



**BK BIRLA CENTRE FOR EDUCATION**  
SARALA BIRLA GROUP OF SCHOOLS  
SENIOR SECONDARY CO-ED DAY CUM BOYS' RESIDENTIAL SCHOOL  
**MID TERM EXAMINATION 2024-25**  
**INFORMATION TECHNOLOGY (402)**



**Class: X**  
**Date: 16.09.2024**  
**Name: .....**

**Duration: 2 hrs.**  
**Max Marks: 50**  
**Exam No. :**

**General Instructions:**

1. Please read the instructions carefully.
2. This Question Paper consists of 20 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. All questions of a particular section must be attempted in the correct order.
5. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
  - i. This section has 04 questions.
  - ii. Marks allotted are mentioned against each question/part.
  - iii. There is no negative marking.
  - iv. Do as per the instructions given.
6. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
  - i. This section has 16 questions.
  - ii. A candidate has to do 11 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. (4 x 1 = 4)**

- (i) Which of the following is more helpful for improving one's present performance ?  
(a) Generic feedback (b) Summative feedback  
(c) Specific feedback (d) None of the above
- (ii) Which of the following stress enhances your productivity in terms of output ?  
(a) Distress (b) Eustress  
(c) Both (a) & (b) (d) None of the above
- (iii) ..... feature of Windows 7 allows you to create a copy of data for future use.  
(a) Backup and Restore (b) Spyware  
(c) Keylogger (d) All of the above
- (iv) A.....is attached to a CPU for capturing keystrokes.  
(a) Wire (b) Key (c) Key logger (d) Hardware
- (v) Which of the following characteristics should an entrepreneur have ?  
(a) Innovativeness (b) Motivator (c) Leadership (d) All of these
- (vi) Which of the following is an advantage of entrepreneurship as a career ?  
(a) Risk (b) Hard work (c) Uncertain Income (d) None of these

**Q.(2) Answer any 7 questions out of the given 8 questions on Digital Documentation.**

**(7 x 1 = 7)**

- (i) A ..... is a model that you use to create other documents.  
(a) Template (b) Document (c) Design (d) Letter
- (ii) Sumit wants to create Table of Contents in his document. Which tab he should use to do so ?  
(a) File tab (b) Format tab (c) Insert tab (d) View
- (iii) Bhabesh wants to know the answer of the blank : “ ..... controls how images are stacked upon each other or relative to the text.” Answer to his problem.  
(a) Arrangement (b) Alignment (c) Anchoring (d) Positioning
- (iv) 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) None of the above
- (v) Samyak is working in Writer. He wants to learn the ways to launch the Drawing tool bar, if not available on the interface. Help him to do so.  
(a) View>Toolbars>Drawing (b) Insert>Drawing  
(c) Insert>Group>Drawing (d) View>Group>Drawing
- (vi) Which toolbar is by default placed below the menu bar?  
(a) Title (b) Formatting (c) Picture (d) Standard
- (vii) What is the shortcut to bring up the style and formatting window in Writer?  
(a) Ctrl+F1 (b) Ctrl+F5 (c) F11 (d) Ctrl+F12
- (viii) Which of the following is used to apply a style to many areas quickly without having to go back to the Styles Deck and double click each time?  
(a) Paragraph Style (b) Frame Style  
(c) Fill Format mode (d) Character Style

**Q.(3) Answer any 7 questions out of the given 8 questions on Electronic Spreadsheet.**

**(7 x 1 = 7)**

- (i) Which of the following is more elaborate form of Goal Seek?  
(a) Subtotal (b) Scenario (c) Solver (d) Consolidate
- (ii) Which of the following is a correct way to refer to a cell in Calc ?  
(a) <Sheet name>.<Row name> (b) <Sheet name>.<Column name>  
(c) <Sheet name>.<Cell reference> (d) <Column name>.<Sheet name>
- (iii) Reema does not know which sign is used to insert a formula or function in a spreadsheet application. Help her to find the correct option.  
(a) =(Equal to) (b) ? (Question mark)  
(c) <(Less than) (d) >(Greater than)
- (iv) Arguments passed to a macro from Calc are always :  
(a) Values (b) References (c) Objects (d) Text
- (v) Shaurya wants to protect the spreadsheet so that no one can make unnecessary changes to it. Which option is used to protect the spreadsheet ?  
(a) Edit>protect Document (b) File>Protect Document  
(c) Tools>Protect Document (d) None of the above
- (vi) Mayank wants to know the difference between reference to a file and to a hyperlink. Answer to his query.  
(a) In file, /// is used while in hyperlink // is used.  
(b) In file, // is used while in hyperlink /// is used.  
(c) There is no difference.  
(d) None of the above

(vii) Reena is curious to know as what cells can hold as the individual elements. Answer to her question.

