CBSE – DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE 402)

Sample Question Paper with Marking Scheme

Class X (Session 2019–2020)

Time: 2 Hours   **Max. Marks: 50**

General Instructions:

1. *This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.*
2. *Part A: Employability Skills (10 Marks)*
    i. *Answer any 4 questions out of the given 6 questions of 1 mark each.*
    ii. *Answer any 3 questions out of the given 5 questions of 2 marks each.*
3. *Part B: Subject Skills (40 Marks):*
    i. *Answer any 10 questions out of the given 12 questions of 1 mark each.*
    ii. *Answer any 4 questions from the given 6 questions of 2 marks each.*
    iii. *Answer any 4 questions from the given 6 questions of 3 marks each.*
    iv. *Answer any 2 questions from the given 4 questions of 5 marks each.*
4. ***This question paper contains 39 questions out of which 27 questions are to be answered.***
5. *All questions of a particular part/section must be attempted in the correct order.*
6. *The maximum time allowed is 2 hrs.*

PART A: EMPLOYABILITY SKILLS (10 MARKS)

Answer any 4 questions out of the given 6 questions of 1 mark each:

1.	Use of abbreviations in a communication leads to misinterpretation of messages is an example of _____ barriers. Answer – Language	**(1)**
2.	Vacationing helps in _____individuals. Answer – de-stressing	**(1)**
3.	_____ serves as an interface between the user and computer. Answer - Operating System	**(1)**
4.	An _____ is a person who establishes a business or a venture that generates some value to the customer and proves to be profitable for him. Answer – Entrepreneur	**(1)**

5.	An economy is called Green economy when it is based on the principles of _____.	**(1)**
	Answer- sustainable development	
6.	Physical exercise in the form of _____, _____to relieve stress as they stabilize mood, improve self-esteem and induce sleep.	**(1)**
	Answer – walking, skipping	

Answer any 3 questions out of the given 5 questions of 2 marks each:

7.	Explain any two 7Cs of Communication.	**(2)**
	Answer: The 7Cs of Communication provide a checklist for making sure that your meetings, emails, conference calls, reports, and presentations are well constructed and clear –so your audience gets your message.	

1. **Be Clear** - Begin every message by asking the question, "What is the purpose of this communication?" This will enable you to make the objective of your communication clear to the recipient. Clarity is also about avoiding the use of complex words, sentences, and fuzzy language. It is important that you clearly communicate the intended information to the recipient. You must be able to explain a concept several ways and answer clarifying questions about the topic.

2. **Be concise -** Make your message brief and to the point. To help make your communications more concise, avoid going over the same point several times, and avoid the use of filler words, sentences, and over wordy expressions.

3. **Be Concrete -** Concrete communication is about being specific and clear rather than vague, obscure, and general. To be more concrete use sentences that cannot be misinterpreted. Include supporting facts and figures to underscore your message, but don't allow anything that detracts from the focus of your message.

4. **Be Correct** - Incorrect information doesn't help anyone and it does your credibility no good. Ensure that: Your message is typo-free; your facts and figures are correct and you are using the right level of language. Being correct first time will both save you time and boost your credibility. A correct message will also have a greater impact on the recipient than an incorrect one.

5. **Be Coherent** - Does your message make sense? Does it flow logically from one sentence to the next? To ensure that your communication is coherent: Check that each sentence flows logically from one to the next and check that you haven't tried to cover too many points or been distracted by side issues.

6. **Be Complete** - Your message must contain all the necessary information to achieve the desired response. To ensure that your message is complete think about questions the receiver might think of as they receive your message. Address these questions. Ensure you have included a call to action so that your audience knows exactly what you expect them to do next.

7. **Be Courteous** - Be polite. You're more likely to get what you want from your communication if you are courteous, as courtesy builds goodwill. Check that your message is polite, shows respect for the feelings of the receiver, and is tactful. Make your message brief and to the point.

(Any two can be explained)

8.	How many origins can have stress causal?	(2)
	Answer: Mental, Physical, Social, Financial.	

9.	Write down the steps to create a folder in C drive with your name.
	Answer:
	  1) Double-click the **Computer icon**.
	
	  2) Double click on C drive in which we have to create a folder.
	
	  3) Right-click anywhere in the blank area of the right column. A shortcut menu
	
	    appears. Select **New → Folder** from the shortcut menu.
	
	  1) A new folder is created with name **New Folder** highlighted and then type a name
	
	    for the folder. Press Enter key.
		(2)

10.	What are the myths about Entrepreneurship? Explain any two
	Answer- The myths about Entrepreneurship are:
	    1. Entrepreneurs are high risk takers.
	      They are neither high nor low risk – takers. They always prefer situations which lead to generating profits.
	    2. Entrepreneurs become rich as they start a new business.
	      Starting a business does not mean that person will become rich overnight. A new business always needs a span of year or two to become successful.
	    3. Entrepreneurs are Job hoppers.
	      They are not job hoppers. They are the ones who create job opportunities for the people. They work for many years and gain experience before starting any new venture.
	    4. Entrepreneurs have limited dedication
	      Dedication is the key to success. An entrepreneur can never be successful unless he is dedicated towards his work.
	
