



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



**Class: X**  
**Date: 23.11.2024**  
**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) A group of words that just give some hint of the idea contained in a message is a .  
(a) Phrase (b) Clause (c) Sentence (d) Paragraph
- (ii) Internal stress is a result of :  
(a) Pent-up worries (b) Rat race  
(c) Laziness (d) Noise
- (iii) Your ability to identify effective methods of getting yourself to move from thought to action is your :  
(a) Self-regulation (b) Self-motivation  
(c) Self-dedication (d) Self-awareness
- (iv) What kind of software seems useful in the beginning, but will cause damage to the computer once installed ?  
(a) Worm (b) Virus (c) Trojan Horse (d) Spyware
- (v) 'An entrepreneur has to get the work done through others'. Which characteristic of the entrepreneur does this statement depict?  
(a) Innovativeness (b) Motivator (c) Organiser (d) Risk Taker

- (vi) UN Sustainable Development Summit (2015) set up development goals called as
- |                 |                 |
|-----------------|-----------------|
| (a) Agenda 2010 | (b) Agenda 2030 |
| (c) Agenda 2050 | (d) Agenda 2020 |

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

**(5 x 1 = 5)**

- (i) 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 |
- (ii) Dhanush wants to select the entire text in a document. Which key combination he should use to do the same ?
- |              |              |              |              |
|--------------|--------------|--------------|--------------|
| (a) Ctrl + R | (b) Ctrl + A | (c) Ctrl + V | (d) Ctrl + S |
|--------------|--------------|--------------|--------------|
- (iii) After the document is modified, clicking on which option will update the TOC ?
- |                        |                        |
|------------------------|------------------------|
| (a) Delete Index/Table | (b) Update Index/Table |
| (c) Modify Index/Table | (d) None               |
- (iv) Which toolbar is by default placed below the menu bar?
- |           |                |             |              |
|-----------|----------------|-------------|--------------|
| (a) Title | (b) Formatting | (c) Picture | (d) Standard |
|-----------|----------------|-------------|--------------|
- (v) 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 |
|-------------|-------------|---------|--------------|
- (vi) Ishita had drawn a few shapes in her document. She wants to use the same formatting in all the shapes in one go. Which feature she should use to do the same ?
- |               |              |              |              |
|---------------|--------------|--------------|--------------|
| (a) Arranging | (b) Shifting | (c) grouping | (d) Aligning |
|---------------|--------------|--------------|--------------|

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

**(5 x 1 = 5)**

- (i) 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) None                       |
- (ii) Amir was working in a file of 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 |
|-------------|-------------------|-----------------------|-----------------------|
- (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 answer.
- |               |           |             |              |
|---------------|-----------|-------------|--------------|
| (a) Goal Seek | (b) Macro | (c) Formula | (d) Subtotal |
|---------------|-----------|-------------|--------------|
- (iv) Reena is curious to know as what cells can hold as the individual elements. Answer to her question.
- |          |             |              |                  |
|----------|-------------|--------------|------------------|
| (a) Text | (b) Numbers | (c) Formulas | (d) All of these |
|----------|-------------|--------------|------------------|
- (v) Lalit wants to know the name of the menu/tab used to create subtotals in a spreadsheet application. Answer to his query.
- |                   |                   |                     |                    |
|-------------------|-------------------|---------------------|--------------------|
| (a) Data Menu/Tab | (b) Edit Menu/Tab | (c) Layout Menu/Tab | (d) Tools menu/Tab |
|-------------------|-------------------|---------------------|--------------------|
- (vi) Alaya wants to know the keyboard shortcut that brings up the Function Wizard. Answer to her by selecting the correct option.
- |             |             |             |             |
|-------------|-------------|-------------|-------------|
| (a) Ctrl+F1 | (b) Ctrl+F2 | (c) Ctrl+F3 | (d) Ctrl+F4 |
|-------------|-------------|-------------|-------------|

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

**(5 x 1 = 5)**

- (i) Rishabh wants to know about the full form of the term RDBMS. Suggest to him the correct expanded form of the same.
  - (a) Rational Database Management System
  - (b) Relational Database Management System
  - (c) Redundant Database Management System
  - (d) None of these
- (ii) Multiple copies of the same file leads to .....

