

**CLASS – 10 IT : MARKING SCHEME SAMPLE PAPER – 4****SECTION-A : OBJECTIVE TYPE QUESTIONS**

- Ans.1.** (i) (d) All of the above (ii) (a) Stress
(iii) (c) Ctrl + C (iv) (d) Startup India
(v) (b) Graphical User Interface
(vi) (b) Owning a shoe business
- Ans.2.** (i) (c) Mail Merge
(ii) (d) What-If Analysis
(iii) (b) Primary
(iv) (d) Multiple
(v) (b) Padlock sign
(vi) (b) TCL commands
- Ans.3.** (i) (c) Style
(ii) (c) Consolidating
(iii) (a) Table of Contents (iv) (d) Back-ends
(v) (d) OpenOffice Impress (vi) (b) Facebook
- Ans.4.** (i) (c) Cropping (ii) (b) Bandwidth
(iii) (d) Client/Sever (iv) (c) Track changes
(v) (a) Sorting (vi) (a) Insert → Link
- Ans.5.** (i) (a) Shapes (ii) (b) Modem
(iii) (a) Macro (iv) (a) It summarizes and prints data
(v) (a) One to One (vi) (d) All of these

SECTION-B : SUBJECTIVE TYPE QUESTIONS

- Ans.6.** Two principles of effective communication are as follows:
(i) **Consistency** : The communication should always be planned and consistent with a clear objective of the message being conveyed.



(ii) **Feedback** : The feedback provides confirmation from the recipient whether the message is understood in the same sense as it was delivered or not

Ans.7. Self-management refers to the ability of managing our behaviour, thoughts and emotions in a conscious and productive way. Employees with strong self-management skills can achieve their goals within a time line without going through stress.

Ans.8. Entrepreneurs provide a large number of employment opportunities. An entrepreneur, even at the most basic scale, employs people to manage their business activities. They generate direct as well as indirect employment by setting up new units at small and large scale levels.

Ans.9. The physical cleaning of computer is very important so as to remove dust from it. Dust makes the computer over heated resulting in damage of its parts. While cleaning a computer following things should be taken care of

- Always use a lint-free cotton cloth to clean its components.
- Never spray any liquid onto any computer component. You can spray the liquid onto a cloth.
- Always use a vacuum cleaner for sucking the dust from the computer parts. The vacuum cleaner that plugs into the wall should not be used.
- Never use any harsh object such as wire brush etc. for cleaning. Always use a cleaning brush with soft bristles.
- Avoid keeping eatables around the computer.

Ans.10. SMART is an acronym that stands for Specific, Measurable, Achievable, Realistic and Timely. It incorporates all these criteria to help focus your efforts in achieving the goals. A stands for Achievable which means that goals should be attainable and not impossible to achieve. For achieving the goals, they can be broken into small steps for short term.

Related Theory :

Other terms of SMART are:

- **Specific** – Goals should be specific, clear and unambiguous.
- **Measurable** – Goals should have specific criteria to measure the progress towards their accomplishments.
- **Realistic** – Goals should be realistic within reach and most importantly you should be willing and able to work to achieve them.
- **Timely** – For achieving the goals there should be a clearly defined timeline with both starting and target dates.

Ans.11. Style in a word processor provides a consistent appearance to the document. These are helpful in long documents such as thesis, manuscripts, etc. Using Styles you can format your document by quickly applying multiple formatting settings to portions of the document. It also helps in building a table of contents.

Ans.12.

| Field | Record |
|--|---|
| A field contains only one type of informations. | A record is a combination of related fields. |
| It contains information about one aspect of a complete record. | It represents a complete unit of information. |

Ans.13. Document Hyperlink in a spreadsheet is defined as a reference to any location, webpage or a document that we can access by clicking the link. Using these links you can combine text as well as other spreadsheet objects such as charts, sheets, images etc.

Ans.14.

| LAN | WAN |
|---|---|
| LAN stands for Local Area Network | WAN stands for Wide Area Network Area Network |
| It is a small computer network confined to a local area such as one office or a building etc. | It is a network of computers that are geographically apart such as cities. countries etc. |

Ans.15 The comments in a worksheet are added when you are sharing a worksheet with multiple users. They add an extra information to a figure in a cell use to note trends, or add an action note. These comments only show the suggested changes in a worksheet which the user can accept or reject as required. The comments are temporary and can be edited or deleted from the sheet. These refrain the user from making any kind of permanent changes in sheet.

Ans.16. Online transaction is a payment method in which money is transferred electronically over the Internet. It is also known as e-payment.

Ans.17. A. After reviewing, the sheets can be brought together by merging them.

B. To merge the sheets, click on Edit '!' Changes '!' Merge Document.

C. The merging of sheets is useful in situations when data is split into multiple sheets or multiple reviewers have given edited documents. The data from these sheets are then required to put together into a single worksheet which is accomplished by merging the sheets. D. By default, Calc provides three worksheets in a workbook.

Ans.18. (A) She can use Crop feature of word processor to remove that unwanted part from the image.

(B) The drawing objects can be combined together by grouping. This feature will treat all the separate objects as one and whatever functions are performed will be applied on all of them.

(C) Text Wrap feature can be used to keep the image between the text. The text is placed around the image.



(D) An anchor is a symbol that appears when image or any other object is inserted in the document. It is a reference point for the vertical and horizontal placement of images.

Ans.19. (A) There are four fields and four records in the table.

(B) (i) `SELECT ITEMNAME FROM ITEMS WHERE QUANTITY < 30;`

(ii) `UPDATE ITEMS SET PRICE = PRICE + 0.5 * PRICE;`

(iii) `INSERT INTO ITEMS VALUES (1290456, Glucose Biscuit, 15.00, 40);`

Ans.20. A. There are three methods to create table in OpenOffice Base These are

(a) Using Table wizard

(b) Using Datasheet view

(c) Using Design view.

B. Database is a collection of interrelated tables whereas a table is a component of database that consists of all the information and data organized in rows and columns.

C. The absence of value or an unknown value in a field is called Null value.

D. A field which uniquely identifies each record in a table is called a primary key. For e.g. Book ID, Product_No, etc.

Ans.21. (A) While chatting with people using any instant messenger, one should follow some basic rules and etiquettes for chatting. Some of them are as follows

- Start your conversation with small greeting.
- Keep your messages short and sweet
- Use of Caps Lock should be avoided as it is equivalent to shouting.
- Always end your conversation with short closing message, *e.g.*, bye, take care etc.

[Note : Write any 2 points]

(B) Instant messaging apps that can be used by them are WhatsApp, Facebook Messenger, Google Hangouts, Slack.

(C) Apart from computers they would require a webcam, microphone, speaker and headphone for Video Conferencing.

(D) Email can be used to send messages and files in form of attachments, over the Internet.