

D.A.V. PUBLIC SCHOOLS

(BIHAR ZONE)

Half - Yearly Examination : 2023 – 2024 Class – X

Subject - INFORMATION TECHNOLOGY (Sub. Code-402)

Time - 2 Hrs.

F.M. - 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. Out of the given (5+16 =) 21 questions, a candidate has to answer (5+10 =) 15 questions in the allotted (maximum) time of 2 hours.
- 4. All questions of a particular section must be attempted in the correct order.
- 5. SECTION: A OBJECTIVE TYPE QUESTIONS (24 MARKS)
 - (i) This section has 05 questions
 - (ii) Marks allotted are mentioned against each question/part.
 - (iii) There is no negative marking.
 - (iv) Do as per the instructions given.
- 6. SECTION B SUBJECTIVE TYPE QUESTIONS (26 MARKS)
 - (i) This section has 16questions.
 - (ii) A candidate has to do 10 questions.
 - (iii) Do as per the instructions given.
 - (iv) Marks allotted mentioned against each question/part.

SECTION A: OBJECTIVE TYPE OUESTIONS

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Q1.	Answer any 4 out of the given 6 questions on Employability skills (1x							
	i.	is not the quality of self-confident people.						
		a.	Dependent	c.	Positive Attitude			
		b.	Hard working	-d.	Commitment			
	ii.	Fee	dback such as "good job" or	"you did	great". Are kind of which feedback.	1		
		a.	Descriptive feedback	c.	General feedback			
		b.	specific feedback	d.	Informal feedback			
	iii.	Mol	hit raised his hand to greet h	is uncle c	oming from distance. What type of non-	verbal		
		com	munications is this?			1		
		a.	Gesture	c.	Expression			
		b.	Expression	d.	Eye movement			

	iv.	What makes you complete your work without others cheering you?						
		a.	Self-confidence	c.	Comn	nunication		
		b.	Self-motivation	d.	Self-e	steem		
	v.	Softw	vare that serves as an interfac	ce betw	een user	and computer is termed as:	1 - and	
		a.	Operating system	c.	Andro	bid bid		
		b.	Windows	d.	DOS	euse sep i ine instructions our		
	vi.	Ident	tify the measure to protect co	mpute	from th	reats and viruses.	1	
		a.	Sharing password with frien	nds	c.	Use antivirus		
		b.	Allow anyone to use your de	evice'	d.	Leave computer without log	ging out	
Q2.	Answ	er any	5 out of the given 6 questions	ne icen		(1x5=	5marks)	
	i.	When you open a new spreadsheet, by default, it has a sheet named						
		whic	ch is managed using tabs at th	ne botto	m of the	spreadsheet.	1	
		a.	Sheet1		c.	Worksheet1		
		b.	Untitled1		d.	New Sheet		
	ii.	Mul	tiple copies of the same file le	ads to_		- - 701 (388	1	
		a.	Data Inconsistency		c.	Data Redundancy		
		b.	Data Consistency		d.	Foreign Key		
	iii.	The	styles created to affect numb	ered lis	sts and b	ullets lists arest	yles. 1	
		a.	Frame styles		c.	Lists styles		
		b.	Paragraph styles		d.	Characters styles		
	iv.	John has written a book consisting of fifteen chapters. He wanted to make the i						
		the	book. Suggest him the opti	ion use	d to cre	ate the index automatically	in a word	
			cessor.				1	
		a.	Tables		c.	Columns		
		b.	Mail Merge		d.	Table of Content		
			Hyenayyan syll					

	v.	The	default numbers of levels of headin	ngs in a W	riter TOC is	1		
		a.	5	c.	3			
		b.	4 for True or False:	d.	2			
	vi.	The	is the process of	changing	the values in the cells to	o see how these		
		char	1					
		a.	Subtotal	c.	What-If Analysis			
		b.	Scenario	d.	Goal Seek			
Q3.	Ansv	wer any	5 out of the given 6 questions.		olyte dogressed	1x5=5marks)		
	i.	Function takes data from a series of worksheets or workbooks an						
		sum	1					
		a.	Data Combination	c.	Data Consolidation			
		b.	Data Merging	d.	Data Concatenation			
	ii.	Whi	ch of the following is more elabora	te form o	f Goal Seek?	1		
		a.	Subtotal	c.	Scenario			
		b.	Solver	d.	Consolidate			
	iii.	Outs	side a worksheet, cell reference tak	es the for	m. smiles deputient s	toring varia		
		a.	<row><col/></row>	c.	<col/> Row>			
		b.	<sheetname>.<col/><row></row></sheetname>	d.	<sheetname>.<row></row></sheetname>	<col/>		
	iv.	A	hyperlink contain	s the full	address of the destina	tion file, work		
		book	cor web page.			. 1		
		a.	Relative	c.	Absolute			
		b.	Mixed	d.	Address	cach girthion		
	v.	Data		I 1				
		a.	Table	c.	Report			
		b.	Query	d.	Search			