  - (a) Data inconsistency
  - (b) Data redundancy
  - (c) Data consistency
  - (d) Foreign key

- (iii) COMMIT and ROLLBACK commands are of which type ?
  - (a) DML
  - (b) TCL
  - (c) SQL
  - (d) None
- (iv) Bhabesh wants to know the full form on DCL. Help him to find the correct option.
  - (a) Data Control language
  - (b) Data Constraint Language
  - (c) Data Case Language
  - (d) Datum Case Language
- (v) Which data type shows value in the form of True or False ?
  - (a) Boolean
  - (b) Integer
  - (c) Real
  - (d) Float
- (vi) 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

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

**(5 x 1 = 5)**

- (i) Dinka was attending a fire drill at her school. She wants to know in event of fire in a building, what should be used instead of elevator. Answer to her query.
  - (a) Office space
  - (b) Washroom
  - (c) Staircase
  - (d) Elevator
- (ii) Class A fires are caused by :
  - (a) Wood, paper cloth etc.
  - (b) Gasoline, propane and solvents
  - (c) Magnesium, lithium and titanium
  - (d) All of the above
- (iii) Monika wants to know the name of hazard caused by repetitive movements, improper setup of work station. Answer to her query.
  - (a) Psychological hazard
  - (b) Physical hazard
  - (c) Chemical hazard
  - (d) Ergonomic hazard
- (iv) Which of the following is suggested in case of minor burns ?
  - (a) Apply hot water
  - (b) Run cool water over the affected area for up to 15 minutes
  - (c) Both of the above
  - (d) None of these
- (v) Which type of hazard can cause skin irritation, illness or breathing problems ?
  - (a) Chemical hazard
  - (b) Slipping hazard
  - (c) Biological hazard
  - (d) None of these
- (vi) Which of the following falls in the category of emergency ?
  - (a) Earthquake
  - (b) Tornadoes
  - (c) None of the above
  - (d) Both (a) and (b)

## SECTION B: SUBJECTIVE TYPE QUESTIONS

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

(3 x 2 = 6)

- Q. (6) What measures could be taken to overcome communication barriers ? Explain any four.  
Q. (7) Briefly explain four ways to identify the cause(source) of stress.  
Q. (8) What is an antivirus ? Name any four antivirus programs.  
Q. (9) Describe advantages and disadvantages of entrepreneurship as a career. (two each)  
Q. (10) Describe sustainable development. Write any two long-term solutions to sustainable development.

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

(4 x 2 = 8)

- Q. (11) Explain the following anchoring options for a picture :  
(a) To character (b) To paragraph
- Q. (12) Distinguish between the following with respect to spreadsheets (Answer any one)  
i. Relative and Absolute Hyperlink  
ii. Internet Hyperlink and Document Hyperlink
- Q. (13) What is cell referencing ? Explain different types of cell referencing used in spreadsheet.  
Q. (14) Explain any four advantages of DBMS.  
Q. (15) What is hazard ? Explain any two types of hazards.  
Q. (16) Write any 8 precautions that are to be taken at the workplace.

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

(3 x 4 = 12)

- Q.(17) What is a style ? Explain different types of styles which can be provided in a Writer.  
Q.(18) 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) Consolidate (c) Goal seek (d) Scenarios
- Q.(19) Define Referential integrity with example. Explain different types of relationship between tables by giving suitable example of each.  
Q.(20) Consider the following table : Sales

Sale_ID	Prod_Name	Price	Discount
1101	Laptop	65000	2500
1103	Pen tab	29500	1000
1105	Desktop	50000	1550
1106	Printer	12000	2000

- (a) How many fields and records are there in Sales table ?  
(b) Write SQL commands for the following :  
(i) Display Sales ID and Price of all products whose discount is more than 1000.  
(ii) Display the details alphabetically by product name.  
(iii) Display all the tuples(records) of the table.
- Q.(21) Explain any four ways through which one can maintain a healthy body at workplace.

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