

Sample Paper
Information Technology (402/462)
Class X – 2017-18

General Instructions :

- I. *Read the question paper carefully.*
- II. *Question paper is divided into four sections :*
 - Section A – Multiple choice questions (1 mark each)*
In this section
Attempt any two from the first four Questions.
Attempt a total of six questions
 - Section B – Very Short Answer (2 mark each)*
There are internal choices in this section with a total of 8 questions to be attempted
 - Section C – Short Answer (3 mark each)*
 - Section D- Long Answer (5 mark each)*
- III. *All questions are compulsory from section C and D*
- IV. *The maximum time allowed is 2 hour.*
- V. *Maximum marks is 50 marks.*

Section A:

1X6=6

1. The market is just _____ the corner.
 - a) at
 - b) around
 - c) on
 - d) to
2. Our specialty is _____ tandoori chicken. Do try it.
 - a) a
 - b) an
 - c) the
 - d) no article needed
3. It was _____ who wanted to go to mountains instead of the beach.
 - a) himself
 - b) he
 - c) him
 - d) none
4. Study the following situation in “saying no”

Speaker 1: Can I borrow some money?

Speaker 2: _____

- a) no, you can't.
 - b) I am sorry, but I won't be able to lend you.
 - c) I will not give you.
 - d) I am sorry, but you can't borrow right now.
5. _____ is the type of wireless internet connectivity.
 - a) dial up

- b) DSL
 - c) 3G
 - d) Cable internet access
6. _____ is not a toggle key.
- a) Caps lock
 - b) Delete
 - c) Num lock
 - d) Scroll Lock
7. Autosum option is available in _____ group under the home tab.
- a) Number
 - b) Styles
 - c) Cells
 - d) Editing
8. Priyam has prepared a sales report for his company in excel. He does not want to display the data in some columns. He should choose _____ to make the columns invisible.
- a) Invisible
 - b) Conditional formatting
 - c) AutoSum
 - d) Hide
9. _____ is the visual motion when one slide changes to the next during a presentation.
- a) Slide transition
 - b) Animation
 - c) Chart
 - d) none
10. _____ creates a timeline of transactions that can be linked to a contact.
- a) telephone calls
 - b) appointment
 - c) journal entry
 - d) meeting
11. _____ are short text messages that are used for taking quick notes.
- a) notes
 - b) list
 - c) file
 - d) journal
12. A/An _____ statement is used to modify records in a database.
- a) Alter
 - b) Update
 - c) Select
 - d) Create

1. What do you mean by reflexive pronoun? Give example.
2. Jasmine lost her book, how she can describe the book which was lost? Mention at least four attributes to describe the book.
3. A friend of yours has done a favor for you, now how would you express your appreciation for your friend?
4. Write down the necessary steps to add a footer to your document.

OR

What do you understand by word wrapping? List any two word wrapping options available in a word processing software.

5. How can you insert a movie clip in the presentation using insert and layout option?

OR

In how many ways, you can insert a table in the presentation? Mention them.

6. What do you mean by task? How you can create and edit a task?
7. State the relationship and difference between primary key and foreign key.
8. Write an SQL query to create a table with the following structure.

Field	Type
Emp_no	char(4)
Name	varchar(25)
Salary	Float
Department	varchar(15)

Section C:

6 X 3=18

1. State three rules and etiquettes to be followed while chatting on the internet.
2. Write the steps to create the tab stop position at 3".
3. Mention three character formatting options, along with the detail how to use it.
4. Explain Conditional formatting with the help of an example. List any two formats that can be used for conditional formatting.
5. Kartikay is preparing a Digital Presentation. Help him to choose the correct option to
 - a. Keep the same transition and sound effect to all the slides
 - b. Insert a movie that has already been downloaded in the slide.
 - c. Add notes to a particular slide
6. Write the answers based on the following table:

Table: Manger

Deptno	Deptname	Name	City
S101	Sales	Pranjal Sharma	Delhi
HR404	HR	Preeti Arora	Chennai
P204	Purchase	Sukhmeen Singh	Bangalore
AD990	Admin	Sukanya Kumar	Mumbai

- a. Suggest a suitable data type for the Deptname field.
- b. Write a query to display all the records of the table.
- c. Add a new record with the following details:

('S106', 'Sales', "Kritika Tuteja", "Delhi").

Section D:

5X2=10

1. Explain the purpose of internet security. Also, mention some of the best internet security practices.
2. Consider the following spreadsheet and answer the questions that follow:

	A	B	C	D	E
1	No	BookName	Price	No_of_copies	Total Price
2	1	Mastering Dbase	200	4	
3	2	Introduction to Dbase	150	8	
4	3	HTML programming	250	9	
5	4	Web Based Applications	199	6	

- a. Calculate the Total Price as Price * No_of_copies in cell E2.
- b. Which option can be used to arrange the books in ascending order of price(lowest to highest)?
- c. Find the highest price of a book and display it in cell C6.
- d. Which option can be used to change the background color of a cell?
- e. Mention the feature used to display the data in a graphical form.
- f. Change the alignment of text in cell B2 to central aligned.