



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



**Class: X**  
**Date: 20.12.2024**  
**Adm No: .....**

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

**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.**

**(4 x 1 = 4)**

- i. When it is difficult to communicate with someone who is not willing to talk or express their feelings and views it means there is a/an \_\_\_\_\_.
  - a. Culture Barrier
  - b. Interpersonal Barrier
  - c. Physical Barrier
  - d. Language Barrier
- ii. Kartik's Computer was running very slow, hangs and often restarts. He is very confused and tensed as he was working on a very important assignment. Kartik's friend gave him the following suggestions. Identify who has given him a genuine suggestion.
  - a. Radha : Restart your machine
  - b. Ishan : Install reliable antivirus software and update
  - c. Amar : Don't use Pendrive
  - d. Sam : Install free antivirus from net
- iii. \_\_\_\_\_ refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations.
  - a. Self-Motivation
  - b. Stress Management
  - c. Self-Awareness
  - d. Self-Regulation
- iv. High expectations from self can leave with chronic anxiety and stress, thus leading to \_\_\_\_\_ stress.
  - a. Physical
  - b. Emotional
  - c. Mental
  - d. Financial

- v. Which of the following is/are a myth about Entrepreneurship?
  - a. Need a lot of Money
  - b. Must have a great Idea
  - c. Should know everything about business
  - d. All of these
- vi. Name the organization that has the Sustainable Development Goals?
  - a. UNICEF
  - b. League of Nations
  - c. United Nations
  - d. World Health Organization

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

**(5 x 1 = 5)**

- i. Which one is not the tab of the insert/index Table window of Writer Document?
  - a. Entries
  - b. Background
  - c. Style
  - d. Row
- ii. In a Writer document, which option allows you to insert a pre-designed page layout for specific purposes like resumes or flyers?
  - a. Page Styles
  - b. Templates
  - c. Formatting Toolbar
  - d. Outline View
- iii. Saurabh has made an advertisement in Digital Document. He is facing difficulty in positioning the images within the text. Suggest him how he can adjust the image?
  - a. Wrap text
  - b. Crop
  - c. Alignment
  - d. Layout
- iv. Which feature in a digital document is used to format text to appear in a specific style, such as headings, titles, or body text?
  - a. Table of Contents
  - b. Styles and Formatting
  - c. Insert Table
  - d. Text Alignment
- v. To increase the contrast of an image, \_\_\_\_\_ option is used in a document.
  - a. Smooth
  - b. Sharpen
  - c. Aging
  - d. mosaic
- vi. What is the purpose of the "Track Changes" feature in digital documentation?
  - a. To auto-correct grammar errors
  - b. To monitor and display edits made to the document
  - c. To translate the document into another language
  - d. To create hyperlinks in the document

**Q.(3) Answer any 5 out of the given 6 questions.**

**(5 x 1 = 5)**

- i. \_\_\_\_\_ is specifically designed to minimize the results according to a set rules that we define in a spreadsheet.
  - a. Goal Seek
  - b. Scenario
  - c. Solver
  - d. Subtotal
- ii. Sahil and his partners have created a list of their company employees in one of the spreadsheets in the office. Now the rest of the task they want to complete from home. Which option they should use to access the same Spreadsheet from home?
  - a. Consolidate Worksheet
  - b. Link Worksheet
  - c. Merge Worksheet
  - d. Lock Worksheet
- iii. Anikan wants to know the name given to the mathematical expression to perform calculation on data in cells. Help him to find the correct option.
  - a. Goal Seek
  - b. Macro
  - c. Formula
  - d. Subtotal
- iv. Identify the part of a Spreadsheet using which a user can manage multiple sheets.
  - a. Status Bar
  - b. Sheet Tab
  - c. Formula Bar
  - d. Worksheet Area
- v. Spreadsheet software can find the changes by \_\_\_\_\_ sheets.

