



**SAMPLE QUESTION PAPER-2**  
**Information Technology (402)**  
**Class X (Session 2025-26)**

**Time Allowed: 2 Hours**

**Maximum Marks: 50**

**General Instructions:**

1. Please read the instructions carefully.
2. This Question Paper consists of **21 questions** in two sections – Section A & Section B)
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A – OBJECTIVE TYPE QUESTIONS (24 MARKS):**
  - i. This section has 05 questions.
  - ii. Marks allotted are mentioned against each question/part.
  - iii. There is no negative marking.
  - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
  - i. This section contains 16 questions.
  - ii. A candidate has to do 10 questions.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.

**SECTION A: OBJECTIVE TYPE QUESTIONS**

<b>Q.1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 × 4 = 4 marks)</b>	
i.	Non-verbal communication involves the usage of- a) Body Postures b) Symbols c) Gestures d) All of these	1
ii.	Which of the following is a recommended way to manage stress at work? a) Engage in aggressive conflicts with colleagues b) Work longer hours without breaks c) Seek conflict resolution strategies with colleagues d) Avoid hobbies that promote relaxation	1



iii.	How can an antivirus protect your device? a) It can prevent data from getting corrupt b) It can backup data c) It can protect it from over heating d) It can increase its performance	1
iv.	State whether the following statement is a myth or reality- “Entrepreneurs are born a certain way” a) Reality b) Myth	1
v.	Which of the following is not a hindrance to sustainable development? a) Lack of awareness b) Luxurious lifestyle c) Both (a) & (b) d) None of these	1
vi.	Which of the following is a source of stress? a) Academic pressure b) Future uncertainty c) Peer relationship d) All of these	1
<b>Q.2 Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>		
i.	In LibreOffice Writer, which of the following graphic filter reduces the number of colours used in a picture to make it appear like a painting? a) Aging b) Solarization c) Mosaic d) Posterize	1
ii.	While adjusting the layout in LibreOffice Writer, which feature allows you to set a reference point for shapes and images to keep them positioned relative to the other content? a) Grouping b) Alignment c) Anchoring d) Layering	1
iii.	In Libre Office Calc, Solver is available under which of the following menu? a) Data b) Insert c) Tools d) View	1

iv.	Which of the following is an example for absolute cell referencing? a) \$A\$6 b) \$A c) A6 d) A\$	1
v.	To set a Default Template - a) File→Template→Manage b) Ctrl + Shift + N c) File →Wizard d) Both (a) & (b)	1
vi.	_____ is an accessibility function which is designed for people who have vision impairment or cognitive disabilities. a) Filter Keys b) Sound Sentry Key c) Toggle Keys d) Sticky Keys	1
<b>Q.3 Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>		
i.	_____ feature of Calc is used to test 'what-if' questions. a) Solver b) Goal seek c) Scenario d) Styles	1
ii.	Pris is editing a book and wants to change indentation of all paragraphs and change the font. Which feature should he use to make the work easy for all the titles in the book? a) Styles b) Template c) Table of content d) Consolidating	1
iii.	In a document, _____ refers to the vertical or horizontal placement of graphics in relation to the chosen anchor point. a) Arrangement b) Anchoring c) Alignment d) Text wrapping	1
iv.	Gil has inserted an image in a document. He wants to remove unwanted area of the image. Which option of the word processor he will use to complete the task? a) Crop b) Clip c) Trim d) Cut	1

v.	State whether True or False: “ Several users can access and edit shared workbook simultaneously ”. a) True b) False	1
vi.	_____ refers to the amount of data that a signal/circuit can carry. a) Data b) Megabits c) Bandwidth d) Gigabits	1
<b>Q.4</b>	<b>Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>	
i.	When you record a macro, its tasks/keystrokes are stored inside _____ and _____ clauses. a) Macro, End Macro b) Function, End Function c) Sub, End Sub d) Task, End Task	1
ii.	Which What-If Analysis tool would you use to solve the problem? You want to find out what interest rate you have to get in order to keep your monthly budget Rs. 12000/- a month. a) Goal Seek b) Scenario c) Solver d) None of these	1
iii.	Which kind of hazard can occur in IT industry? a) Chemical b) Biological c) Physical d) Ergonomic	1
iv.	Out of the following which one is most appropriate data field in context of employee table if only one of these is required? a) Age in years b) Date of Birth c) Age in days d) Age in months	1
v.	Avi wants to store a huge amount of information about his firm in a database. Which type of table organization would be most suitable for this purpose? a) Relational b) Flat file c) Both (a) & (b) d) Hierarchical	1

