

SET-4

Series JMS

कोड नं. Code No. 89

रोल नं.				
Roll No.				

परीक्षार्थी कोड को उत्तर-पुस्तिका के मुख-पृष्ठ पर अवश्य लिखें।

Candidates must write the Code on the title page of the answer-book.

- कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुद्रित पृष्ठ 7 हैं।
- प्रश्न-पत्र में दाहिने हाथ की ओर दिए गए कोड नम्बर को छात्र उत्तर-पुस्तिका के मुख-पृष्ठ पर लिखें।
- कृपया जाँच कर लें कि इस प्रश्न-पत्र में 31 प्रश्न हैं।
- कृपया प्रश्न का उत्तर लिखना शुरू करने से पहले, प्रश्न का क्रमांक अवश्य लिखें ।
- इस प्रश्न-पत्र को पढ़ने के लिए 15 मिनट का समय दिया गया है । प्रश्न-पत्र का वितरण पूर्वाह्न में
 10.15 बजे किया जाएगा । 10.15 बजे से 10.30 बजे तक छात्र केवल प्रश्न-पत्र को पढ़ेंगे और
 इस अवधि के दौरान वे उत्तर-पुस्तिका पर कोई उत्तर नहीं लिखेंगे ।
- Please check that this question paper contains **7** printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **31** questions.
- Please write down the Serial Number of the question before attempting it.
- 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

सूचना प्रौद्योगिकी INFORMATION TECHNOLOGY

निर्धारित समय : २ घण्टे अधिकतम अंक : 50

Time allowed: 2 hours Maximum Marks: 50



सामान्य निर्देश:

- (i) इस प्रश्न-पत्र में 31 प्रश्न शामिल हैं जिनमें से अभ्यर्थी को सिर्फ 23 प्रश्न करने की ज़रूरत है।
- (ii) प्रश्न-पत्र दो खण्डों में विभक्त है :

I. खण्ड अ

- बहुविकल्पीय प्रश्न । रिक्त स्थान भरिए । सीधे प्रश्न : कुल 12 प्रश्न शामिल हैं जो 1 – 1 अंक के हैं । इनमें से किन्हीं 10 प्रश्नों के उत्तर दीजिए ।
- अति लघु उत्तरीय प्रश्न : कुल 7 प्रश्न शामिल हैं, प्रत्येक के 2 अंक हैं । इनमें से किन्हीं 5 प्रश्नों के उत्तर दीजिए ।
- लघु उत्तरीय प्रश्न : कुल 7 प्रश्न शामिल हैं, प्रत्येक के 3 अंक हैं । इनमें से किन्हीं 5 प्रश्नों के उत्तर दीजिए ।

II. खण्ड ब

• दीर्घ उत्तरीय । निबन्धात्मक प्रश्न : कुल 5 प्रश्न शामिल हैं, प्रत्येक के 5 अंक हैं । इनमें से किन्हीं 3 प्रश्नों के उत्तर दीजिए ।

General Instructions:

- (i) This question paper contains **31** questions out of which the candidate needs to attempt only **23** questions.
- (ii) Question paper is divided into two sections:

I. Section A

- Multiple choice questions/Fill in the blanks/Direct questions: contains total 12 questions of 1 mark each. Answer any 10 questions.
- Very short answer type questions : contains total 7 questions of 2 marks each. Answer any 5 questions.
- Short answer type questions: contains total 7 questions of 3 marks each. Answer any 5 questions.

II. Section B

• Long answer/Essay type questions : contains total 5 questions of 5 marks each. Answer any 3 questions.



खण्ड अ SECTION A

किन्हीं 10 प्रश्नों के उत्तर दीजिए (प्रत्येक 1 अंक) :