	(Any other related myth)
		(2)

11.	List down any four factors causing ecological imbalance.
	  Answer- (any four of the following)
	        a. Destruction of forests
	        b. Industrialization
	        c. Urbanization
	        d. Large scale use of pesticides
	        e. Overgrazing
		(2)

PART B: SUBJECT SKILLS (40 MARKS)

Answer any 10 questions out of the given 12 questions:

12.	_____is an accessibility function that tells the keyboard to ignore brief or repeated keystrokes, making typing easier for people with hand tremors. Ans FilterKeys	(1)

13.	Define DSL. Ans **DSL:** Digital subscriber line (DSL) provide Internet access by transmitting digital data over wires of a local telephone network.	**(1)**
14.	_____are text or image included at the bottom of the page and may repeat in all pages of the document. Ans Footers	**(1)**

15.	Symbol option is available under _____ group in the Insert Tab in word document.
	
	    a. Illustrations
	    b. Symbols
	    c. Media
	    d. Text
	
	Ans Symbols
		(1)

16.	_____ feature is used to extract the data using some conditions on columns. Ans Filter	**(1)**
17.	A _____ is a graphical representation of data, in which the data is represented by symbols, such as bars. Ans Chart	**(1)**

18.	A _____ is the visual motion when one slide changes to the next during a presentation.
	    a. Slide transition
	    b. Animation
	    c. Sound
	    d. Movie Clip
	
	Ans Slide transition
		(1)

19.	_____ helps to move, rotate or resize multiple objects in a presentation.
	
	    a. Grouping
	    b. Charts
	    c. Table
	    d. Movie clip
	
	Ans Grouping
		(1)

20.	_____statement is used to retrieve records in a database. a) Alter b) Update c) Select d) Create Ans Select	**(1)**

21.	A _____ represents a single, data item in a table. a. Row b. Column c. Datatype d. Primary Key Ans Row	**(1)**
22.	You can categorize appointments in time management software by giving specific _____ to appointments. Ans Colors	**(1)**
23.	Define Journal Entry. Ans: A Journal entry creates a timeline of transactions that can be linked to a contact. A transaction might be an email, task, appointment etc.	**(1)**

Answer any 4 questions out of the given 6 questions of 2 marks each:

24.	State the purpose of creating a Blog. Ans : A blog is a discussion style site used by non-technical (and technical users) users for creating personal web pages. Blog is used to convey messages about events, announcements, news, reviews, etc. Blogs are usually managed using a web browser and this requires active internet connection.	**(2)**
25.	Differentiate between Page Break and Section Break options of a word document. Ans: A page break can be inserted anywhere in a document to force the end of a page and the beginning of a new one. A section break controls the formatting of the document content that precedes it, until it reaches another section break.	**(2)**
26.	Explain Conditional formatting with a help of suitable example. Ans : Conditional formatting allows to change the formatting (font color, border, shading) of the cells based on the values in it. One or more cells can be selected, and create rules (conditions) for when and how those cells are formatted. The conditions can be, based on the selected cell's contents, or based on the contents of another cell. For example Highlight the marks of the students who got marks greater than 80 with green colored text	**(2)**
27.	List the activities recorded under Journal entry. Ans : The following activities can be automatically recorded under Journal entry: • Emails Sent & Received • Telephone calls • Meeting requests & responses • Office documents you manage	**(2)**

28.	Differentiate between Flat File and Relational Database.	**(2)**
	Flat File: Data is stored in a single table. Usually suitable for less amount of data. **Relational Database**: Data is stored in multiple tables and the tables are linked using a common field. Relational is suitable for medium to large amount of data.	
29.	Mention two points stating the effective use of animation in a presentation. Ans: • It helps focus audience attention on information. • It controls the flow of information especially while explaining a diagram. • It reveals concepts one by one. (any two relevant points)	**(2)**

Answer any 4 questions out of the given 6 questions of 3 marks each:

30.	Sanya is working on Word document. She has inserted graphics and wants to use Wrap text with graphics. (i) Under which tab she can find text wrapping? (ii) List any two text wrapping options available in a word processing software. Ans: (i) Wrap *Text* option is available under **Text** section of the **Insert** Tab. (ii)Any two text wrapping options from following 1. In Line with text 2. Square 3. Through 4. Top and Bottom 5. Behind Text 6. In Front of text	**(1+2)**
31.	Explain any three character formatting options in a word document. Ans **Change Case** – It helps us to change the text case to capital letters or small letters. You can also capitalize each word in the sentence and capitalize the starting word of the sentence using Change Case under Font Group. **Font Face** It can be used to give Font Name in the Font group to select the particular font style from the fonts listed. **Text Highlight Colour**: This option can be used to change the background colour.	**(3)**
32.	State the purpose of creating Tables in a digital Presentation. Mention two ways to insert a table in a presentation. Ans: To represent the statistical data meaningfully Tables .It can be used to present text and numerical data. Data is shown in the grid format. Tables can be inserted in two ways • Using Insert tab • Using Title and Content Option	**(3)**

