

CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Marking Scheme of Sample Question Paper Class X (Session 2020-2021)

Max. Time: 2 Hours

Max. 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 (05 + 16 =) 21 questions, you have to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular part/section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 QUESTIONS; 24 MARKS):**
 - i. Each question carries 1 mark.
 - ii. There is no negative marking.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (16 QUESTIONS; 26 MARKS):**
 - i. This section has 16 questions in three parts viz. Part A, Part B & Part C.
 - ii. A candidate has to do 10 questions (3 questions from Part A, 4 questions from Part B and 3 questions from Part C).
 - iii. **Part A** has 05 questions on Employability Skills. Do any 03 questions. Answer these questions in 20 – 30 words each. Each question carries 2 marks. **(2 x 3 = 6 Marks)**
 - iv. **Part B** has 06 subject specific questions. Do any 04 questions. Answer these questions in 20 – 30 words each. Each question carries 2 marks. **(2 x 4 = 8 Marks)**
 - v. **Part C** has 05 subject specific questions. Do any 03 questions. Answer these questions in 50-80 words each. Each question carries 4 marks. **(4 x 3 = 12 Marks)**

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 of the given 6 questions (1 x 4 = 4 marks)	
i.	<p>Karan lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for robotics class which is going to start in his school next week onwards. However due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which other medium can he use to get immediate approval of his mother?</p> <p>a) E-mail b) Letter c) Message through Friend d) Fax</p> <p><u>ANSWER</u> a) E-mail</p>	1
ii.	<p>Trisha is always tensed during exam time. She is a sincere and studious student, but the thought of exams creates anxiety in her. Which stress management technique that you would suggest to help her?</p> <p>a) Yoga b) Exercise c) Vacation with Family d) All of these</p> <p><u>ANSWER</u> d) All of these</p>	1
iii.	<p>_____ ability of a person to do the things that need to be done without someone or something influencing us.</p> <p>a) Self-Motivation c) Self Discipline b) Self Awareness d) Self-Regulation</p> <p><u>ANSWER</u> c) Self-Motivation</p>	1
iv.	<p>According to the concept of sustainable development, the environment and development are _____ issues.</p> <p>a) Inseparable b) Separate c) Independent d) None of these</p> <p><u>ANSWER</u> a) Inseparable</p>	1
v	<p>The cleaning of software installed in the computer cannot be achieved by _____.</p> <p>a) Disk cleanup b) backup c) Cleaning CPU cabinet d) Installing antivirus software</p> <p><u>ANSWER</u> c) Cleaning CPU cabinet</p>	1
vi	<p>Entrepreneurship has a crucial role in the _____ of the society.</p> <p>a) Evolution b) Planning c) Functioning d) None of these</p> <p><u>ANSWER</u> c) Functioning</p>	1

Q. 2	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	<p>_____ is not an instant messaging service.</p> <p>a) Skype b) Yahoo! Messenger c) Firefox d) Whatsapp</p> <p><u>ANSWER</u> c) Firefox</p>	1
ii	<p>_____ is the process of emptying a place in case of an emergency, disaster.</p> <p>a) Accident b) Evacuation c) Hazards d) Exiting</p> <p><u>ANSWER</u> b) Evacuation</p>	1

iii	Richard needs to set up a network for his office where he wants to save all the data in a centralized system and other computers will take the services from the centralized system. Which architecture will be the best suitable for him? a) Peer to Peer b) Client-Server c) Point to Point d) Ring <u>ANSWER</u> b) Client-Server	1
iv	Á _____ is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines and vice versa. a) Repeater b) Switch c) Router d) Modem <u>ANSWER</u> a) Modem	1
v	_____ is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet. a) Goal Seek b) Scenario c) Solver d) Subtotal <u>ANSWER</u> c) Solver	1
vi	Mr. Venkat wants to insert his company logo at the top of every page in his long document. Which option will you suggest to him to fulfill his task? a) Header b) Footer c) Margin d) Headings <u>ANSWER</u> a) Header	1

