

**CLASS – 10 IT : MARKING SCHEME SAMPLE PAPER – 2****SECTION-A : OBJECTIVE TYPE QUESTIONS**

- Ans.1. (i) (a) Inseparable (ii) (b) self regulation  
(iii) (b) Adware (iv) (a) notification area  
(v) (a) Bad (vi) (c) Self-motivation
- Ans.2. (i) (c) Firefox (ii) (b) evacuation  
(iii) (d) modem (iv) (a) Client server  
(v) (b) word press (vi) (a) Anti-virus
- Ans.3. (i) (c) Ctrl + P (ii) (a) Text wrapping  
(iii) (c) Format (iv) (d) cell  
(v) (d) = (vi) (a) drawing/shapes
- Ans.4. (i) (d) All of these (ii) (c) Formula  
(iii) (a) Tools  
(iv) (c) both (a) and (b)  
(v) (b) Column  
(vi) (c) Both (a) and (b)
- Ans.5. (i) (a) Primary Key  
(ii) (b) Local Area Network  
(iii) (c) 4 (iv) (d) Database Servers  
(v) (b) 4 Bytes (vi) (a) Field

**SECTION-B : SUBJECTIVE TYPE QUESTIONS**

- Ans.6. The various elements of a communication cycle are:  
**Sender** : the person beginning the communication.  
**Message** : the information that the sender wants to convey.  
**Channel** : the means by which the information is sent.  
**Receiver** : the person to whom the message is sent.  
**Feedback** : the receiver's acknowledgement and response to the message.
- Ans.7. Goal setting is a very essential factor in your life. The SMART GOALS are–  
S – Specific  
M – Measurable  
A – Achievable (Breaking down big goals into smaller parts will make the goal achievable)  
R – Realistic T – Time bound



- Ans.8.** Sustainable development can happen only when each one of us works towards it. One has to become a responsible environment citizen who can protect the environment through our efforts, who can help others to get quality education, by reducing inequalities in the society etc.
- Ans.9.** Self motivation is a factor that develops an inner urge to do something, achieve goals without any external pressure in an individual. It is an inbuilt life skill and may be developed further as per requirement of an individual. Self motivation can be developed by–
- Being positive and having positive attitude towards life.
  - Looking into past experiences where you have achieved success
- Ans.10.** Cultural barriers arise due to ethnic, religious and social differences which often create misunderstandings during the process of communication. These differences can also affect ones perception and create confusion while understanding the message. For overcoming cultural barriers both the parties involved in the communication must get familiar to each other's culture and respect their culture, religion and ethics.
- Ans.11.** An absolute hyperlink will stop working only if the target is moved. A relative hyperlink will stop working only if the source and target locations change relative to each other. Suppose, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break a link.
- Ans.12.** Online shopping is a form of e-commerce (Electronic commerce) where customers can buy or sell goods over the internet. Customers need to have an active internet connection for giving goods or services offered by seller, customers can pay online using a credit/debit card or by internet banking. These transactions are called online transactions.
- Online shopping could be useful in situations when–
- Customer does not have sufficient time to visit the store.
  - Visiting a store is more expensive than purchasing a product online.
  - A product or service that is not available in the local market but is available online.
- Ans.13.** (a) Document Template  
(b) Mail Merge
- Ans.14.** (a) **Web Server** – It is a computer that stores websites and their related files and other computers connected to it through internet can access these files.  
(b) **Dial-up** – This kind of internet access uses the facilities of the Public Switched Telephone Network (PSTN) to establish a connection to an ISP for accessing internet. Dial up connections are extremely slow so hardly used now a days.
- Ans.15.** The workstation should–
- Provide sufficient space for the user to alter position comfortably.
  - Provide adequate lighting.
  - Have windows fitted with adjustable covering to alter the sunlight level.
  - Be spacious enough when workstation is shared by more than one person.

