



CLASS – 10 IT : SAMPLE PAPER – 4

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) Yoga is one of the popular stress management techniques because.
 - (a) It keeps mind and body healthy
 - (b) Improves personality
 - (c) Make us feel fit
 - (d) All of these
- (ii) Kritika has participated in Inter School Debate Competition. The topic of debate will be given 30 minutes before the competition. She is tensed and worried. Which of the following best describes these emotions?
 - (a) Stress
 - (b) Harassment
 - (c) Demotivation
 - (d) All of these
- (iii) Surya Pratap works as Office Manager in a leading construction company. He manages all the documentation of the office. He is creating a tender for a contract For writing quotations, he is taking reference from an old file. He wants to copy text from that file. Which of the following shortcut keys should he use?
 - (a) Ctrl + X
 - (b) Ctrl + V
 - (c) Ctrl + C
 - (d) Ctrl + Y
- (iv) Rohit works as an App developer for an IT company but now he wants to work for himself. He has created a team to achieve his goals. Help him by suggesting which of the following initiatives have been taken by the Govt of India to encourage such entrepreneurship?
 - (a) Jan Dhan Yojna
 - (b) Make in India
 - (c) Digital India
 - (d) Startup India
- (v) GUI stands for
 - (a) Graphic User Interface
 - (b) Graphical User Interface
 - (c) Graphic User Interaction
 - (d) Graphical User Interaction
- (vi) Which of the following is an idea of self-employment?
 - (a) Teaching in a School
 - (b) Owning a Shoe Business
 - (c) Cooking in a Restaurant
 - (d) Marketing of a Product

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

(1 × 5 = 5 Marks)

- (i) 'App Solutions', an IT based company, wants to conduct an interview for the position of System Analyst. For this purpose, the company has already received a number of resumes.



Now the company wants to send interview letters to all the candidates with different names and addresses. To accomplish the task company should use feature of Word Processor.

- (a) E-mail (b) Tables
(c) Mail Merge (d) All of these

(ii) allows you to test out various scenarios and determine a range of possible outcomes.

- (a) Data consolidation (b) Goal seek
(c) Track Changes (d) What-If Analysis

(iii) Sahil is designing a database for storing records of students in a school. He has created two tables one for the personal details of students and another to store their fee records. He wants to keep a common field in both the tables to identify the records uniquely. That field should be declared as

- (a) Composite primary (b) Primary
(c) Alternate (d) Foreign

(iv) Data consolidation allows you to combine data from worksheet to single worksheet.

- (a) 2 (b) 3
(c) 4 (d) Multiple

(v) Which of the following sign or symbol is used in secured sites?

- (a) HTTP (b) Padlock sign
(c) FTP (d) Cross sign

(vi) Commands that allow you to make permanent changes in the database are called

- (a) DDL commands (b) TCL commands
(c) DML commands (d) All of these

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

(i) is a named collection of various formatting features.

- (a) Group (b) Ribbon
(c) Style (d) Tab

(ii) Collecting and integrating data from multiple resources into a single destination is called

- (a) Grouping (b) Sorting
(c) Consolidating (d) Merging

(iii) Kavita has been working on a Project. She is creating a Project report in a word processor. The report consists of various headings and sub headings. The report is quite a large document with more than 100 pages in it. She wants that there should be a way to reach to



a particular heading or sub heading directly. Which of the following features of Word processor can be used to accomplish the task?

- (a) Table of Contents (b) Macros
(c) Lists (d) Styles
- (iv) Database servers are referred to as
(a) Data-ends (b) Front-ends
(c) Data-models (d) Back-ends
- (v) Which of the following software is appropriate to store records of employees?
(a) Open Office Calc (b) Open Office Base
(c) Open Office Writer (d) Open Office Impress
- (vi) Sukanya works in Bangalore and her mother lives all alone in Jaipur. During office hours she talks to her mother via texting using an Instant messenger. Which of the following applications you would not suggest for Instant messaging?
(a) Google hangouts (b) Facebook
(c) Skype (d) Telegram

Q.4. Answer any 5 out of the given 6 questions. (1 × 5 = 5 Marks)

- (i) Technique used to remove an unwanted area from an image is called
(a) Grouping (b) Ungrouping
(c) Cropping (d) Deleting
- (ii) The amount of data that a signal can carry is called
(a) WiFi (b) Bandwidth
(c) Megabits (d) Gigabits
- (iii) Satya Tripathi has started a travel agency which offers train and flight bookings along with hotel reservations. He has 4 employees each having a PC to do the task. He wants to create a network which should have a server. Which of the following network should he set up?
(a) Peer-to-Peer (b) MAN
(c) WAN (d) Client/Server
- (iv) Kamal has created a worksheet where he has added the details of all products in his grocery shop. He told his accountant to go through the worksheet and make necessary changes if required. In addition he also wants to know the changes done by his accountant. Which of the following features of spreadsheet should he use to see the changes made by his accountant?
(a) Review changes (b) Macros
(c) Track changes (d) Find and replace
- (v) The arrangement of records in an order is called
(a) Sorting (b) Indexing
(c) Filtering (d) Query



(vi) In Excel can be used to create a hyperlink inside a worksheet.

