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CLASS – 10 IT : SAMPLE PAPER – 5

Max. Time: 2 Hours

Max. Marks: 50

Q.1. Answer any 4 out of the given 6 questions on Employability Skills.

(1 × 4 = 4 Marks)

(i) Self management skills refers to
   (a) Controlling your happiness.
   (b) Managing your belongings.
   (c) Controlling your anger.
   (d) Motivating oneself and setting goals.

(ii) Which of the following is not a role of an entrepreneur?
   (a) Team building
   (b) Avoiding risks
   (c) Cashflow management
   (d) Decision making

(iii) …....……... is not a step of computer maintenance.
   (a) Cleaning dust
   (b) Copying files from hard drive to pen drive.
   (c) Removing junk files
   (d) Updating software

(iv) Punishment is a …………….. type of self motivation.
   (a) Extrinsic
   (b) Intrinsic
   (c) Both (a) and (b)
   (d) None of these

(v) Linux is an example of
   (a) Operating system
   (b) DBMS
   (c) Antivirus
   (d) Word processor

(vi) Which of the following statement is incorrect about the impact of an entrepreneur in the society?
   (a) Entrepreneurship creates jobs.
   (b) The price of the product goes high.
   (c) Contribute growth to overall economy.
   (d) None of these

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

(1 × 5 = 5 Marks)

(i) ………………….. is not a type of style in word processor.
   (a) Text style
   (b) Character style
   (c) Paragraph style
   (d) Frame style

(ii) Aradhya wants to invest some money. Her financial advisor has suggested some investment plans. She wants to check what return she would get from all the suggested plans. Which of the following What-If analysis can help her to accomplish the task?

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(a) Scenario

(b) Goal Seek

(c) Solver

(d) All of these

(iii) Each record in a database is made up of ……………. .

(a) Tables

(b) Fields

(c) Criteria

(d) Forms

(iv) ……………. configures the Windows 10 Accessibility options.

(a) Start menu

(b) Ease of Access

(c) Role Explorer

(d) All Programs

(v) Which of the following is not an advantage of a blog?

(a) It enables to write your thoughts.

(b) Available to everyone.

(c) Quick to add and update new posts.

(d) People can leave comments on blogs.

(vi) Cropping means the area from an image.

(a) Adding

(b) Removing

(c) Enhancing

(d) Grouping

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

(i) To create figure and shapes in a document ……………….. feature of word processor is used.

(a) Images

(b) Drawing objects

(c) WordArt

(d) ClipArt

(ii) In a spreadsheet the cell reference from B5 to E15 will be represented as

(a) B5-E15

(b) B5:E15

(c) B5;E15

(d) B5=E15

(iii) ……………….. is a shortcut key to create a new database.

(a) Ctrl + O

(b) Ctrl + N

(c) Ctrl + E

(d) Ctrl + D

(iv) ……………….. helps to keep the Ctrl , Shift and Alt keys pressed until next key is pressed.

(a) Toggle keys

(b) Sticky keys

(c) Function keys

(d) Filter keys

(v) A query consists of ……………….. .

(a) Condition

(b) Reid

(c) Value

(d) All of these

(vi) Digital order and digital receipt are a part of ……………….. .

(a) E-ticketing

(b) Online transaction

(c) Both (a) and (b)

(d) None of these

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(1 × 5 = 5 Marks)

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

(i) In Mail Merge, the main document consists of

(a) Letter only   (b) Letter and fields

(c) Addresses and fields   (d) Reids only

(ii) Rajendra is an office assistant in a school He maintains the records of students in a spreadsheet He wants every class teacher to check the records of students their own class. He also wants to know the changes made by teachers. Which feature' of the spreadsheet can help him to accomplish the task?

(a) Linking   (b) Macro

(c) Review changes   (d) Track Changes

(iii) key in a database is used to link tables together.

(a) Foreign   (b) Primary

(c) Short cut   (d) Relational

(iv) In Calc, the field for subtotal is specified through ………………….. option.

(a) Group By   (b) Subtotal

(c) Solver   (d) Scenario

(v) Select the incorrect statement about Alternate key.

(a) It has unique value.

(b) It is not selected as Primary key.