Q. 3	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	Krishna wants to make a flowchart for his programs in a Word document. Which option should he use to accomplish this task efficiently? a) Shapes b) Symbols c) Pictures d) All of these <u>ANSWER</u> a) Shapes	1
ii	Fatima has inserted a picture in a document. But she wants to cut off a part of the picture. Which option she should use to accomplish the task? a) Cut b) Copy c) Crop d) Layout <u>ANSWER</u> c) Crop	1
iii	The intersection point between a row and column is called _____. a) Row b) Column c) Table d) Cell <u>ANSWER</u> d) Cell	1
iv	Amrita is celebrating her 14th birthday. She wants to invite her friends and family members for the party. Which feature will she use to send the same invite to a number of people with different addresses without typing it again and again? a) Mail Merge b) Letter wizard c) Document Type d) None of these <u>ANSWER</u> a) Mail Merge	1

v	A _____ is a model that you use to create other documents. a) Styles b) template c) Wizard d) Sample <u>ANSWER</u> b) template	1
vi	Formulas in a Spreadsheet must begin with a _____ sign. a) \$ b) @ c) # d) = <u>ANSWER</u> d) =	1

Q. 4	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	_____ is a tool to test “what-if” questions. a) Scenario b) Solver c) Macro d) Average <u>ANSWER</u> a) Scenario	1
ii	To write a mathematical expression, choose the Equation option from the _____ tab in a Spreadsheet. a) Home b) Insert c) Data d) Review <u>ANSWER</u> d) Insert	1
iii	Hyperlink option is available in _____ group of Insert tab in a Spreadsheets. a) Illustrations b) Add-Ins c) Links d) Filter <u>ANSWER</u> c) Links	1
iv	_____ uses the keyboard as a pointing device instead of a mouse. a) Mouse Key b) Toggle key c) Filter key d) Sticky key <u>ANSWER</u> a) Mouse Key	1
v	Krish and Kritika have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work. a) Consolidate Workbook b) Share Workbook c) Link Workbook d) Combine Workbook <u>ANSWER</u> b) Share Workbook	1
vi	_____ database is a type of database that stores data in several tables. a) Flat b) Relational c) both (a) and (b) c) None of them <u>ANSWER</u> b) Relational	1

Q. 5	Answer any 5 of the given 6 questions (1 x 5 = 5 marks)	
i	<p>In database _____ helps us to retrieve the filtered data based upon some conditions.</p> <p>a) Forms b) Reports c) Queries d) Table</p> <p><u>ANSWER</u> c) Queries</p>	1
ii	<p>A table can have multiple _____ keys.</p> <p>a) Candidate key b) Alternate key c) Primary key d) both (a) and (b)</p> <p><u>ANSWER</u> d) both (a) and (b)</p>	1
iii	<p>Which one is not a DML type of command?</p> <p>a) insert into b) delete c) update d) alter table</p> <p><u>ANSWER</u> d) alter table</p>	1
iv	<p>A _____ is one which connects computers and devices in a limited geographical area such as home, school, computer laboratory, office building, or closely positioned group of buildings.</p> <p>a) LAN b) WAN c) MAN d) PAN</p> <p><u>ANSWER</u> a) LAN</p>	1
v	<p>Ishita wants to create a query from the scratch. Suggest her the option to accomplish the task.</p> <p>a) Datasheet View b) Form View c) Design View d) Layout View</p> <p><u>ANSWER</u> c) Design View</p>	1
vi	<p>_____ data type takes the values in the form of 0 and 1.</p> <p>a) Integer b) Text c) Boolean d) Memo</p> <p><u>ANSWER</u> c) Boolean</p>	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

PART A: SHORT ANSWER TYPE QUESTIONS ON EMPLOYABILITY SKILLS

Answer any 3 of the given 5 questions (2 x 3 = 6 marks)