ואייטו	10 1971 40 300 411014 (1964 1 344):	
Atten	npt any 10 questions (1 mark each):	
1.	We really enjoyed on the trip to Manali last month. (us/ourselves)	1
2.	My house is a two-bedroom flat in Mayur Lok. (spaceful/spacious)	1
3.	साउंडसेंट्री हानि वाले उपयोगकर्ताओं की सहायता के लिए डिज़ाइन की गई है।	1
	SoundSentry is designed to help users with impairments.	
4.	आई.एस.पी. का पूरा रूप है। ISP stands for	1
5.	निरंतर पाठ को एक या अधिक वाक्यों में तोड़ने के लिए का उपयोग किया जा सकता है।	1
	can be used to break continuous text to one or more sentences.	
6.	प्रत्येक पेज के शीर्ष पर स्वचालित रूप से जानकारी डालने के लिए का उपयोग किया जा सकता है।	1
	can be used for inserting information at the top of each page automatically.	
7.	को चुनने पर, चयनित वाक्यों के सभी शब्दों में पहला अक्षर कैपिटल लेटर में परिवर्तित हो जाएगा ।	1
	On selecting, the first character in all the words of the selected	

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sentences will be converted to Capital Letter.



8.	कंडीशनल फॉर्मेटिंग, होम टेब के ग्रुप में उपलब्ध होता है ।	1
	Conditional formatting is available under group in Home tab.	
9.	चार्ट ऑप्शन, इन्सर्ट टेब के ग्रुप में उपलब्ध होता है।	1
	Chart option is available in group under the Insert tab.	
10.	सॉफ्टवेयर, उपयोगकर्ता को कैलेंडर का इलेक्ट्रॉनिक वर्ज़न प्रदान करता है।	1
	A software provides the user an electronic version of a calendar.	
11.	प्रिंट ऑप्शन, मेनू में उपलब्ध होता है ।	1
	Print option is available under menu.	
12.	कैलेंडर सॉफ्टवेयर उपयोगकर्ता को अन्य उपयोगकर्ताओं के मीटिंग अनुरोध का देने की अनुमित देता है।	1
	Calendar software allows the user to to other users' meeting request.	
अति त	नघु उत्तरीय प्रश्न (प्रत्येक 2 अंक) । किन्हीं 5 प्रश्नों के उत्तर दीजिए।	
Very s	short answer type questions (2 marks each). Answer any 5 questions.	
13.	पी.2 पी. से क्या अभिप्राय है ?	2
	What do you mean by P2P ?	
14.	डॉक्यूमेंट टेम्पलेट से आप क्या समझते हैं ?	2
	What do you understand by Document Template?	



15.	स्टाइल से आप क्या समझते हैं ?	2
	What do you understand by Style ?	
16.	स्प्रेडशीट में फ्रीज़ से आपका क्या अभिप्राय है ?	2
	What do you mean by Freeze in Spreadsheet?	
17.	प्रेज़ेंटेशन में ऑडियो क्लिप कैसे इन्सर्ट करते हैं ?	2
	How can you insert an audio clip in a presentation?	
18.	ग्रुपिंग ऑब्जेक्ट से आपका क्या अभिप्राय है ?	2
	What do you mean by grouping object?	
19.	माइक्रोसॉफ्ट आउटलुक में टास्क से आप क्या समझते हैं ?	2
	What do you understand by Task in Microsoft Outlook?	
लघु उ	उत्तरीय प्रश्न (प्रत्येक 3 अंक) । किन्हीं 5 प्रश्नों के उत्तर दीजिए।	
Short	t answer type questions (3 marks each). Answer any 5 questions.	
20.	पूर्वसर्ग से आपका क्या अभिप्राय है ? पूर्वसर्ग के कोई दो उदाहरण लिखिए।	1+2=3
	What do you mean by prepositions? Write any two examples prepositions.	s of
21.	निम्नलिखित को परिभाषित कीजिए :	1+1+1=3
	(a) पेइंग गेस्ट	
	(b) लैंडलॉर्ड	
	(c) नोटिस	
	Define the following:	
	(a) Paying guest	
	(b) Landlord	
	(c) Notice	

Downloaded from www.studiestoday.com पेज ब्रेक को इन्सर्ट करने की प्रक्रिया लिखिए। 3 Write down the process for inserting Page Break. निम्नलिखित पर संक्षिप्त टिप्पणियाँ लिखिए : 1+1+1=3अपर केस (a) सेन्टेंस केस (b) (c) स्टाइकथ्र Write short notes on the following: (a) **Upper Case** (b) Sentence Case Strikethrough (c) स्लाइड ट्रांज़िशन से आप क्या समझते हैं ? 3 What do you understand by Slide Transition? स्पीकर नोट्स से आपका क्या अभिप्राय है ? 3 What do you mean by Speaker Notes? आर.डी.बी.एम.एस. क्या है ? 3 What is RDBMS? खण्ड ब SECTION B

दीर्घ उत्तरीय । निबन्धात्मक प्रश्न (प्रत्येक 5 अंक) । किन्हीं 3 प्रश्नों के उत्तर दीजिए । Long answer/Essay type questions (5 marks each). Answer any 3 questions.