- a. Changing
  - b. Comparing
  - c. Renaming
  - d. Editing
- vi. Amir was working in a file of a spreadsheet software. His friend was also working in the same file, but Amir wants to know what changes had been done by him. What feature does he use to track the changes done by his friend.
- a. Comment
  - b. Track Changes
  - c. Resolve Conflicts
  - d. Accepting Changes

**Q.(4) Answer any 5 out of the given 6 questions.**

**(5 x 1 = 5)**

- i. It enables users to view, enter, and change data directly in database objects.
  - a. Report
  - b. Query
  - c. Form
  - d. Database
- ii. There are \_\_\_\_\_ types of Relationships in a table of a database.
  - a. 1
  - b. 3
  - c. 4
  - d. Many
- iii. A Relational database uses \_\_\_\_\_ commands which is a standard user application that provides an easy programming interface for database interaction.
  - a. Access
  - b. Python
  - c. SQL
  - d. Protocol
- iv. Suraj wants to create a database for his clients. For this purpose, he needs to store the Email IDs of his clients. Which datatype should he use to accomplish this purpose?
  - a. Numeric
  - b. Varchar
  - c. Binary
  - d. Boolean
- v. Geet has written a SQL query in SQL view. But he doesn't know how to execute the query using keyboard keys. Suggest him the shortcut key to complete the task.
  - a. Enter
  - b. Ctrl + E
  - c. Space bar
  - d. F5
- vi. A table can have only \_\_\_\_\_ primary key in a database.
  - a. 1
  - b. 2
  - c. 3
  - d. Many

**Q.(5) Answer any 5 out of the given 6 questions.**

**(5 x 1 = 5)**

- i. What is the purpose of hazard signs in the workplace?
  - a. To decorate the office
  - b. To alert employees of potential dangers
  - c. To increase workplace stress
  - d. To provide entertainment
- ii. Which of these is an example of an ergonomic hazard?
  - a. Repetitive motion injuries
  - b. Chemical spills
  - c. Loud machinery
  - d. Poor lighting
- iii. In terms of fire safety, which class of fire extinguisher is used for electrical fires?
  - a. Class A
  - b. Class B
  - c. Class C
  - d. Class D
- iv. What is the primary purpose of workplace safety measures?
  - a. To reduce employee salaries
  - b. To ensure employee health and well-being
  - c. To increase workplace noise
  - d. To create a competitive environment
- v. What is the full form of RSI ?
  - a. Repetitive Strain Injury
  - b. Rational Strain Injury
  - c. Repetitive Stress Injury
  - d. Risk Strain Injury
- vi. An ..... at workplace is a physical or mental injury following an incident or exposure.
  - a. Evacuation routes and exits
  - b. Accident
  - c. Emergency
  - d. None of the above

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

**Answer any 3 out of the given 5 questions on Employability Skills**

**(3 x 2 = 6)**

- Q. (6) Name and explain the different components of communication cycle.
- Q. (7) What is self-awareness ? What are the four kinds of self-awareness ? Explain.
- Q. (8) Explain in detail, different types of threats that can affect a computer system.
- Q. (9) What do you know about entrepreneur and entrepreneurship ? Explain myths about Entrepreneurship.
- Q. (10) Describe the meaning and importance of sustainable development. Write and explain any two problems related to sustainable development.

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

**(4 x 2 = 8)**

- Q. (11) What are templates? What are the advantages of using templates?
- Q. (12) What is the advantage of sharing worksheet data ? Explain
- Q. (13) Explain features of accepting or rejecting changes in Spreadsheet.
- Q. (14) What do you mean by Form and Report in Open Office Base ? Explain two types of reports created in OpenOffice Base.
- Q. (15) How to maintain a healthy life style to survive and sustain in the workplace ? Write and explain at least four points in support of your answer.
- Q. (16) What are the general evacuation procedure during hazard ? Mention and explain at least four points.

**Answer any 3 out of the given 5 questions on Subject Specific Skills.**

**(3 x 4 = 12)**

- Q.(17) Explain following terms for positioning of graphic:  
(a) Arrangement      (b) Alignment      (c) Anchoring      (d) Text Wrapping
- Q.(18) Define Scenarios with example. What is the use of Display Border and Copy back option in scenarios ?
- Q.(19) What are the different types of SQL commands ? Name and explain with examples.
- Q.(20) Consider the following table : Employees

Employee_ID	Name	Gender	Salary
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

Write SQL commands for :

- (a) Display all the Employee ID and Name of all employees in the table.
- (b) Display all the name of all Female employees.
- (c) Display all the employee names and genders for whom the salary is more than 30000.
- (d) Display all the employee names with “ar” anywhere in the name.
- Q.(21) Name and explain the different types of accidents at workplace. (At least 4)

..... BEST OF LUCK .....