Q. 6	<p>Communication skills are very important for any business. Explain any two elements of a communication process.</p> <p><u>ANSWER</u></p> <p>The various elements of a communication cycle are:</p> <ul style="list-style-type: none">• Sender: the person beginning the communication.• Message: the information that the sender wants to convey.• Channel: the means by which the information is sent.• Receiver: the person to whom the message is sent.• Feedback: the receiver's acknowledgement and response to the message. <p>(ANY TWO CAN BE EXPLAINED)</p>	2
Q. 7	<p>Mention any two misconceptions about the Entrepreneurship.</p> <p><u>ANSWER</u></p> <ul style="list-style-type: none">• Misconception 1 The misconception is that every business idea needs to be unique or special.• Misconception 2 The misconception we have is that a person needs a lot of money to start a business.• Misconception 3 A misconception we have is that only a person having a big business is an entrepreneur.• Misconception 4 A misconception we have is that entrepreneurs are born, not made. <p>(ANY TWO CAN BE MENTIONED)</p>	2
Q. 8	<p>Goal setting is a very essential factor in your personal life. List all the SMART methods to set the goals. Explain 'A' in brief.</p> <p><u>ANSWER</u></p> <p>SMART GOALS ARE:</p> <p>S - Specific M- Measurable A - Achievable R - Realistic T - Time bound</p> <p>Achievable: Breaking down big goals into smaller parts will make the goal achievable.</p>	2

Q. 9	<p>What are the measures to increase the performance of a computer system?</p> <p><u>ANSWER</u> The performance of a computer can be increased by removing any extra files such as temporary files and images. We can use some disk cleaner software, which helps us clean up the unnecessary files.</p>	2
Q. 10	<p>How can an individual contribute towards Sustainable Development Goals?</p> <p><u>ANSWER</u> Sustainable development can actually happen only when each one of us works towards it. One has to become a responsible environment citizen who can protect the environment through our own efforts, who can help others to get quality education, by reducing inequalities in the society etc.</p>	2

PART B: SHORT ANSWER TYPE SUBJECT SPECIFIC QUESTIONS

Answer any 4 of the given 6 questions (2 x 4 = 8 marks)

Q. 11	<p>What is the need to create reference between the multiple worksheets of a workbook? Give an example.</p> <p><u>ANSWER</u> References in multiple worksheets helps to retrieve and work upon data stored in different worksheets of a workbook. Eg. Suppose a manager wants to calculate total sales on sheets3 of the previous two years which are stored on sheet1 & sheet2 then reference on Sheet3 will be =Sheet1!B2 + Sheet2!C2 OR =Sheet1.B2 + Sheet2.C2</p>	2
Q. 12	<p>What is the utility of text wrapping in a document?</p> <p><u>ANSWER</u> Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character</p>	2
Q. 13	<p>What is the use of Macros in a Spreadsheet?</p> <p><u>ANSWER</u> Macros help in saving time in cases when the same set of tasks are to be done repeatedly like formatting or applying a similar formula in a similar range of data. It can be used to name and record a set of actions or set of actions.</p>	2
Q. 14	<p>Write any two advantages of online shopping.</p> <p><u>ANSWER</u> i. A customer does not have sufficient time to visit stores ii. A product or service that is not available in the local market is available online. (Or any other relevant advantage)</p>	2

Q. 15	<p>Differentiate between Primary key and Foreign key.</p> <p><u>ANSWER</u> A primary key is a unique value that identifies a row in a table whereas a foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table. A table can have only one primary Key but a table can have multiple foreign keys.</p>	2
Q. 16	<p>Define the following Hot spots:- a) WIMAX b) Wi-Fi</p> <p><u>ANSWER</u> a. WIMAX: It is a wireless communications standard designed to provide mobile broadband connectivity across cities and countries through a variety of devices b. Wi-Fi: It is a popular technology that allows an electronic device such as computers or mobile phones to exchange data wirelessly over a network</p>	2

PART C: DESCRIPTIVE/ LONG ANSWER TYPE SUBJECT SPECIFIC QUESTIONS

Answer any 3 of the given 5 questions (4 x 3 = 12 marks)

