



**SAMPLE QUESTION PAPER - 3**  
**INFORMATION TECHNOLOGY (402)**  
**Marking Scheme for Class X (Session 2025-26)**

**Time Allowed: 2 Hours**

**Maximum Marks: 50**

**SECTION A: OBJECTIVE TYPE QUESTIONS**

<b>Q.1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (<math>1 \times 4 = 4</math> marks)</b>	
i.	b) Time management	1
ii.	d) Organisational	1
iii.	a) Salary hike	1
iv.	a) Opening a new cafe with unique recipes	1
v.	b) Quality Education	1
vi.	c) MS Office	1
<b>Q.2</b>	<b>Answer any 5 out of the given 6 questions (<math>1 \times 5 = 5</math> marks)</b>	
i.	b) F11	1
ii.	c) Track Changes	1
iii.	a) Insert → Indexes and Tables → Indexes and Tables	1
iv.	a) Insert → Picture → From File	1
v.	d) Keep Ratio	1
vi.	c) Fill format	1
<b>Q.3</b>	<b>Answer any 5 out of the given 6 questions (<math>1 \times 5 = 5</math> marks)</b>	
i.	b) Goal Seek	1
ii.	d) Consolidation	1
iii.	c) MAX()	1
iv.	d) \$A\$10	1
v.	a) Data>Group and Outline	1
vi.	c) Multiple Operations	1
<b>Q.4</b>	<b>Answer any 5 out of the given 6 questions (<math>1 \times 5 = 5</math> marks)</b>	
i.	d) Slide	1
ii.	c) Boolean	1
iii.	b) Form	1
iv.	c) It is not a part of the table	1
v.	a) Relational Data Model	1



vi.	b) VARCHAR(25)	1
<b>Q.5</b>	<b>Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>	
i.	d) Computer virus	1
ii.	b) Ergonomic hazard	1
iii.	c) Class C	1
iv.	d) Entertainment	1
v.	b) Check responsiveness and breathing	1
vi.	b) Use proper back support and correct posture	1

## SECTION B: SUBJECTIVE TYPE QUESTIONS

<b>Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 marks)</b> <b>Answer each question in 20 – 30 words.</b>		
<b>Q.6</b>	<p><b>Verbal communication</b> uses spoken or written words to share information.  <i>Example:</i> Talking to a friend or writing an email.</p> <p><b>Non-verbal communication</b> uses body language, gestures, facial expressions, or tone of voice.  <i>Example:</i> Smiling to show happiness or nodding to show agreement.</p>	2
<b>Q.7</b>	<p>Some qualities of a successful Entrepreneur are:</p> <ul style="list-style-type: none"> <li>• They are confident.</li> <li>• They keep trying new ideas in their business.</li> <li>• They are patient.</li> <li>• They are creative and think differently about business ideas.</li> <li>• They make decisions after thinking about them.</li> <li>• They do not give up when they face difficulty.</li> </ul>	2
<b>Q.8</b>	<p>Backing up data means to save the information present on your computer on another device, such as CD/DVD drives or hard disk.</p> <p>It is important for organisations to ensure business continuity and avoid problems for customers in case of system crashes or disasters.</p>	2
<b>Q.9</b>	<p>The two Tips for Practicing the Effective Time Management skills are:</p> <ul style="list-style-type: none"> <li>• Avoid delay or postponing any planned activity</li> <li>• Develop a 'NO DISTURBANCE ZONE', where you can sit and complete important tasks</li> <li>• Use waiting time productively</li> <li>• Prepare a 'To-do' list</li> <li>• Replace useless activities with productive activities</li> </ul>	2
<b>Q.10</b>	<p>Sustainable development is the development that satisfies the needs of the present without compromising the capacity of future generations, guaranteeing the balance between economic growth, care for the environment and social well-being.</p> <p><i>Example:</i> Using solar energy instead of coal to produce electricity.</p>	2