इन्टरनेट पर डेटा के ट्रांसफर करने की प्रक्रिया लिखिए। **27.** Write down the process for transferring data on the Internet.

5

22.

23.

24.

25.

26.



28. निम्नलिखित पर संक्षिप्त टिप्पणियाँ लिखिए :

1+2+2=5

- (a) वेब सर्वर
- (b) डायल अप
- (c) वाईफाई

Write short notes on the following:

- (a) Web server
- (b) Dial up
- (c) WiFi
- 29. चार्ट के विभिन्न प्रकारों को समझाइए। Explain the different types of Charts.

5

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- 30. ओपन ऑफिस एप्लिकेशन में टेबल बनाने के चरण लिखिए।
 Write down the steps for creating a table in Open Office application.

Marking Scheme-2018-19 Class X INFORMATION TECHNOLOGY (402)

Time: 2 Hrs Maximum Marks: 50

General Instructions:

- 1 The Marking scheme carries only suggested value points for the answer.
- These are only guidelines and do not constitute the complete answer.
- 3 The students can have their own expression and if the expression is correct, the marks be awarded accordingly.
- The Candidates would be permitted to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.
- All Examiners/Additional Head Examiners/Head Examiners are instructed that while evaluating the answer scripts, if the answer is found to be totally incorrect, (X) should be marked on the incorrect answer and awarded '0' Marks.
- 6 Please Make Note of the following points for internal choice Questions
 - a) Q1 to Q 12 are of 1 mark each but only 10 out of 12 are to be attempted.
 - b) Q13 to Q 19 is of 2 marks each but only 5 out of 7 are to be attempted.
 - c) Q20 to Q 26 is of 3 marks each but only 5 out of 7 are to be attempted.
 - d) Q27 to Q31 is of 5 marks each but only 3 out of 5 are to be attempted.

Correct answers to be marked, irrespective of the order of answering questions, ignore wrong/half correct answer if more than needed are answered

		SECTION A	
S.NO	Sub		Marks
	Part		
1		We really enjoyed on the trip to Manali last month.	1
		(us / ourselves)	
Ans		Ourselves	
		1 mark for the correct answer.	
2		My house is a two bedrooms flat in Mayur Lok.	1
		(spaceful/ spacious)	
Ans		Spacious	
		1 mark for the correct answer	
3		Sound Sentry is designed to help users with impairments	1
Ans		Auditory/Hearing	
		1 mark for the correct answer	
4		ISP stands for	1
Ans		Internet Service Provider	
		1 mark for the correct answer	

5	can be used to break continuous text to one or more	1
	sentences.	
Ans	Paragraph / Continuous Section Break / Text wrapping / Break /	
	 / / Continuous	
	1 mark for the correct answer	1
6	can be used for inserting information at the top of each	1
A	page automatically	
Ans	Header / Page Header	
	1 mark for the correct answer	
7	On selecting the first character in all the words of the	1
,	selected sentences will be converted to Capital letter.	1
Ans	Capitalize Each Word / Title Case	
Alls	1 mark for the correct answer	
8	Conditional formatting is available under group in	1
0	Home tab.	1
Ans	Styles	
7 111.5	Styles	
	1 mark for the correct answer	
9	I mark for the correct answer Chart option is available in group under the Insert tab.	1
Ans	Illustrations / Charts	_
	22.00.02.00.00.00.00.00.00.00.00.00.00.0	
	1 mark for the correct answer	
10	A software provides the user an electronic version of a	1
	calendar.	
Ans	Calendaring / Calendar	
	1 mark for any correct answer.	
	OR	
	Outlook / Time Management	
	½ mark for any correct answer.	
11	Print option is available under menu	1
Ans	File	
	1 mark for the correct answer.	
12	Calendar software allows the user to to other users	1
	meeting request	
Ans	Respond / Accept / Decline / Tentative	
	1 mark for any of the above correct answer.	
13	What do you mean by P2P ?	2
Ans	Peer-to-peer (P2P) Architecture: Networks in which all computers have	
	an equal status are called peer to peer networks. Generally, in such a	
	network each terminal has an equally competent CPU .	
	OR	

