

# SEVEN SQUARE ACADEMY

Academic Year - 2019 - 2020 Senior Secondary Section (Pre-board - I)

Name: ————	<b>Subject: Information Technology</b>	Date: 26/02/2021

Class: X Time: 2:00 Hours Marks: 50 Marks

# **General Instructions:**

a) Inseparable

- 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 (5 + 16 = 21) questions, a candidate has to answer (5 + 10 = 15)questions in the allotted (maximum) time of 2 hours.
- 5. All questions of a particular section must be attempted in the correct order.

## 6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):

- o This section has 05 questions.
- o Marks allotted are mentioned against each question/part.
- o There is no negative marking.
- o Do as per the instructions given.

#### 7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):

- o This section has 16 questions.
- o A candidate has to do 10 questions.
- o Do as per the instructions given.
- Marks allotted are mentioned against each question/part.

# **SECTION A: OBJECTIVE TYPE QUESTIONS**

## Q. 1. Answer any 4 out of the given 6 questions on Employability Skills: $(4 \times 1 = 4 \text{ Marks})$

to

i.	Karan lives at a hostel in approval for the robotic However, due to disrupt him. He got very upset. his mother?	s class which is gion in the phone	going to start in his s line, his mother cou	chool nex	at week onwards. derstand and reply
		b) Letter	c) Message through	h Friend	d) Fax
ii.	Trisha is always tense de thought of exams create would suggest to help h	s anxiety in her. er?		ement tec	chnique that you
iii	i abilit someone or something i a) Self-Mot	y of a person to on the original of the original ori	do the things that need b) Self Discipline	ed to be d	,
	c) Self Awa	reness	d) Self-Regulation		
iv	areissues.	pt of sustainable	development, the en	vironmen	at and development
	a) Inseparable	b) Separate	c) Independent	d) No	one of these

c) Independent

b) Separate

installed in the o	computer c b) backup	annot be act	nieved by	·
pinet	d) Installi	ng antivirus	software	
b) Planning	c) Function	oning	d) None	of these
		ce.	(	$5 \times 1 = 5 \text{ Marks}$
b) Yahoo! Me	essenger			
d) Whatsapp				
emptying a place	e in case of	f an emerger	ncy, disas	ter.
b) Evacuation	n c)	Hazards	C	l) Exiting
her computers v	will take th	e services fr		
b) Client-Serv	ver c)	Point to Po	int c	l) Ring
	-	_	into a for	rm (analog
			C	l) Modem
•		maximize th	ie result a	ccording to a set
_		Solver	C	l) Subtotal
ne vertical or hor	rizontal pla	acement of a	graphic i	n relation to the
b) Footer	c)	Margin	C	l) Headings
lowchart for his	programs			5 x 1 = 5 Marks) Which option
b) Symbols	•	Pictures	C	l) All of these
			ıt off a pa	rt of the picture.
b) Copy			C	l) Layout
				1) Call
b) Column	C)	rabie	C	l) Cell
hich feature will	l she use to	send the sa		•
b) Letter wiza	ard c)	Document '	Гуре с	l) None of these
ou use to create (b) Template			Ć	l) Sample
	coinet  rucial role in the b) Planning  the given 6 question instant messar b) Yahoo! Me d) Whatsapp  emptying a place b) Evacuation in the computers where the best suitable b) Client-Serve that converts diver phone lines are b) Switch by designed to me a spreadsheet. b) Scenario the vertical or how b) Footer  the given 6 question in a document of the given a row and b) Column  14th birthday. The feature will without typing in b) Letter wization use to create of the given of the given a row and b) Column  14th birthday. The feature will without typing in the given of the given a row and b) Column  14th birthday. The feature will without typing in the given of the given a row and b) Column  14th birthday. The feature will without typing in the given of the given a row and b) Column  14th birthday. The feature will without typing in the given of the given a row and b) Column	b) backuptionet d) Installice rucial role in the	b) backup d) Installing antivirus rucial role in the of the b) Planning c) Functioning  the given 6 questions: an instant messaging service. b) Yahoo! Messenger d) Whatsapp  emptying a place in case of an emerger b) Evacuation c) Hazards  anetwork for his office where he wants ther computers will take the services from the best suitable for him? b) Client-Server c) Point to Potential converts digital computer signals were phone lines and vice versa. b) Switch c) Router  y designed to minimize or maximize the n a spreadsheet. b) Scenario c) Solver  the vertical or horizontal placement of a b) Footer c) Margin  the given 6 questions: lowchart for his programs in a Word desh this task efficiently? b) Symbols c) Pictures  ture in a document. But she wants to cut use to accomplish the task? b) Copy c) Crop  tween a row and column is called b) Column c) Table  14th birthday. She wants to invite her hich feature will she use to send the sativithout typing it again and again? b) Letter wizard c) Document on the column of the colum	an instant messaging service. b) Yahoo! Messenger d) Whatsapp  emptying a place in case of an emergency, disas b) Evacuation c) Hazards content of the computers will take the services from the content of the best suitable for him? b) Client-Server c) Point to Point content of the converts digital computer signals into a formore phone lines and vice versa. b) Switch c) Router content of a spreadsheet. b) Scenario c) Solver content of a graphic in the given 6 questions: c) Margin content of the given 6 questions: c) Margin content of a graphic in this task efficiently? b) Symbols c) Pictures content of a part use to accomplish the task? b) Copy c) Crop content of a graphic in the given a row and column is called b) Column c) Table content of a graphic part of the given a row and column is called b) Column c) Table content of a graphic part of the given a row and column is called b) Column c) Table content of a graphic part of the given a row and column is called b) Column c) Table content of a graphic part of the given a row and column is called b) Column c) Table content of the same invite without typing it again and again? b) Letter wizard c) Document Type content of the given of the content of the given of the content

