GLOBAL
PUBLIC SCHOOL
Dream, Believe & Achieve

3rd Pre-Board Examination-2020-21

Class: X

Sub.: Info.Tech

Date: 19/04/2021

Time:2 Hrs   **M.M:50**

Q1. Answer any 4 out of the given 5 questions on Employability Skills (1 x 4 = 4 marks)

1. Which of the following is not a form of non-verbal communication?

(a) Facial Expressions   (b) Hand gestures

(c) Spoken words   (d) Eye contact

2. _____ is the loudness and softness of a speaker's voice.

(a) Pitch   (b) Volume   (c) Tone   (d) None of these

3. When a receiver gets a message, he sends back a _____

(a) Card   (b) Mobile   (c) Response   (d) All of these

4. _____ can help the sender justify the response of the receiver.

(a) Feedback   (b) Query

(c) Both a and b   (d) None of these

5. _____ feedback suggest a need for change in the mode of communication

(a) Positive   (b) Negative   (c) Mechanical   (d) None of these

Q2. Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

6. Being a _____ frame of mind while communication, helps in building trust.

(a) Balanced   (b) Anxious   (c) Unbalanced   (d) None of these

7. What operation do you perform in the current document to copy a style from selection?

(a) Update style   (b) Load style   (c) Modify style   (d) None of these

8. Style set is a combination of titles, headings and paragraph styles.

(a) True   (b) False   (c) Statement is not correct   (d) None of these

9. _____ are used to resize an image diagonally.

(a) Side handles   (b) Corners handles   (c) Both a and b   (d) None of these

10. A file saved with extension .dotx is called a _____.

(a) Style   (b) Template   (c) Theme   (d) None of these

11. You can specify the hierarchy level of headings in your TOC by using the ____ option.

(a) Set headings   (b) Set levels

(c) Show levels   (d) None of these

Q3. Answer any 5 out of the given 6 questions on (1 x 5 = 5 marks)

12. It generates a subtotal to summarize the data.

(a) Define range   (b) Total   (c) Subtotal   (d) None of these

13. It deals with equations with multiple unknown variables.

(a) Goal seek   (b) Solver   (c) Sorting   (d) None of these

14. In the formula =SUM('records'!B4:D4), **records** is a:

(a) Sheet name   (b) Range   (c) Database   (d) None of these

15. Which of the following group in the Review tab has the **Track Changes** option?

(a) Proofing   (b) Comments   (c) Changes   (d) None of these

16. Which of the following keyword is used to define a macro as a function?

(a) Function   (b) Macro   (c) Define   (d) None of these

17. Which key combination do you press to open the VBA?

(a) Alt+F11   (b) Shift+F3   (c) Shift+F11   (d) None of these

Q4. Answer any 5 out of the given 6 questions on (1 x 5 = 5 marks)

18. Which of the following is a RDBMS?

(a) MS Access   (b) MySQL   (c) Both a and b   (d) None of these

19. A _____ key refers to a combination of two or more attributes that uniquely identify the records in a table.

(a) Primary   (b) Composite primary   (c) Foreign (d) None of these

20. The ____ SQL command is used to create a table in the database.

(a) Date/time   (b) Calendar   (c) Interval   (d) None of these

21. A ____ command is a type of a DML command.

(a) Select   (b) Create   (c) Drop   (d) None of these

22. A _____ is established between two or more tables to retrieve data, collectively.

(a) Bond   (b) Link   (c) Relationship   (d) None of these

23. There are _____ main objects in database.

(a) Four   (b) Three   (c) Six   (d) None of these

Q5. Answer any 5 out of the given 6 questions on (1 x 5 = 5 marks)

24. What are some of the reasons why slips occur at the workplace?

(a) Leaks and debris   (b) Protruding nails and board

(c) Both a and b   (d) None of these

25. What is True about an emergency action plan?

(a) A standard plan for all organizations

(b) Customized as per hazards present at a workplace

(c) Neither a or b   (d) Both a and b

26. To improve mental health at workplace, employers should have _____ for their employees.

(a) Workshop   (b) Meditation session

(c) Neither a or b   (d) Both a and b

27. To protect data from any unauthorized access is known as ____.

(a) Data encryption   (b) encoding   (c) coding   (d) None of these

28. Benefit of E- Reservation is

(a) Available anywhere   (b) Cost cutting

(c) Safe and reliable   (d) All of these

29. To write a blog you need a _____ .

(a) Blogging tool   (b) Text editing tool

(c) Both a and b   (d) None of these

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q.6   What are the basic principles of an effective communication?

Q.7   How nature walk does help to manage stress?

Q.8   Write the steps to insert header and footer in word document.

Q.9   What are the long term solutions for sustainable development?

Q.10   What do you understand by the term data encryption?

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

Q.11   Write the steps to format the font size.

Q.12   How to change the type of chart?

Q.13   Explain the term modulator/demodulator.

Q.14   How to apply a picture style in a document?

Q.15   What is Data Consolidation?

Q.16   What are the advantages of offline blogging?

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

Q.17   Define the following:

(i) Text data type

(ii) Date & Time data type

Q.18   Define the following:

(i) Star topology

(ii) Web browser

Q.19   Write the steps to sort more than one column.

Q.20   What are the disadvantages of DBMS?

Q.21   Write down the uses of following commands in SQL with syntax.

(i) SELECT

(ii) UPDATE

(iii) DROP

(iv) INSERT