- A dialogue box will appear as shown in the figure.
- Check the option “Share this spreadsheet with other users” available at the top of the dialogue box.
- Click OK.

### SAMPLE QUESTION PAPER-3

#### SECTION-A : OBJECTIVE TYPE QUESTIONS

- Ans.1. (i) (c) multi-user (ii) (c) Yoga  
(iii) (b) Entrepreneur should not think optimistically about the future of the business  
(iv) (b) %temp%  
(v) (a) Dependent  
(vi) (d) Discourages welfare of the society
- Ans.2. (i) (a) Sticky (ii) (a) Filtering  
(iii) (b) Open Office Writer (iv) (a) Sheet1  
(v) (c) Keep ratio  
(vi) (b) Data Redundancy
- Ans.3. (i) (b) Anchoring (ii) (d) Length  
(iii) (a) SoundSentry (iv) (b) False  
(v) (a) Comments (vi) (b) value
- Ans.4. (i) (d) both (a) and (b) (ii) (d) Table of Content  
(iii) (d) 50 (iv) (d) less sleep  
(v) (b) Internet (vi) (a) Cell Reference
- Ans.5. (i) (b) Design view  
(ii) (c) Bharat Sanchar Nigam Limited  
(iii) (b) Data Consolidation  
(iv) (a) Flat File  
(v) (b) 10  
(vi) (d) P2P

#### SECTION-B : SUBJECTIVE TYPE QUESTIONS

- Ans.6. The advantages of the ability to Work Independently:
- Ensures greater learning.
  - Individuals feel more empowered and responsible.
  - It provides flexibility to choose and define working hours and working mechanisms.
  - Failure and success of the task assigned are accounted by individuals.
  - Individuals become assets to organizations, groups and nations at large.
  - It ensures creativity and satisfaction amongst individuals.



Ans.16. To insert an image in the document follow the given steps–

- Click in the document where you want the image to appear.
- Choose Insert > Image from the Menu Bar.
- In the Insert Image dialogue box as shown in the figure given below, navigate to the file to be inserted then select it and click on Open.
- At the bottom of the dialogue box there is an option called Link. Select Link for inserting the image into your document as a link.

Ans.17. She can use Table feature for making the course of the subject Chemistry. The steps to insert a table are as follows –

- Position the insertion point where you want the table to appear.
- Choose Table > Insert Table option. This will display the Insert Table dialogue box.
- Enter the number of rows and columns for the table in the Number of Columns and the Number of Rows boxes.
- Click on Insert, the table will be created with the columns and rows specified.

Ans.18. (a) **Goal Seek** – Goal seek is one of the powerful feature of LibreOffice Calc. It is a feature which reverses the usual order for a formula that is we run a formula to get the result with certain arguments whereas with Goal seek we work with the output to see what values were used to get the result.

(b) **Scenarios** – Scenarios is a set of values that can be used within your calculations. You can assign a name to every scenario in your sheet. Several scenarios can be defined in a single sheet with different names and different cell values.

Scenarios are basically a tool to test “what if” questions and a defined scenario is named, can be edited and formatted separately. Once defined, it can be chosen from a dropdown list in the Navigator or the Title bar of the Scenarios.

Ans.19. **DBMS** – Database Management System is a computerized record keeping system that enables to create, store, modify, and extract information from a database. A database is a structured collection of data stored in computer memory using tables, records and fields so that users with the help of various applications can easily add, delete, edit, search and manipulate the data.

**Advantages of DBMS are –**

Database and its components can be created and modified as per requirement.

Minimal data repetition to increase data inconsistency.

Ans.20. (a) =SUM(C2:E2)

(b) =AVERAGE(C2:E2)

(c) =MAX(C2:C6)

(d) =MIN(D2:D6)

Ans.21. The steps to share the spreadsheet are as follows–

Open a spreadsheet to be shared and place it on network location so that multiple users can use it simultaneously.

- Click on Tools > Share Spreadsheet in the menu bar.