P.T.C

w these	Answ i.	In Ca a. b. Whice	True False 5 out of the given 6 questions (1x5 = 5 alc, Arguments passed to a macro fro Cell Reference Value			iv 1	
w these	L.	In Ca a. b.	5 out of the given 6 questions (1x5 = 5 alc, Arguments passed to a macro fro Cell Reference Value	m Calc	are always	iv 1	
w these	L.	In Ca a. b. Whice	cell Reference Value	m Calc	are always	1	
		a. b. Which	Cell Reference Value			1	
	II.	b. Whice	Value	c.	Both a and b		
	ii.	Whic					
	ii. n∂=2			d.	Sheet Reference		
			ch of the following are not legal types	of style	es in Writer?	1	
		a.	paragraph style	c.	page style		
		b.	line style	d.	List style		
	iii.	A	is a model that you use	e to crea	ate other documents.	1	
		a.	Template	c.	Document		
		b.	Design	d.	Copy paste		
	iv.	means combining data in a spreadsheet from different works					
		mas	ter worksheet.			1	
		a.	Hyperlinks	c.	Linking		
		b.	Consolidating	d.	Filter		
	v.	Dup	lication of data is known as		<300>wn39> .1	1	
		a.	Data redundancy	c.	Data repentance		
		b.	Data Inconsistency	d.	None of these		
	vi.	Ider	ntify the mode, where we can modify	in the s	tructure of table?	1	
		a.	Datasheet view	c.	Design view		
		b.	Structure view	d.	All of the above		
Q5.		weran	y 5 out of the given 6 questions.		(1x5=	=5marks)	
	Ans						

cell of Spreadsheet.

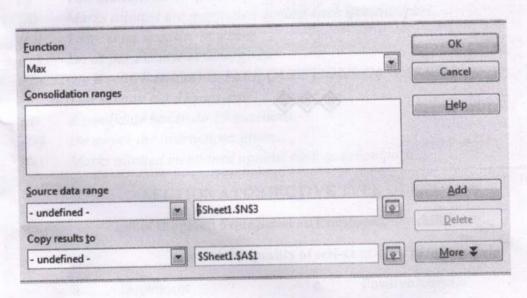
	An	a.	Comments	C.	Worksheet		
		b.	Hyperlink	d.	Macros		
	ii.	Sta	te whether True or False:			1	
		"It	is not possible to create a defai	ult template in a V			
		a.	True	b.	False		
	iii.	Arc	ow in a table is also known as	iawa ni zatelogo		1	
		a.			A data type		
		b.	A field		Atuple		
	iv.	Who	en a primary key contains m	ore than one field	d ,it is known as	. 1	
		a.	Alternate key	c.	Candidate key	u kin	
		b.	Foreign key	d.	Composite key		
	v.	In a document, refers to the vertical or horizontal placement of					
			ohic in relation to the chosen :			1	
		a.	Arrangement	trong to C.	Alignment		
		b.	Anchoring	rad yal ea d.	Alignment		
	vi.	A do	ocument is	a special type	of empty document storing	various	
		form	atting features applicable to	whole documen	t.	1	
		a.	Style	c.	Template		
		b.	Macro	d. M. d.	None of these		
			e terms used to merge doca				
			SECTION B : SUBJECT				
Ansu	ver any 3	out of	the given 5 questions on Emp	loyability Skills (2x3 = 6 marks) Answer each q	uestion	
in 20	-30 wor	ds.					
Q 6.	Whata	are the a	advantages of the ability to Wor	rk Independently	? Mein December:	2	
Q7.	Name	the Stre	ess causal agents			2	

Q6.

Q7.

Q8.	What are the characteristics of effective feedback?			2
Q9.	What is anti-virus software?			2
Q10.	What is the significance of Recycle Bin?			2
Answ	er any 4 out of the given 6 questions in $20-30$ words each (2 x 4	t = 8 marks)		
Q11.	State any two purposes of using Templates in a word documen	t. da zi aldırı kınlı yı		2
Q12.	Mention any two operations that can be performed using Macr	os in a spreadsheet	. 8	2
Q13.	What do you mean by Hyperlinks in Spreadsheets? Give the			ks tha
	can be used in Spreadsheets			2
Q14.	What are Styles?	Alternationary		2
Q15.	What is database? What is its significance?			2
Q16.	What is the difference between a flat database and relational d	atabase?		2
Answ	ver any 3 out of the given 5 questions in 50–80 words each (4 $ imes$ 3	B = 12 marks		
Q17.	Anshita is preparing spreadsheet notes for her Term Exam	n. Help her to wri	te short note	on th
	following:			4
	i. Scenarios ii. Goal S	eek		
	iii. Solver iv. Subtot	al		
Q18.	Tanmay is a Class X student. He has learnt Mail Merg	e option of a Wor	rd Processor	in h
	computer period. But he is confused with few terms use	ed to merge docu	ments. Expla	ain tl
	following briefly, which will help Tanmay better understa	nd the Mail Merg	e options.	4
	1. Merge Field			
	2. Data Source			
	3. Main Document			
	4. Mention two types of data on which mail merge can b	e applied.		
				P.T.

- Q19. Aman has a small library at home .He want to store the details of all books in RDBMS .He created a table with five fields by name "AMAN_Lib" in the RDBMS program. He also created a primary key in that table.
 - what do you mean by table.
 - 2. What is the purpose of creating a primary key in table?
 - 3. Aman can create more than one primary key in his table. (yes/no)
 - Expand RDBMS
- Q20. Raman is a student of Class X. He was doing an assignment of I.T. He is done all the questions except one given below. Being friend of Raman, help him to remove his doubt.



- Name the dialog box shown above.
- 2. What is the default function in function list box
- Name any two options which are visible on clicking "More "Button.
- 4. Clicking on which button, the source data range will appear in consolidation ranges box.
- Q21. Parth is a student of class X. He is very good in studies. he is learning one of the function listed under the mathematical category of open office Calc which totals/adds data arranged in an array—that is, group of cells with labels for columns and/or rows.

- 1. Name the mathematical function
- 2. Under what a menu, this function is available?
- 3. Name any two functions which are listed in the dialog box of above function.
- 4. How many groups can be used in the above function?



except one given helow. Being friend of Kaman, help him to remove in about