



**SAMPLE QUESTION PAPER - 3**  
**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. There is no negative marking.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.
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**

| Q.1 | Answer any 4 out of the given 6 questions on Employability Skills (1 × 4 = 4 marks)  |   |
|-----|--|---|
| i.  | Ritu keeps a diary to note her daily activities and studies. Which self-management skill is she practising?<br>a) Stress management<br>b) Time management<br>c) Data Management<br>d) School Management  | 1 |
| ii. | Rohit, a junior employee, wants to suggest a new idea to improve his team's productivity. However, he hesitates because his organisation has strict rules, a rigid hierarchy, and he fears his superior may not encourage open communication. This situation is an example of:<br>a) Linguistic<br>b) Physical<br>c) Cultural<br>d) Organisational | 1 |



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| iii.       | Which of the following is an external motivation?<br>a) Salary hike<br>b) Self-satisfaction<br>c) Passion<br>d) Inner drive   | 1 |
| iv.        | Which of these is an example of an entrepreneurial activity?<br>a) Opening a new cafe with unique recipes<br>b) Copying someone's idea without change<br>c) Waiting for government jobs only<br>d) Avoiding challenges                                      | 1 |
| v.         | Meena teaches underprivileged children in her free time so that they can continue their studies. This activity supports which Sustainable Development Goal (SDG)?<br>a) No Poverty<br>b) Quality Education<br>c) Gender Equality<br>d) Reduced Inequalities | 1 |
| vi.        | Which of the following is NOT an operating system?<br>a) Windows<br>b) Linux<br>c) MS Office<br>d) macOS  | 1 |
| <b>Q.2</b> | <b>Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>  |   |
| i.         | Which shortcut key opens the Styles and Formatting window in Writer?<br>a) F5<br>b) F11<br>c) Ctrl+Alt+S<br>d) Ctrl+Shift+N   | 1 |
| ii.        | The feature that keeps a record of all edits made in a document is called:<br>a) AutoFormat<br>b) Mail Merge<br>c) Track Changes<br>d) Macro  | 1 |
| iii.       | Which option in Writer automatically generates Table contents?<br>a) Insert → Indexes and Tables → Indexes and Tables<br>b) Tools → Options → TOC<br>c) View → Navigator → Insert TOC<br>d) Format → Styles → Index   | 1 |
| iv.        | Which option in Writer is used to insert an image from your computer?<br>a) Insert → Picture → From File<br>b) Format → Image → Insert<br>c) Tools → Options → Images<br>d) View → Insert Image   | 1 |

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| v.   | Which image option is used to maintain height and width ratio while resizing?<br>a) Fixed Frame<br>b) AutoSize<br>c) Constrain Proportions<br>d) Keep Ratio  | 1 |
| vi.  | _____ method is useful when the same style is to be applied at any places scattered in the document.<br>a) Share document<br>b) Template<br>c) Fill format<br>d) Keep Design   | 1 |
| <b>Q.3 Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b> |  |   |
| i.   | Which Calc tool finds the input value required to reach a target result?<br>a) Scenario Manager<br>b) Goal Seek<br>c) Solver<br>d) Data Pilot  | 1 |
| ii.  | A teacher has students' marks in different subjects in separate sheets. She wants to prepare a summary sheet showing total marks of each student. Which feature will help?<br>a) Data Validation<br>b) AutoFilter<br>c) Conditional Formatting<br>d) Consolidation | 1 |
| iii.   | A student wants to calculate the highest marks scored in a test from a range of marks. Which function should be used?<br>a) MIN()<br>b) AVERAGE()<br>c) MAX()<br>d) COUNT()  | 1 |
| iv.  | Which of the following is the example of absolute reference?<br>a) A10<br>b) \$A10<br>c) A\$10<br>d) \$A\$10   | 1 |
| v.   | Which of the following is the correct way to select group and Outline in Calc?<br>a) Data>Group and Outline<br>b) View>Group and Outline<br>c) Insert>Group and Outline<br>d) Format>Group and Outline   | 1 |