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 × 4 = 8 marks)		
Q.11	<p><b>Anchoring:</b> Anchoring decides the <b>reference point</b> for the image in the document. It ensures that the image remains linked with the chosen part of the text.</p> <p><b>Alignment:</b> Alignment decides the <b>positioning (left, right, centre, top, bottom, middle)</b> of the image with respect to the anchor.</p>	2
Q.12	<p>The two reasons why health, safety, and security programs or policies are important in the workplace:</p> <ul style="list-style-type: none"> <li>• It clearly indicates the company's commitment for their employee's health and safety;</li> <li>• It shows the performance of the business and the safety performance are compatible with each other;</li> <li>• It clearly states that the company is not only doing the business for profits but it is taking care of all its stakeholders.</li> <li>• The accountability of every one working for the company is outlined for the workplace health, safety and security;</li> <li>• Company can comply national policy on Occupational Health and Safety (OH&amp;S) of Government of India;</li> <li>• Injuries and illness of the employees is prevented through such policy.</li> </ul>	2
Q.13	<ul style="list-style-type: none"> <li>• Goal Seek</li> <li>• Scenarios</li> </ul>	2
Q.14	<p>Edit &gt; Track Changes &gt; Comment.</p> <p>This will open the Add comment window. Enter your comments.</p>	2
Q.15	<p>A query is a way to retrieve, filter, and display specific information from one or more tables in a database according to given conditions.</p> <p>We need a query to quickly search and retrieve specific data from large tables.</p>	2
Q.16	<p>Ergonomics is the science of designing and arranging the workplace, products, and systems to fit the people who use them. The goal is to improve comfort, efficiency, and safety by reducing the risk of injury and strain.</p> <p>Two benefits of applying ergonomics in the workplace:</p> <ol style="list-style-type: none"> <li>1. Improved Health and Reduced Risk of Injury.</li> <li>2. Increased Productivity.</li> </ol>	2
Answer any 3 out of the given 5 questions in 50 – 80 words each (4 × 3 = 12 marks)		
Q.17	<p>a) Sunita can use the <b>Drawing Toolbar</b> in LibreOffice Writer to insert shapes.</p> <ul style="list-style-type: none"> <li>• She needs to enable it by going to <b>View &gt; Toolbars &gt; Drawing</b>.</li> <li>• Then she can select tools like <b>Rectangle, Circle/Oval, Line, Arrow, Polygon</b> etc.</li> <li>• After selecting, she can <b>click and drag</b> on the document to draw the shape.</li> </ul> <p>b) The <b>Mosaic filter</b> in LibreOffice Writer joins a group of pixels into a single area of one colour, creating a mosaic-like effect on the image. It reduces detail and makes the picture look like it is made of coloured tiles.</p> <p>c) Grouping means <b>combining two or more drawing objects into a single unit</b>. After grouping, the objects behave as one, so moving, resizing, or formatting one will apply to all.</p>	4

	d) The <b>Drawing Object Properties toolbar</b> is used to modify and customise drawing objects. It allows changing <b>fill colour, line colour, line style, line width, text alignment, size, rotation</b> and other properties of shapes and drawings.	
<b>Q.18</b>	a) Share spreadsheet b) Record Changes c) Cell Reference d) Merge worksheet	4
<b>Q.19</b>	a) A relationship in a database is a connection between two or more tables that helps in retrieving related data from them. b) Each <i>student</i> has one unique <i>Admno</i> , and each <i>Admno</i> belongs to one student only. c) It is a set of rules that ensures consistency between related tables. It prevents invalid or orphan records by making sure that a foreign key value always matches an existing primary key value. d) A foreign key is a field in one table that refers to the primary key in another table. It establishes a link between the two tables and maintains referential integrity.	4
<b>Q.20</b>	Some general evacuation measures to follow during a fire alarm in an emergency situation are: <ul style="list-style-type: none"> <li>• Leave the premises immediately and start moving towards the nearest emergency exit.</li> <li>• Guide your colleagues to the emergency exits.</li> <li>• If possible, assist the person with disability to move towards the emergency exit.</li> <li>• You may carry your hand-held belongings, as you move towards the emergency exit. Do not come back to pick up your belongings unless the area is declared safe.</li> <li>• Do not use the escalators or elevators (lifts) to avoid overcrowding and getting trapped, in case there is a power failure. Use the stairs instead.</li> <li>• Go to the emergency assembly area. Check if any of your colleagues are missing and immediately inform the person concerned.</li> </ul>	4
<b>Q.21</b>	a) Database Management System. b) <i>BookID</i> (because it is unique for each record) c) <i>Integer</i> (since it stores whole numbers). d) Two different ways are: <ul style="list-style-type: none"> <li>i) Using Design View.</li> <li>ii) Using a Wizard.</li> </ul>	4