- (a) Text (b) Number (c) Formula (d) All of the above

(viii) Deepa wants to know that in interface of spreadsheet software what does A, B, C and so on, are referred.

- (a) Status Bar (b) Title bar (c) Column Headers (d) Row Headers

**Q.(4) Answer any 6 questions out of the given 8 questions on Database Management System.**

**(6 x 1 = 6)**

(i) Which data type shows value in the form of True or False ?

- (a) Boolean (b) Integer (c) Real (d) Text

(ii) Asterisk (\*) symbol in criteria for query stands for :

- (a) Any number of characters (b) One character  
(c) Zero characters (d) None of the above

(iii) Ranjan wants to know the name given to the singular form for data. Help him to find the answer.

- (a) Datus (b) Datan (c) Datum (d) Data

(iv) Mrunal wants to know the name of the form of DBMS which is due to E.F. Codd of IBM. Answer to her query.

- (a) Codd DBMS (b) RDBMS (c) Simple DBMS (d) Primary key

(v) Database servers are referred to as.....

- (a) Front-ends (b) Back-ends (c) Clients (d) Nodes

(vi) COMMIT and ROLLBACK commands are of which type ?

- (a) DML (b) TCL (c) DDL (d) DCL

(vii) Which clause can be used with the SELECT statement in SQL to specify which rows to retrieve from the Table?

- (a) Where (b) Which (c) Set (d) Like

(viii) To modify the data type of a column in table, which command and keyword is used?

- (a) Create, change (b) Alter, modify (c) drop, change (d) None

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 4 questions on Employability Skills**

**(3 x 2 = 6)**

**Q. (5)** Explain any four 7 Cs of effective communication.

**Q. (6)** Briefly explain any four stress management techniques.

**Q. (7)** Write and explain any four measures to protect your computer.

**Q. (8)** Define 'Entrepreneur' & 'Entrepreneurship'. Write and explain any two qualities (characteristics) of an entrepreneur.

**Answer any 4 out of the given 6 questions on Subject Specific Skills.**

**(4 x 2 = 8)**

**Q.(9)** Differentiate between Keep Scale and Keep image size options while cropping an image in a document.

**Q.(10)** What are templates? What are the advantages of using templates?

**Q.(11)** Distinguish between the following with respect to spreadsheets (Answer any one)

- i. Relative and Absolute Hyperlink  
ii. Internet Hyperlink and Document Hyperlink

**Q.(12)** What is a function in spreadsheet ? What is the formula to refer to the sum of D3 in Sheet3 and E5 in Sheet2.

**Q.(13)** Explain any four advantages of DBMS.

**Q.(14)** Define Referential integrity with example. Explain different types of relationship between tables by giving suitable example of each.

**Answer any 4 out of the given 6 questions on Subject Specific Skills.**

**(4 x 3 = 12)**

**Q.(15)** What is a style ? Explain different types of styles which can be provided in a Writer.

**Q.(16)** What are the advantages of grouping drawing objects ? How can you group different drawing objects in a document ? How can you ungroup them ? Write steps.

**Q.(17)** Anshita is preparing spreadsheet notes for her term exam. Help her to write short note on the following. Give suitable example of each.

(a) Subtotals

(b) Consolidating data

(c) Goal seek

**Q.(18)** What are the options available in the Show Changes dialog box while reviewing changes in spreadsheet ? Explain.

**Q.(19)** Your friend owns a chemist shop, he needs to keep records of the medicines with their id's, date of purchase, expiry date, price, etc. in a database program. But he does not have any knowledge about the Database. Explain to him the following to get a better understanding of the DBMS concepts.

i. What is DBMS? Explain in brief.

ii. Name any two database programs which can be used to create a table and store the data as per the requirement.

iii. Which field can be set as a Primary Key?

**Q.(20)** Consider the following table : Employees

**Table : Employees**

<b>Employee ID</b>	<b>Name</b>	<b>Gender</b>	<b>Salary</b>
A24092	Bharat Kumar	Male	25800
B23076	Ashish Koorella	Male	24900
B24017	Kevin Caesar	Male	32000
A23094	Krunal Prabhat	Male	35300
C221	Shabhya Jain	Female	32500
B22001	Rinki Mishra	Female	34000

(a) How many fields and records are there in Employees table ?

(b) Write SQL commands for the following :

(i) Displaying the entire table.

(ii) Display all the employee names and genders for whom the salary is more than 30000.

\*\*\*\*\* ALL THE BEST \*\*\*\*\*