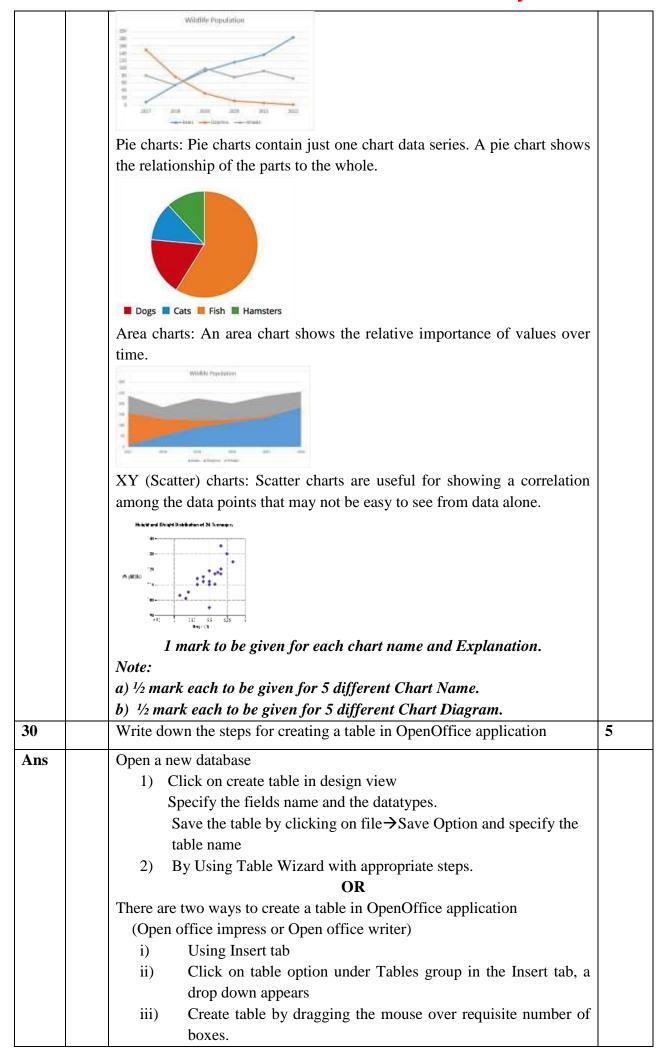
	Network in which one computer is connected to another computer	
	directly	
	OR	
	When two or more computer connected to each other and there is no	
	client and server between them.	
	2 marks for any of the above correct answer &	
14	What do you understand by Document Template?	2
14	what do you understand by Document Template:	2
Ans	Template or document template refers to a sample fill-in-the-blank	
	document that can help in saving time.	
	OR	
	It contains a pre-defined formatting styles, graphics, tables, objects,	
	and other information.	
	OR	
	Templates are customized documents that may have sample content,	
	themes, etc.	
	Example: Template for Resume, Memorandum, Notice, Brochure	
	2 marks for the any of the above correct avalancies &	
	2 marks for the any of the above correct explanation & 1/2 mark for correct example only	
15	What do you understand by Style?	2
Ans	Styles or Style sets are pre-defined or customized options used for	2
71113	creating good looking professional documents with least efforts.	
	OR	
	Font style/Chart style/Table style/Border style/Print style (calendar	
	topic) - Correct explanation of any of the above styles to be considered	
	2 marks for any of the above correct explanation.	
16	What do you mean by Freeze in Spreadsheet?	2
Ans	Freeze/Freeze panes refers to keep rows and columns visible while the	_
	rest of the worksheet scrolls based on the current selection.	
	OR	
	It "freezes" a row or column, so that it is always displayed in place,	
	regardless of what part of the spreadsheet is being displayed.	
	2 marks for any of the above correct explanation.	
17	How can you insert an audio clip in a presentation?	2
Ans	An audio clip can be inserted in two ways:	
	• Using Insert tab	
	a) Click on Sound option under Media clips group in the Insert	
	tab, a drop down appears b) Salact the Sound from File on Clip Organizar	
	b) Select the Sound from File or Clip Organizer	
	OR	
	• Using Sound Option from Slide Transitions (Name of Tab and Group	
	Varies as per different version)	
	F = 2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
	2 marks for any of the above correct method	
	, , ,	1