vi.	Which of the following statements are true about primary key in a database? a) It is a field that can have duplicate values. b) It uniquely identifies each record in a table. c) It can have null values. d) It is an optional field in a database table.	1
<b>Q.5</b>	<b>Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>	
i.	Which of the following fields would not make a suitable primary key? a) A customers account number b) A date field c) An AutoNumber Field d) A student admission number	1
ii.	Database servers are referred to as _____. a) Front-ends b) Back-ends c) Clients d) Model	1
iii.	To find a particular record or set of records in a database you would use a _____. a) Query b) Report c) Form d) Relationship	1
iv.	Which of these is not an IM (Instant Messaging) application? a) Skype b) Chrome c) Hangout d) Whatsapp	1
v.	Some common causes of office accidents include _____. a) Slipping, tripping, falling hazards b) Exposure to toxic substances c) Dangerous electric wiring d) All of these	1
vi.	In a situation where a small fire breaks out in the office, what should you use to address the emergency? a) A Blanket b) A Fire Extinguisher c) A Towel d) Baking Soda	1

## 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.**

<b>Q.6</b>	Write any four benefits of written communication over oral communication.	2
<b>Q.7</b>	Explain in brief about the two types of Self-Awareness.	2
<b>Q.8</b>	Differentiate between Device management and Memory management.	2
<b>Q.9</b>	Explain about any four qualities of an entrepreneur.	2
<b>Q.10</b>	Why has United Nations has made the 17 Sustainable Development Goals?	2

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

<b>Q.11</b>	What are the different image arrangement techniques used in Libre Office Writer?	2
<b>Q.12</b>	What points should be included in Fire Prevention Plan in the office?	2
<b>Q.13</b>	Describe about 'What if Analysis' and mention the different tools used for doing so.	2
<b>Q.14</b>	In a database, why is it important to create relationships between the tables?	2
<b>Q.15</b>	Differentiate between safety and security of an employee.	2
<b>Q.16</b>	What is document hyperlink?	2

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

<b>Q.17</b>	<p>A team of writers is collaborating on a report using a word processing software with a Track Changes feature. One writer creates the initial draft, which then needs to be reviewed and edited by the rest of the team.</p> <p>a) Why is the Track Changes feature essential for collaborative document editing?</p> <p>b) Which menu option can be used to access this feature?</p> <p>c) Can reviewers add comments?</p> <p>d) Once the changes are made by all the reviewers, who can accept or reject them?</p>	4
<b>Q.18</b>	<p>You have to calculate the average score of the students in their four practice tests of class-X. You have maintained the proper worksheet to keep all subject marks.</p> <p>a) Which tool in LibreOffice Calc can be used to solve the above question?</p> <p>b) Which function can be used to calculate the average?</p> <p>c) Which menu option is used to apply this tool?</p> <p>d) Mention any two more functions name that are present under this tool.</p>	4

<b>Q.19</b>	<p>Surin runs a small bookstore and wants to maintain an inventory of books. He needs to record information such as book titles, authors, ISBNs, publication dates, prices, and stock levels. However, he is not familiar with database management systems. Explain the following concepts to help him understand DBMS:</p> <p>a) What is DBMS?</p> <p>b) What are the advantages of using DBMS?</p> <p>c) Name any two database programs that can be used to create a table and store the data according to his requirements.</p> <p>d) Which field can be set as a Primary Key?</p>	4
<b>Q.20</b>	<p>A health clinic is developing a patient management system to streamline patient intake, appointments, and medical records. They need to implement forms for various purposes, including new patient registration, appointment scheduling, and updating medical histories.</p> <p>a) What is the use of form in DBMS?</p> <p>b) What are the different ways to create forms in DBMS?</p> <p>c) Where can we find various tools to add or edit controls on the form?</p> <p>d) What is the use of the Records Toolbar in a form?</p>	4
<b>Q.21</b>	<p>a) List any two key features of Instant messaging.</p> <p>b) Explain Blog. Give any two websites that offer free offline blog editor.</p>	4