

# CBSE | DEPARTMENT OF SKILL EDUCATION

## INFORMATION TECHNOLOGY (SUBJECT CODE 402)

### CLASS X (SESSION 2021-2022) MARKING SCHEME FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

#### General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

#### SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills

(1 x 5 = 5 marks)

1.	Ans. a. Descriptive	1
2.	Ans. c. Non-Verbal	1
3.	Ans. b. Self-Motivation	1
4.	Ans. c. Mental	1
5.	Ans. c. Real Time	1
6.	Ans. c. Use Antivirus	1

#### SECTION B

Answer any 15 questions out of the given 20 questions

(1 x 15 = 15 marks)

7.	Ans. b. Style	1
8.	Ans. d. Percentage	1
9.	Ans. c. Alignment	1
10.	Ans. a. Template	1
11.	Ans. d. Character	1
12.	Ans. a. Tile	1
13.	Ans. c. What-if	1
14.	Ans. a. Transparency	1
15.	Ans. d. Cell Reference	1
16.	Ans. d. Subtotal	1
17.	Ans. b. Absolute	1

18.	Ans. c. Solver	1
19.	Ans. b. Consolidating	1
20.	Ans. c. absolute, relative	1
21.	Ans. b. Back-ends	1
22.	Ans. b. Columns, Rows	1
23.	Ans. a. Cell Style	1
24.	Ans. b. Bottom	1
25.	Ans. c. B2:F15	1
26.	Ans. a. Arrangement	1

**SECTION C**  
**(COMPETENCY BASED QUESTIONS)**

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

27.	Ans. a. Mail Merge	1
28.	Ans. a. Styles	1
29.	Ans. c. Crop	1
30.	Ans. d. Using Macros	1
31.	Ans. d. Track Changes	1
32.	Ans. c. Either Relational or Flat File	1
33.	Ans : b. 3	1