V1. F01	a) \$	b) @	sign. c) #	d) =		
Q. 4.	Answer any 5 out of	the given 6 question	as:	$(5 \times 1 = 5 \text{ Marks})$		
i.	is a to	ool to test "what-if" q	uestions			
1.	a) Scenario	b) Solver	c) Macro	d) Average		
ii.		s to achieve 85 percen	out of 30 in Maths. He t in aggregate. Suggest			
	a)Macro		c) Goal Seek	d) Sub Total		
iii.	can be used in spreadsheet software to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites.					
		b) Hyperlinks	c) Links	d) Filter		
iv	119	ses the keyboard as a	pointing device instead	of a mouse		
17.	a) Mouse Keys	b) Toggle key	c) Filter key	d) Sticky key		
	school project, which simultaneously to consume Spreadsheet to a) Consolidate Work c) Link Worksheet	ch they have created in complete it on time. We speed up their work. ksheet b) S d) I ase is a type of databat b) F		both want to work d use to access the		
Q. 5. A	Answer any 5 out of	the given 6 question	s:	$(5 \times 1 = 5 \text{ Marks})$		
i.	In database helps us to retrieve the filtered data based upon some					
	conditions. a) Forms	b) Reports	c) Queries	d) Table		
ii.		is one which connects computers and devices in a limited geographical area as home, school, computer laboratory, office building, or closely positioned of buildings.				
	a) LAN	b) WAN	c) MAN	d) PAN		
iii.	Rudrakshh wants that the name column of a table must not be left blank. Help him to identify the field property for this purpose.					
	a) Length	b) Default	c) Entry Re	equired d) Format		
iv.	can be set for a field if the user doesn't provide any value while entering					
	the values in the tab		-			
	a) Required	b) Default	c) Primary	Key d) Format		

v.	Aadya wants to create a connection between two or more tables. Suggest her the option to accomplish the task.				
	a) Table	b) Form	c) Relations	hips d) Sorting	
vi.	data t a) Integer	ype takes the values in b) Text	n the form of 0 and 1 c) Boolean	in the database. d) Memo	
SECT	ION B: SUBJECTIVI	E TYPE QUESTION	IS		
	er any 3 out of the give er each question in 20	_	ployability Skills:	$(3 \times 2 = 6 \text{ Marks})$	
a c Q.7. M Q.8. Go to Q.9. W	Communication skills as communication process fention any two miscon oal setting is a very ess set the goals. Explain 'hat are the measures to How can an individual	ceptions about the Entential factor in your part in brief. In increase the perform	trepreneurship. ersonal life. List all t ance of a computer s	he SMART methods	
Answe	er any 4 out of the give	en 6 questions in 20 -	- 30 words each:	$(4 \times 2 = 8 \text{ marks})$	
Q.11. I	Differentiate between R	Relative and Absolute	referencing with the	help of an example.	
Q.13. V Q.14. V Q.15. I	What is the utility of tex What is the use of Macr Write any two advantag Differentiate between P Define the following H	ros in a Spreadsheet? ges of online shopping rimary key and Foreig	g. gn key.	′i-Fi	
Answe	er any 3 out of the give	en 5 questions in 50–	80 words each:	$(3 \times 4 = 12 \text{ Marks})$	
Q.17. I	Elaborate four different	types of styles which	can be provided in a	Word Processor.	
Q.19. V Q.20. V Q.21. a) The	Define the following:  a) Sub totals What precautions must What is DBMS? Explai structure of a table "IT lumn.	n any two advantages	online security? of DBMS.	type and size of each	
	olumn Name	Type	Size		
	mno				
	ame ice				
Qt					
ĮŲ	·J				

# b) Consider the following table "ITEM":

Table: Item

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

- i. Write queries to insert one record with (55, Lotion, 70, 5)ii. Write queries to delete the item no. 44 from the table.