33.	Define the following: Table , Primary Key, Foreign Key Ans: Table: A table is a collection of related data held in a table format within a database. It consists of columns, and rows. Primary Key A primary key is a unique value that identifies a row in a table. For example, Student Table contains columns such as Admno, Name, DOB , Address, Phone and Admno can be considered as Primary Key Foreign Key: a **foreign key** is a field or a column that is used to establish a link between two tables. In simple words you can say that, a **foreign key** in one table used to point primary **key** in another table.	**(3)**

34.	Snehal works for an event management company. She has prepared a presentation and while setting up the Slide Show she is getting the following options, explain them briefly.
	     (i) Presented by a speaker
	     (ii) Browsed by an individual
	     (iii) Browsed at a Kiosk
	
	 Ans: (i) Presented by a speaker (full screen) option can be used if the presentation is to be made to an audience .
	   (ii) Browsed by an individual is used when the presentation is to be made to an individual
	   (iii) Browsed at a Kiosk is used when the presentation is to be given at Kiosk computer terminal.
		(3)

35.	What is DDL and DML? Give one example of each. **Ans: Data Definition Language (DDL)** A data definition language or data description language (DDL) is a standard for commands that define the different structures in a database. DDL statements create, modify, and remove database objects such as tables, indexes, and users. Example CREATE, ALTER, and DROP. **Data Manipulation Language (DML)** A data manipulation language (DML) is a language that enables users to access and manipulate data in a database. The goal is to provide efficient human interaction with the system. For Example Insert, Update, Delete and Select	**(1 ½ + 1 ½)**

Answer any 2 questions out of the given 4 questions of 5 marks each:

36.	Rohan's Grandfather was wondering that how does Rohan chat on web with his father posted in California, Elaborate the steps involved while transferring data over internet. **Ans Steps followed while transferring data are** • The data is broken up into bits of same sized pieces called packets. • A header is added to each packet explaining where the data has come from, where it should end up and where it fits in with the rest of the packets. Each packet is sent from computer to computer until it finds its destination. • Each computer on the way decides where next to send the packet. All packets may not take the same route. • At the destination, the packets are examined. If any packets are missing or damaged, a message is sent asking for them to be re-sent. This continues until all packets have been received intact. • The packets are now reassembled into their original form.	**(5)**

37.	Elaborate the five types of Views available in a spreadsheet.	(5)
	Ans. **Normal View**: The default view of the spreadsheet application is the Normal. It's a collection of cells arranged in the work area. **Page Layout**: It is to quickly fine tune a worksheet that contains many charts or huge amounts of data and achieve professional looking results. **Page Break Preview**: This option is similar to the Page Layout option except you can set the area that is to be set as a page after inserting page break. **Custom Views**: To view selected areas of a document the custom view option can be used. **Full Screen**: Selecting this option makes the workbook cover the entire screen. All tabs are hidden from view.	
38.	Write the points to be kept in mind to make an effective presentation for the audience (Mention any 5 Points). Ans. 1. Do prior research, know the topic and collect the material of what you will talk about. 2. Highlight key points that are necessary for the audience to remember. Keep the points as short as possible. 3. Avoid too much text Summarize the content as bullet points. Use simple language and limit the number of bullets to three or four per slide. 4. Limit the number of slides - On average, one slide per minute is recommended. 5. Fancy fonts must be avoided. 6. Keep slide color scheme consistent throughout the presentation. 7. Transitions and Animations must be used carefully to avoid distractions. 8. Use a slide design template to keep presentation look consistent.	(5)
39.	(a) Write a Query to create a Table with the following structure **Table Product**	(2+3)

Table Product

Field	Datatype
PID	Char(4)
Pname	Varchar(20)
Description	Varchar(40)
Price	Decimal

Ans: Create table Product
      (PID Char(4),
       Pname Varchar(20),
       Description Varchar(40),
       Price Decimal);

(b) Consider the following Vendor table and write the queries

Table Vendor

VendorID	VName	DateofRegistration	Location
V001	Mother Dairy	20-01-2009	Delhi
V002	Havmor	01-04-2015	Gujrat
V003	Amul	12-05-2012	Kolkata
V004	Kwality Walls	15-10-2013	Mumbai

(i) Write a Query to display all records
 Ans Select * from Vendor;

(ii) Write a Query to add a new row with the following details
    ('V005', 'Vadilal', '2010-03-20', 'Pune')
Ans Insert into Vendor values ('V005', 'Vadilal', '2010-03-20', 'Pune');

(iii) Write a query to modify the location of V003 from Kolkata to Gujrat
    Update Vendor
    Set location= 'Gujrat'
    Where location= 'Kolkata';