

FIRST TERMINAL EXAMINATION – 2023-24
CLASS X INFORMATION TECHNOLOGY (ADDL. SUB.)

DATE: 23.09.2023

MAX.MARKS: 50

DURATION: 2 Hrs.

ROLL NO.:

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General Instructions:

a) This question paper consists of 21 questions in two sections, Section A & Section B.

b) SECTION A – OBJECTIVE TYPE QUESTIONS (24 MARKS)

i) This section has 5 questions

c) SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS)

i) This section has 16 questions

ii) A candidate has to do 10 questions

SECTION A : OBJECTIVE TYPE QUESTIONS

Q.1 Answer any 4 out of the given 6 questions on Employability Skills (1x4=4 marks)

- i. Which of the following buttons is used to delete unwanted fields from the address list? 1
 a) New b) Delete c) Customize & then delete d) Find
- ii. Which of the following is a shortcut to print? 1
 a) Ctrl+S b) Ctrl+P c) Ctrl+V d) Ctrl+Z
- iii. Which of the following is not a vertical alignment option under the Format→Alignment Menu? 1
 a) Top b) Bottom c) Center d) Middle
- iv. The process of converting encoded information into understandable form is known as 1
 a) Sender b) Encoding c) Channel d) Decoding
- v. Which type of barrier is caused by the channel or medium itself? 1
 a) Attitudinal barrier b) Perceptual barrier c) Mechanical barrier d) Gender barrier
- vi. Mail Merge involves merging of 1
 a) two documents b) two mails c) both of the above d) None of the above

Q.2 Answer any 5 out of the given 6 questions (1x5=5 marks)

- i. Stress refers to strain/tension. 1
 a) Physical b) Mental c) Emotional d) All of these
- ii. Meditation brings a sense of 1
 a) Self-awareness b) Depression c) Anxiety d) Stress
- iii. A is a model that you use to create other documents. 1
 a) Template b) Document c) Design d) Copy Paste

P.T.O.

iv. styles in a text document affect selected text within a paragraph such as the font and size of text, or bold and italic formats.

- a) cell b) paragraph c) Formatting d) Character

v) include fonts, alignment, borders, background, number formats and cell protection in document.

- a) Cell Style b) Numbering Style c) Paragraph d) Character Style

vi) controls how graphics are stacked upon each other or relative to the text.

- a)Arrangement b) Alignment c) Anchoring d) Wrapping

Q.3 Answer any 5 out of the given 6 questions (1x5=5 marks)

i. Consolidate option is available under menu

- a) View b) Tool c) Insert d) Data

ii. Subtotals is available in menu

- a) Tools b) Format c) Insert d) Data

iii. To select random multiple cell, hold down key as you click on each cell.

- a)Alt b) Shift c) Ctrl d) Shift

iv. Which of the following is more elaborate form of Goal Seek?

- a) Scenario b) Subtotal c) Solver d) All of the above

v. Which function cannot be performed through Subtotal in a Spreadsheet?

- a) Sum b) Product c) Average d) Percentage

vi. means consolidating data in a spreadsheet from different worksheets into master worksheet

- a) Hyperlinks b) Consolidating c) Linking d) Filter

Q.4. Answer any 5 out of the given 6 questions (1x5=5 marks)

i. Shortcut to copy image is Ctrl+

- a) V b) X c) C d) None of these

ii. Which of the following is the last step of the mail merge wizard?

- a) Select the document b) Edit the document c) Personalize document d) Save, Print or send

iii..... option allows to control the arrangement of text and graphic objects in the document

- a)Arrangement b) Alignment c) Wrapping d) Anchoring

iv. Anchoring refers to

- a)relation of graphics to surrounding text
b) the vertical or horizontal placement of a graphic in relation to the chosen point
c) reference point for the graphics
d) the placement of graphic on imaginary vertical axis

v. Gaurav has inserted an image in a document . He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task?

- a) Clip Art b) Cut c) Crop d) Contrast

vi. is particularly useful when creating watermark or when wrapping the image in the background in a document.

- a)Transparency b)Fill c)Filters d)Crop

Q.5 Answer any 5 out of the given 6 questions (1x5=5 marks)

i. We can shift from one scenario to another by

- a) Navigator b) Find and replace c) Data source d) None of these

ii. It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.

- a) Row b) Column c). Autosum d) Cell reference

- iii. By default, sheets tab are present at the of the spreadsheet
 a) Top b) Bottom c) Center d) Right
- iv. The cell reference in a spreadsheet for cell range B2 to F15 is
 a) B2:F15 b) B2-F15 c) B2:F15 d) B2@F15
- v. You can use to modify scenarios.
 a) Navigator b) cell reference c) Goal Seek d) Filter
- vi. A tool is used to create a formula array in Open Office Calc.
 a) Navigator b) Goal Seek c) Cell Reference d) Multiple Operations

SECTION B : SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (3x2=6 marks)

Answer each question in 20-30 words.

Q.6 Explain the methods of communication.

Q.7 What is a sentence?

Q.8. How many elements are there in a paragraph? Name them.

Q.9. What is self motivation?

Q.10. Write any two functions of Operating System..

Answer any 4 out of the given 6 questions in 20-30 words each (2x4=8 marks).

Q.11 What is Mail Merge?

Q.12 What are the benefits of sharing documents in Calc?

Q.13. When do we use Solver? How is it different from Goal seek?

Q.14 What is the difference between relative and absolute hyperlink?

Q.15 What are the different categories of styles in writer

Q.16 Write a short note on re-sizing image.

Answer any 3 out of the given 5 questions in 50-80 words each (3 x4 =12 marks)

Q.17 What do you mean by Data Consolidation? List the steps to consolidate data,

Q.18 Differentiate between CUI and GUI. <https://www.cbseboardonline.com>

Q.19 What is the advantage of using a Document Template? Write steps to use a document Template.

Q.20 What is the difference between Page style and frame style?

Q.21 Given the following Spreadsheet, write the appropriate Formula/Expression/Function to be used for (a) to (d):

	A	B	C	D	E	F	G
1	Quarterly sales report						
2	Zone	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total	
3	North	500	420	290	400		
4	West	150	130	400	250		
5	East	400	270	320	350		
6	South	540	530	457	380		
7							

- a) To calculate the Total sales of North Zone
 b) For arranging the Sales from Lowest to the Highest
 c) To find the Average Sales in East Zone.
 d) To find the Average Sales in Jan-Mar in cell B7.