(a) Insert → Link

(b) File → New → Link

(c) Home → Insert → Link

(d) All of these

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

(1 × 5 = 5 Marks)

(i) Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish the task efficiently?

(a) Drawing/Shapes

(b) Symbols

(c) Pictures

(d) All of these

(ii) Which of the following device is used in network to convert digital signals of computer to analog signals and vice-versa?

(a) Router

(b) Modem

(c) Switch

(d) Hub

(iii) Hardik works as an accountant in a company. He maintains account in a spreadsheet. On everyday basis he has to follow certain actions on the worksheet. Which of the following feature of spreadsheet you would suggest him, through which he can perform these steps quickly and without repeating them?

(a) Macro

(b) Linking

(c) Sharing

(d) Function

(iv) Which of the following is/are functions of report?

(a) It summarizes and prints data

(b) It enables user to enter, view and edit data

(c) It filters data on basis of criteria

(d) All of these

(v) Maria International School has created a database of students. The table Student consists of fields like AdmissionNo, RollNo, Name, Address, PhoneNo. Another table namely Marks consists of academic records of students in the fields RollNo, Marks1, Marks2, Marks3, Marks4, Marks5. To print the report card, data will be taken from both the tables as the records in both the tables are related to RollNo. What type of relationship exist between the tables Student and Marks?

(a) One to One

(b) One to Many

(c) Many to One

(d) Many to Many

(vi) In today's World, we cannot think of our lives without the internet for a single day. We provide our sensitive information like personal and financial information to many of the sites. Which of the following measures should be taken to ensure security?

(a) Keep a strong password

(b) Ensure the confidentiality of information

(c) Practice safety measures online

(d) All of these

SECTION B

SUBJECTIVE TYPE QUESTIONS

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

- Q.6. Explain any two principles of effective communication.
- Q.7. Self-Management plays a decisive role in personal and professional life. What do you understand by self-management?
- Q.8. How is entrepreneurship important in creating jobs?
- Q.9. What are the general things to be taken care of while physical cleaning of the computer?
- Q.10. Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.

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

- Q.11. Why Styles are important in Word processors?
- Q.12. Differentiate between field and record in a table.
- Q.13. What is document hyperlink in a spreadsheet?
- Q.14. How is LAN different from WAN?
- Q.15. Discuss the purpose of adding comments in a worksheet.
- Q.16. Define online transaction. What is the other name given to it?

Answer any 3 out of the given 5 questions in
50-80 words each ($4 \times 3 = 12$ Marks)

- Q.17. Rohit works for a Shoe company. He manages their sale and purchase records on a spreadsheet. He wants his team to review the records. As the file was too large he split it into parts and assigned each part of the sheet to his team members.
- (A) How can Rohit bring these sheets together?
- (B) Which command in Calc will he use for that?
- (C) How is the feature used by Rohit useful?
- (D) How many worksheets by default are provided in a workbook in Calc?
- Q.18. Suhana is creating a brochure for a school fair. She added picture in the brochure which contains some unwanted part.
- (A) What can be done to remove that part from the picture?
- (B) There are few drawing objects on that brochure on which she wants to perform some common actions. How can she do it easily and quickly?
- (C) How can she keep the image between the text?
- (D) What is anchor point?



Q.19. Following table displays part of the information of Price items kept in a grocery store.

Item Code	Item Name	Price	Quantity
101246	Tomato Puree	50.55	20
105462	Sweet Corn	120.75	35
110645	Cashew	250.00	15
149032	Noodles	15.00	330

- (A) How many fields and records are there in Items table?
(B) Write SQL commands to:
(i) Display the names of those items whose quantity is less than 30.
(ii) Update the price of all items in the given table by 5%.
(iii) Add a new item in the table with given details ("1290456", "Glucose Biscuit", "15.00", "40")
- Q.20. 'Bookomenia' is a public library. The librarian there wants to keep records of books with their Id's, names, publishing house, price etc. in a database program. Solve the following queries to help them understand the concept of databases.
(A) What are the different methods that are used to create tables in Base?
(B) Write any one difference between a Table and a Database.
(C) Explain Null value.
(D) Explain primary key.
- Q.21. Rahul and Amit are working on a school project assigned to them by their teacher. They have to send instant messages to each other and also do video conferencing after school hours in order to complete the project on time.
(A) Discuss any two rules or etiquettes for chatting.
(B) Suggest any 4 good instant messaging software that they can use.
(C) Apart from computers, list 4 hardware that Rahul and Amit need for videoconferencing.
(D) Which other online service they can use to send messages and files both?