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| vi.  | The _____ tool creates a formula array to display the list of results applying the formula on a list of alternative values used in the formula.<br>a) Outline<br>b) Group<br>c) Multiple Operations<br>d) Scenario              | 1 |
| <b>Q.4 Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b> |   |   |
| i.   | Which of these is NOT a component of DBMS?<br>a) Table<br>b) Form<br>c) Report<br>d) Slide  | 1 |
| ii.  | A librarian wants to create a table for BOOKS. He wants to record whether a book is available (Yes/No). Which data type should he use?<br>a) Number<br>b) Text<br>c) Boolean<br>d) Date/Time                                    | 1 |
| iii.   | In a hospital database, a doctor wants to quickly enter patient details using a user-friendly interface instead of directly typing in the table. Which DBMS object will he use?<br>a) Table<br>b) Form<br>c) Report<br>d) Query | 1 |
| iv.  | Which of the following is NOT a feature of a Primary Key?<br>a) It uniquely identifies each record in a table<br>b) It does not allow NULL values<br>c) It is not a part of the table<br>d) It ensures no duplicate values      | 1 |
| v.   | Which of the following data models sets a relation between two or more tables?<br>a) Relational Data Model<br>b) Network Data Model<br>c) Hierarchical Data Model<br>d) Connection Data Model                                   | 1 |
| vi.  | A school database needs to store student names. The length of names varies from 5 to 25 characters. Which data type should be chosen for efficient storage?<br>a) CHAR(25)<br>b) VARCHAR(25)<br>c) BOOLEAN<br>d) NUMBER         | 1 |

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| <b>Q.5</b> | <b>Answer any 5 out of the given 6 questions (1 × 5 = 5 marks)</b>  |   |
| i.         | Which of the following is NOT a physical hazard at the workplace?<br>a) Noise<br>b) Poor lighting<br>c) Repetitive strain injury<br>d) Computer virus   | 1 |
| ii.        | Which type of hazard is caused by incorrect posture while working on a computer?<br>a) Chemical hazard<br>b) Ergonomic hazard<br>c) Physical hazard<br>d) Psychological hazard  | 1 |
| iii.       | Fire extinguishers for electrical fires are marked as:<br>a) Class A<br>b) Class B<br>c) Class C<br>d) Class D  | 1 |
| iv.        | Which is NOT a component of workplace safety?<br>a) Fire safety<br>b) Data security<br>c) Ergonomics<br>d) Entertainment  | 1 |
| v.         | The first step while giving first aid to an unconscious person is:<br>a) Give water<br>b) Check responsiveness and breathing<br>c) Move them quickly<br>d) Ignore and call later  | 1 |
| vi.        | Rohan works long hours on the computer and often gets back pain. Which safety measure should he follow?<br>a) Sit on edge of chair<br>b) Use proper back support and correct posture<br>c) Keep monitor below table<br>d) Work without breaks | 1 |

### SECTION B: SUBJECTIVE TYPE QUESTIONS

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|---|---|---|
| <b>Answer any 3 out of the given 5 questions on Employability Skills (2 × 3 = 6 marks)</b><br><b>Answer each question in 20 – 30 words.</b> |   |   |
| <b>Q.6</b>  | What is the difference between verbal and non-verbal communication? Give an example to support your answer. | 2 |
| <b>Q.7</b>  | List any two qualities of a successful Entrepreneur?  | 2 |