18		What do you mean by grouping objects?	2
Ans		Objects such as pictures, clipart, shapes and text box can be grouped	
Alls		together to be treated as a single object.	
		2 marks for the correct explanation.	
		OR	
		Grouping can be used to move, rotate or resize multiple objects in a presentation.	
		1 mark for the correct application.	
19		What do you understand by task in Microsoft Outlook?	2
Ans		Tasks in Microsoft Outlook include action items such as booking a	
		conference room, booking tickets, reminder for a task completion itself	
		or any other relevant example	
		OR	
		Task refers to actions that can be performed by a user in Microsoft	
		Outlook.	
		2 marks for any of the above correct Answer.	
20*		What do you mean by prepositions? Write any two examples of	3
		prepositions.	
Ans		A preposition is a word that links a noun or pronoun to other words in a	
		sentence or to show place, time, direction etc.	
		For example: on, in, during, since, until, by, to, around, at (Or any other	
		correct example)	
		1 mark for the correct definition.	
		1+1 mark each for any two correct example.	
21		Define the following	3
	2	Paying guest	1
	Ans	Someone who lives on rent in the owner's house.	1
	Alls	OR	
		A person who pays to stay with someone in their home for usually for a	
		short time.	
		Short time.	
		1 mark for any of the above correct definition.	
	b	Landlord	1
	Ans	A man (not necessarily owner) who provides rooms for rent.	
		OR	
		A parson who rants a house or room to paople for manay	
		A person who rents a house or room to people for money	
		1 mark for any of the above correct definition.	
	c	Notice	1
	Ans	A formal announcement that you have to make if you want to move	
		out/ask a tenant to leave.	
		OR	
		The Act of paying attention to something or knowing about something	

		OR	
		A piece of paper or a sign giving information, a warning etc. that is put	
		where everyone can read it.	
		OR	
		To see and become conscious of something.	
		1 mark for any of the above correct definition.	
22		Write down the process for inserting Page Break.	3
Ans		To add another fresh page in a document, choose the page break option	
		in the Page Layout tab.	
		a) Click on the Page Layout tab on the Ribbon.	
		b) Click on the option Breaks in the Page Setup group	
		c) A dropdown list with options for different types of breaks appears, select page break from it.	
		OR	
		Shortcut keys: Ctrl + Enter .	
		OR	
		Click on Insert Tab, select Page break Option under Pages Group.	
		3 marks for any of the above correct answer	
		OR	
		A page break can be inserted anywhere in a document to force the end of	
		a page and the beginning of a new one.	
		1 mark for correct definition.	
23		Write short notes on the following	3
	A	Uppercase	1
	Ans	The selected text will be converted to Capital Letters	1
	Alls	OR	
		All Capital Letters	
		All Capital Letters	
		1 mark for the correct answer.	
	В	Sentence case	1
	Ans	The first character of the selected sentence will be converted to Capital	
		Letter	
		OR	
		The first character of every sentence should be a capital letter.	
		The first character of every sentence should be a capital fetter.	
		1 mark for the correct answer.	
	С	Strikethrough	1
	Ans	It makes a strikethrough/line through the middle of the selected text.	
		OR	
		Example: CBSE EXAMINATION 2018-19	
		1 mark for the correct answer / Example	
L	l .	1 * *	1