(c) It is the other name given to the primary key.

(d) None of these

(vi) A page hosted on Internet is called

(a) Web site   (b) Web client

(c) Web page   (d) Home page

Q.5. **Answer any 5 out of the given 6 questions.**   **(1 × 5 = 5 Marks)**

(i) Kavita wants to apply for a job. She needs a resume to submit in different companies. She knows what to write in a resume but does not know how to format it Which of the following features of a word processor can help her for the same?

(a) Style   (b) Template

(c) Table of contents   (d) None of these

(ii) Which of the following is not an advantage of macros?

(a) Automates repetitive keystrokes.

(b) Reduces the possibility of human error.

(c) Reduces time spent in repetitive tasks.

(d) Makes tasks complex.

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(iii) To specify a condition of Bal_Stock between 25 and 50 the Criterion row in Query Design View should contain:

(a) > = 25 and < = 50

(b) > = 50 and < = 25

(c) > = 25 and < = 50 in the column BaL Stock

(d) Between 25 and 50 in the column Bal_Stock

(iv) In the office of a finance company there are 7 computers. They all are connected to a network. These computers act as server as per the need. Which type of network is established there?

(a) Peer-to-peer network

(b) Client Server Network

(c) Common Network

(d) Metropolitan Area Network

(v) Forms shows ……………….. records at a time.

(a) 1

(b) 2

(c) 3

(d) As many as you want.

(vi) State whether true or false. In Calc, a sheet can be added only from Insert menu.

(a) True

(b) False

SECTION B
SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 Marks)
Answer each question in 20 – 30 words.

Q.6. Explain innovation as the characteristic of an Entrepreneur.

Q.7. What does 'S' stands for in SMART goals? Explain.

Q.8. How can you manage emotional intelligence?

Q.9. How does an entrepreneur benefit a society?

Q.10. Write the steps that takes place when starting a computer.

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

Q.11. Explain the meaning of hierarchy of headings.

Q.12. Why multiple sheets are used in a workbook?

Q.13. Write some of the advantages of databases?

Q.14. Define the following terms:

(a) Web client

(b) web portal

Q.15. List some of the disadvantages of blogs.

Q.16. Differentiate between goal seek and solver.

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> **Answer any 3 out of the given 5 questions in**
> **50-80 words each (4 × 3 = 12 Marks)**

Q.17. Shanaya is a teacher in a school. She use to create marks lists of all the students in her diary. But this time she wants to create the marks lists in a spreadsheet.

(A) How can Spreadsheet help her? Enlist any two points.

(B) List any two disadvantages of Spreadsheet

(C) She wants to rename the sheets with class name on them. Give her the easiest option to rename the sheets.

(D) She started teaching one more class. How can she add one more sheet for her new class?

Q.18. Priyanka works as an editor in leading magazine office. A magazine usually contains more than 100 pages. : to change the indentation and font size of all the paragraphs, fonts and colour of all headings in complete magazine.

(A) Explain the feature of word processor she should use to get this work done easily.

(B) What are the various categories of this feature?

(C) Mention any two advantages of this tool

(D) What is template?

Q.19. Following table displays a part of information of Menu items in a restaurant. Table: Items

Item-No	Item Name	Price
110	Cold Drink	45
112	Tea	25
115	Coffee	75

(A) Which of the given fields can be set as a Primary key and why?

(B) Write SQL queries to:

(*i*) Display the price of Cold Drink

(*ii*) Add a new record with details ("116", "Cold Coffee", "115")

(*iii*) Change the price of all items by adding Rs. 25 to each.

Q.20. Amit Kohli is an owner of a Call Center. He wants to store a huge amount of information about all his employees and clients in a database.

(A) Which type of table organisation would be most suitable for this purpose?

(B) What is the difference between both types of data organisation?

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(C) Mention any two advantages of database software.

(D) Name the software used to work on databases.

Q.21. Rajat and Saksham are friends from school time and they are still in contact with each other. They often message each other or chat whenever one finds the other one online.

(A) What is instant messaging?

(B) Name of the commonly used applications used for instant messaging.

(C) Mention any two key features of instant messaging.

(D) Write any one difference between email and instant messaging.