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|---|---|---|
| <b>Q.8</b>  | What is meant by backing up data? Why is it important for organisations like hospitals and banks?   | 2 |
| <b>Q.9</b>  | Give any two Tips for Practicing the Effective Time Management skills?  | 2 |
| <b>Q.10</b>   | What is Sustainable Development? Give one example of Sustainable Development.   | 2 |
| <b>Answer any 4 out of the given 6 questions in 20 – 30 words each (2 × 4 = 8 marks)</b>  |   |   |
| <b>Q.11</b>   | Differentiate between Anchoring and Alignment with respect to positioning the image in the text.  | 2 |
| <b>Q.12</b>   | Give two reasons why health, safety, and security programs or policies are important in the workplace.  | 2 |
| <b>Q.13</b>   | Name any two tools for data analysis.   | 2 |
| <b>Q.14</b>   | A project team is working on a shared spreadsheet to prepare the <b>Annual Sales Report</b> . The spreadsheet contains sales data of different regions (North, South, East, West). The team members want to add <b>comments or notes</b> for discussion within the sheet. Give steps to do so?  | 2 |
| <b>Q.15</b>   | What are queries in DBMS? What is the need of creating a query in a database?   | 2 |
| <b>Q.16</b>   | Define <i>Ergonomics</i> . State any two benefits of applying ergonomics in the workplace.  | 2 |
| <b>Answer any 3 out of the given 5 questions in 50 – 80 words each (4 × 3 = 12 marks)</b> |   |   |
| <b>Q.17</b>   | Sunita installed LibreOffice Writer. It allowed her to work on images, shapes, charts and diagrams by providing various tools.<br>a) How can Sunita insert shapes like rectangles, circles, or arrows in her document?<br>b) What is the use of “Mosaic” Image Filter?<br>c) What do you mean by Grouping the objects?<br>d) What is the use of the Drawing Object Properties toolbar?  | 4 |
| <b>Q.18</b>   | Gaurav is working on a group project with his classmates. He wants to manage different aspects using Openoffice Calc.<br>Name the feature to:<br>a) Share the spreadsheet with all team members so that they can add their progress.<br>b) Keep a track of the modifications made by his team members.<br>c) Use a cell address in a formula to add values of cell B6 and C6 i.e. =B6+C6<br>d) Help in a quicker review of all of these changes by combining them into one worksheet. | 4 |
| <b>Q.19</b>   | Shriya has learned that a database helps in retrieving data from multiple tables. She wants to understand how this is possible through relationships. Help Shriya by answering the following:<br>a) Define the term Relationship in a database.<br>b) Give one example of a One-to-One Relationship.<br>c) What is Referential Integrity?<br>d) What role does a Foreign Key play in a database?  | 4 |

| <b>Q.20</b> | While working in your office, a fire alarm suddenly starts ringing. To ensure safety, list any four general evacuation measures that you should follow in such an emergency situation.  | 4                |       |        |       |     |      |                      |            |     |    |      |                   |                 |     |   |      |                    |                  |     |    |      |                  |                 |     |   |   |
|-------------|---|------------------|-------|--------|-------|-----|------|----------------------|------------|-----|----|------|-------------------|-----------------|-----|---|------|--------------------|------------------|-----|----|------|------------------|-----------------|-----|---|---|
| <b>Q.21</b> | <p>A library maintains a database to keep records of books. The following table BOOKS is created:</p> <table><tr><th>BookID</th><th>Title</th><th>Author</th><th>Price</th><th>Qty</th></tr><tr><td>B101</td><td>Introduction to DBMS</td><td>C. J. Date</td><td>450</td><td>10</td></tr><tr><td>B102</td><td>Computer Networks</td><td>Andrew S. Tanen</td><td>600</td><td>8</td></tr><tr><td>B103</td><td>Python Programming</td><td>Guido van Rossum</td><td>500</td><td>12</td></tr><tr><td>B104</td><td>Web Technologies</td><td>Tim Berners Lee</td><td>550</td><td>5</td></tr></table> <p>a) Give full form of DBMS?<br/>b) Name the column which can be created as a Primary key?<br/>c) Give the datatype of the column “Qty”?<br/>d) List two different ways of creating a table in LibreOffice Base?</p> | BookID           | Title | Author | Price | Qty | B101 | Introduction to DBMS | C. J. Date | 450 | 10 | B102 | Computer Networks | Andrew S. Tanen | 600 | 8 | B103 | Python Programming | Guido van Rossum | 500 | 12 | B104 | Web Technologies | Tim Berners Lee | 550 | 5 | 4 |
| BookID      | Title   | Author           | Price | Qty    |       |     |      |                      |            |     |    |      |                   |                 |     |   |      |                    |                  |     |    |      |                  |                 |     |   |   |
| B101        | Introduction to DBMS  | C. J. Date       | 450   | 10     |       |     |      |                      |            |     |    |      |                   |                 |     |   |      |                    |                  |     |    |      |                  |                 |     |   |   |
| B102        | Computer Networks   | Andrew S. Tanen  | 600   | 8      |       |     |      |                      |            |     |    |      |                   |                 |     |   |      |                    |                  |     |    |      |                  |                 |     |   |   |
| B103        | Python Programming  | Guido van Rossum | 500   | 12     |       |     |      |                      |            |     |    |      |                   |                 |     |   |      |                    |                  |     |    |      |                  |                 |     |   |   |
| B104        | Web Technologies  | Tim Berners Lee  | 550   | 5      |       |     |      |                      |            |     |    |      |                   |                 |     |   |      |                    |                  |     |    |      |                  |                 |     |   |   |