24	What do you understand by slide transition?	3
Ans	A slide transition is the visual motion when one slide changes to the next during a presentation. By default, one slide simply replaces the previous one on screen.	
	3 marks for the correct explanation OR	
	Types of Slide Transition: from left, from right, checkerboard, fade etc 1 mark for examples of Slide Transition OR	
	Slide Transition is used to make presentation attractive/ interesting/ effective	
	1 mark for any of the above application	
25	What do you mean by Speaker Notes?	3
Ans	Speaker notes are guided text used by the presenter during a presentation. An area of the slide that is hidden during the presentation is reserved for notes for the speaker. Here the presenter can note important key points to cover during the presentation. OR	
	Speaker Notes are not visible to the audience and helps the speaker to explain the topic/presentation.	
	3 marks to be considered for above or any relevant answer	
26	What is RDBMS?	3
Ans	 RDBMS - Relational Database Management System It is introduced by E. F. Codd. In this model all data is represented in term of tuples/rows & columns, grouped into relations/tables. A database organized in terms of the relational model is a relational database. Oracle, MySQL, MS Access, Open Office Base, Sybase 	
	1 mark for the full form of RDBMS	
	½ mark for the Highlighted word	
	3 marks for the definition relevant to the 3 rd point or	
	any other relevant explanation.	
	1 mark for the correct example of RDBMS. SECTION B	
25		1.5
27	Write down the process for transferring data on the internet	5
Ans	 The process for transferring data on the internet is as follows: The data is broken up into bits of same sized pieces called packets. A header is added to each packet. Each packet is sent from computer to computer until it finds its destination. At the destination, the packets are examined. If any packets are missing or damaged, a message is sent asking for them to be re-sent. The packets are pay reassembled into their original form. 	
	•The packets are now reassembled into their original form. 5 marks for the given points or any relevant answer regarding the above points.	

		OR	
		TCP/IP /HTTP /Uploading & Downloading	
		2 marks to be given for the terms mentioned	
28		Write short notes on the following	5
	a	Web server	1
	Ans	A Web server is a computer that stores websites and their related files for viewing on the Internet. 1 mark for the correct answer or any other relevant answer.	
	b	Dial-up	2
	Ans	Dial-up internet access is a form of internet access that uses the facilities of the public switched telephone network/Direct Subscriber Line (PSTN/DSL) to establish a connection to an internet service provider (ISP) via telephone lines using a device called MODEM. Users dial a particular number provided by the ISP and gain access to the internet. 2 marks for the correct answer or any other relevant answer.	
	c	Wi-Fi	2
	Ans	Wi-Fi means wireless communication or wireless technology.	
		1 mark for any of the above correct answer.	
		OR	
		It is a popular wireless technology that allows an electronic device such	
		as computers or mobile phones to exchange data wirelessly over a	
		network, including high-speed internet connections.	
		2 marks for the correct answer or any other relevant answer.	
		OR	
		Wi-Fi enabled devices such as Laptops, personal computer, smartphones,	
		video game console, etc. can connect to a network resource.	
		1 mark for the correct Example	
29		Explain the different types of charts.	5
Ans		Bar charts: A bar chart (horizontal bars) emphasizes the comparison	
		between items at a fixed period of time. This chart type also includes cylinder, cone, and pyramid subtypes. Excuses for being late to class	
		Line charts: A line chart shows the relationship of the changes in the data over a period of time.	



	OR	
	Draw Table options to create the table.	
	i) Using Title and Content Option	
	ii) Click on Layout option available under Slides group in the Home tab.	
	iii) Click on Title and Content option from the dropdown list. Now click the icon available within the layout.	
	iv) A dialog appears; enter the values for the required number of columns and rows.	
	OR Table Created with correct SQL Statement should be considered OR	
	Table Creation through datasheet view with proper steps should also be considered	
	5 marks for any of the above correct explanation.	
31	What is database server? Explain primary key and foreign key.	5
Ans	Database servers are dedicated computers that hold the actual databases and run only the DBMS and related software. Database servers are also referred to as Back-ends.	
	1 mark for correct definition of database server.	
	Thank for correct acquition of authorise server.	
	A primary key is a unique field/column that identifies a row in a table.	
	2 marks for correct explanation of primary key.	
	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.	
	OR	
	a column or set of columns, the value of which is derived from primary key of some other tables	
	OR	
	A column for its content depends on the unique or primary key of another table	
	OR	
	A unique field of one table act as a foreign key of another table.	
	2 marks for correct explanation of foreign key.	
	Note: Any relevant example illustrating the primary key and foreign key to be given due credit.	