Q. 17	<p>Elaborate four different types of indentation which can be provided in a Word Processor.</p> <p><u>ANSWER</u> The space between the text and the left or right margin within a document is called Indentation. Four different types of indentations are:- i. Left indent: indicates space between the paragraph and the left margin. ii. Right indent: indicates space between the paragraph and the right margin. iii. First line indent: used for first line of a paragraph iv. Hanging indent: used to define position of the text lines below first line of the paragraph.</p>	4
Q. 18	<p>Define the following: a) Goal Seek b) Consolidating Data</p> <p><u>ANSWER</u> a) Goal Seek The Goal Seek function is a method of getting a desired output by using all the assumptions. This function uses a back-solving approach to solve the problems using what-if analysis until the final answer is computed. Goal Seek reverses the usual order for a formula. Usually, you run a formula to get the result when certain arguments are entered. b) Consolidating Data Consolidate provides a graphical interface for copying data from one range of cells to another, then running one of a dozen functions on the data. During consolidation, the contents of cells from several sheets can be combined in one place.</p>	4

Q. 19	<p>What precautions must be taken to improve online security?</p> <p><u>ANSWER</u></p> <ul style="list-style-type: none">i. Antivirus and Antispyware programs offer real-time protection monitoring your computer for any changes by malware software.ii. Use strong passwords a combination of alphanumeric and special characters could be used for creating a password that is not so easy to crack or guessed by other usersiii. Secure transactions because information such as credit card details or personal information is sent over the network.iv. Use encryption software to protect your data from unauthorized users. <p>(Or any other relevant precautions)</p>	4																																																								
Q. 20	<p>List any two advantages and disadvantages of DBMS.</p> <p><u>ANSWER</u></p> <p>Advantages: i. Data security</p> <p> ii. Data sharing:</p> <p>Disadvantages: i. Frequent upgrade</p> <p> ii. Increased costs in maintaining the hardware and software.</p> <p>(Or any other relevant advantages and disadvantages)</p>	4																																																								
Q. 21	<p>a) Create the following table items.</p> <table><tr><th>Column name</th><th>Data type</th><th>Size</th><th>Constrain</th></tr><tr><td>Itemno</td><td>Integer</td><td></td><td>Primary key</td></tr><tr><td>Iname</td><td>Varchar</td><td>15</td><td></td></tr><tr><td>Price</td><td>Numeric</td><td>10, 2</td><td></td></tr><tr><td>Quantity</td><td>Integer</td><td>3</td><td></td></tr></table> <p>a) Consider the following table Item and write the queries (i) and (ii).</p> <p>Table: Item</p> <table><tr><th>Itemno</th><th>Iname</th><th>Price</th><th>Quantity</th></tr><tr><td>11</td><td>Soap</td><td>40</td><td>80</td></tr><tr><td>22</td><td>Powder</td><td>80</td><td>30</td></tr><tr><td>33</td><td>Face cream</td><td>250</td><td>25</td></tr><tr><td>44</td><td>Shampoo</td><td>120</td><td>100</td></tr><tr><td>55</td><td>Soap box</td><td>20</td><td>50</td></tr></table> <p>i. Write a command to insert a new record with the following values : (66, 'Gel', 150, 70).</p> <p>ii. Write a query to display all the record of table Item whose price is in the range of 100 and 300.</p> <p style="text-align: center;">or</p> <p>Write a query to display all the records of a table in descending order of quantity.</p> <p><u>ANSWER</u></p> <p>a) Create table items(</p> <table><tr><td>Itemno</td><td>integer</td><td>Primary key,</td></tr><tr><td>Iname</td><td>varchar(15),</td><td></td></tr><tr><td>Price</td><td>numeric(10,2),</td><td></td></tr><tr><td>Quantity</td><td>integer(3));</td><td></td></tr></table> <p>b) i. Insert into item values(66, 'Gel', 150, 70);</p> <p>ii. Select * from item where price between 100 and 300; [or Select *from item where price >=100 and price <=300;]</p> <p style="text-align: center;">or</p> <p>Select * from item order by quantity desc;</p>	Column name	Data type	Size	Constrain	Itemno	Integer		Primary key	Iname	Varchar	15		Price	Numeric	10, 2		Quantity	Integer	3		Itemno	Iname	Price	Quantity	11	Soap	40	80	22	Powder	80	30	33	Face cream	250	25	44	Shampoo	120	100	55	Soap box	20	50	Itemno	integer	Primary key,	Iname	varchar(15),		Price	numeric(10,2),		Quantity	integer(3));		2+2
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