
iii. Formatting Toolbar iv. Cell
- c. A worksheet is better than calculations by hand because:
i. The worksheet finds the answers faster
ii. The worksheet is more accurate
iii. The worksheet recalculates the results whenever you change a number in the cell
iv. All of the above
- d. What is the difference between reference to a file and to a hyperlink? <https://www.cbseboardonline.com>
i. In file, /// is used while in hyperlink // is used.
ii. In file, // is used while in hyperlink /// is used.
iii. There is no difference.
iv. None of these.
- e. The macro names as entered in calc, are:
i. Case sensitive
ii. Case insensitive
iii. Number sensitive
iv. None of these.
- f. State whether True or False:
"Calc can call macros as Calc functions."
i. True ii. False

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

a. Which of the following functions are available in consolidate window?

i. Max ii. Min iii. Count iv. All of these

b. The text in the row label or column label must be identical, otherwise, new row or column will be inserted. (True/False)

i. True ii. False

c. Subtotals _____ data arranged in an array (that is, a group of cells).

i. Add ii. Average iii. Find iv. Clear

d. _____ is more elaborate form of Goal Seek.

i. Scenario ii. subtotal iii. solver iv. Consolidate

e. When you open a new spreadsheet, by default it has sheet named _____

i. Sheet1 ii. Sheet_1

iii. Sheet 1 iv. None of the above

f. Suman and her friends want to work together in a spreadsheet. They can do so by

i. Sharing workbook ii. Linking workbook

iii. Both of above iv. None of the above

SECTION B – Subjective Type Questions

Answer any 3 out of the given 5 questions on Employability Skills (2x3 = 6)

6. What do you mean by 7C's of effective communication?

7. Explain communication cycle briefly?

8. Define environmental stress?

9. Explain survival stress with two examples?

10. What is a file and a folder?

Answer any 4 out of the given 6 questions. (2 x 4 = 8)

11. What is the fill format mode?

12. How can you create a new template category in writer?
13. Write the steps to create Table of Content in Writer?
14. How can you enable or disable a macro?
15. How can we rename a worksheet in spreadsheet?
16. What is the difference between absolute and relative hyperlinks as used in calc?

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

17. Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following:
 - a. Scenarios
 - b. Goal Seek
 - c. Solver
 - d. Subtotal
18. Tanmay is a class X student. He has learnt Mail Merge option of a Word Processor in his computer period but he is confused with few terms used to merge documents. Explain the following briefly, which will help Tanmay better understand the Mail Merge options.
 - a. Merge Field
 - b. Data Source
 - c. Main Document
 - d. Mention two types of data on which Mail Merge can be applied.
19. What are Macros? How can we record Macro?
20. What is the purpose of adding comments? How can we add comments to the changes made?
21. How can you choose paragraph styles for heading levels?