



DOON GLOBAL SCHOOL
PRE-BOARD EXAMINATIONS (2024-25)

CLASS – X (Set A)
SUBJECT- INFORMATION TECHNOLOGY (402)
TIME – 2Hrs **M. MARKS- 50**

Max. Time: 2 Hours

Max. Marks: 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. 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):**
 - 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.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.
 - iv. 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 (1 x 4 = 4 marks)	
i.	Feedback is an important part of the communication cycle. A good feedback is always_____. a. Generic b. Specific c. Ignored d. Impolite	1
ii.	_____ provide us with energy and motivation to achieve our goals. a. Stress b. Distress c. Eustress d. Depression	1

iii.	To be a successful entrepreneur, you must be _____. a. Goal - Oriented b. Rich c. Technology Driven d. Visionaries	1
iv.	What is self-motivation? a. External pressure to perform tasks b. The force within you that drives you to do things c. Influence from others to achieve goals d. The ability to avoid doing things without external influence	1
v.	What does the "R" in SMART signify when setting goals? a. Rigorous b. Resourceful c. Realistic d. Rewarding	1
vi.	Which of the following is a key component of sustainable development? a. Expanding the excessive use of resources b. Disregarding the need for resource conservation c. Recycling and reusing waste materials d. Ignoring the management of renewable resources	1

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which of the following is true about a Table of Contents? a. Usually located at the end of a document. b. Provides an organized list of chapters along with their page numbers. c. Useful only for shorter documents. d. Primarily used for fiction books.	1
ii.	Using the _____ option does not change the scale of the picture. a. Keep Scale b. Keep original c. Keep size d. Format	1
iii.	A file saved with the extension. ott is called a _____. a. Style b. Theme c. Template d. Object	1
iv.	The _____ mode allows you to apply a style to many different areas quickly. a. File format b. Fill format c. File Handling d. Fill handle	1
v.	Which category of styles will you click to set the font and size of text in a paragraph? a. Tablet Styles b. Paragraph Styles c. Character Styles d. Indent Styles	1

vi.	_____ is a combination of title, heading, and paragraph styles. a. Style Set b. Font Set c. Color Set d. Index Set	1
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Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which step should you follow before using the subtotal command? a. Consolidate Data b. Sort data c. Filter data d. both A & C	1
ii.	Sarah, a project manager, needs to combine data from various team progress reports into a master worksheet for an overall project overview. To achieve this, she will utilize the feature of a spreadsheet known as_____. a. Consolidate b. Subtotal c. Columns d. Data Provider	1
iii.	The_____feature of spreadsheet enables you to keep track of the changes made by you or the other users in a spreadsheet. a. Changes b. Track Changes c. Record Changes d. Show Changes	1
iv.	A hyperlink in a spreadsheet can be_____. a. Text b. Picture c. both a and b d. none of these	1
v.	_____ allows you to record a set of actions that you perform repeatedly in a spreadsheet. a. Mail Merge b. Review c. Macro d. Solver	1
vi.	An argument can be passed through a macro function_____. a. By Value b. By Reference c. Both a and b d. None of these	

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	In a database, the information is stored in the form of_____: a. Rows b. Columns c. Tables d. All of the above	1
ii.	In which type of database, can you retrieve the data from the related tables? a. Database Management System b. Relational Database Management System c. Rational Database Management System d. None of the above	1

iii.	A table can have only one _____ key. a. Primary b. Secondary c. Composite d. Concatenation	1
iv.	Which of the following database objects are used to retrieve data from database? a. Queries b. Tables c. Reports d. Layouts	1
v.	The _____ SQL command is used to create a table in the database. a. Select b. Create table c. Insert table d. Add table	1

vi.	The _____ data type is used to store date or time or combination of date and time. a. Date/Time b. Calendar c. Interval d. Table	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which of these is a psychological factor at work that can prove Hazardous? a. Conflicts at workplace b. Lasers c. Presence of allergens d. None of these	1
ii.	Instead of having _____ food as snacks, employees should have fruits, nuts and vegetables.	1
iii.	To improve mental health at workplace, employers should have _____ for their employees. a. Workshops b. Meditation sessions c. Both a and b d. Food arrangement	1
iv.	A key strategy to prevent fire is to remove_____ a. Heat and Oxygen b. Heat, Oxygen and Fuel c. Heat and fuel d. Oxygen and Fuel	1
v.	What is the result of contact with toxic liquid or chemicals accidentally released at the workplace? a. Skin and eye reactions b. None of these c. Fire d. Chemical release	1
vi.	The reason of cuts and lacerations to the body from equipment include_____ a. Poor training b. Inadequate safety procedures c. Both a and b d. Faulty equipment	1

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	Write two ways to overcome barriers to effective communication.	2
Q. 7	Define extrinsic motivation.	2
Q. 8	What do you understand by the term 'Computer Maintenance'? Differentiate between hardware and software maintenance.	2
Q. 9	What are the two types of risks usually faced by an entrepreneur?	2
Q. 10	"Natural occurrences can pose a threat to sustainability." Explain.	2

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

Q. 11	What is Table of Contents? List any two characteristics of a good TOC.	2
Q. 12	Mention any two operations that can be performed using Macros in a spreadsheet.	2
Q. 13	Sharing a spreadsheet is useful. Why?	2
Q. 14	Differentiate between DML and DDL.	2
Q. 15	Why do you need to back-up your data?	2
Q. 16	Mention two preventive measures that can be taken to prevent accidents at the workplace.	2

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

Q. 17	List the different styles categories available in document.	4																														
Q. 18	What is a solver? How is it different from Goal Seek?	4																														
Q. 19	What can be the various General Evacuation Procedure in the event of an emergency, such as Fire or chemical spill? (List any four).	4																														
Q. 20	Sudheer is not clear about the use of a database. Explain to him the following to give him a better understanding of the DBMS concepts. a. Describe any four advantages of DBMS. b. State the relationship and difference between a primary and foreign key.	4																														
Q. 21	Consider the following table name Employee and write the queries for the following: <table border="1"><thead><tr><th>EmployeeID</th><th>FirstName</th><th>LastName</th><th>Department</th><th>Salary</th></tr></thead><tbody><tr><td>1</td><td>Rajesh</td><td>Kumar</td><td>IT</td><td>60000.0</td></tr><tr><td>2</td><td>Priya</td><td>Singh</td><td>HR</td><td>55000.0</td></tr><tr><td>3</td><td>Anjali</td><td>Sharma</td><td>Finance</td><td>65000.0</td></tr><tr><td>4</td><td>Manish</td><td>Gupta</td><td>Sales</td><td>58000.0</td></tr><tr><td>5</td><td>Pooja</td><td>Verma</td><td>Marketing</td><td>60000.0</td></tr></tbody></table> i. Write an SQL command to display the employees in descending order of their salary. ii. Write a query to display the details of employees who belong to the 'HR' department. iii. Write an SQL query to display the details of the employees whose salary falls within the range of 50000 and 60000. iv. Write a query to delete the employee with EmployeeID 3 from the table.	EmployeeID	FirstName	LastName	Department	Salary	1	Rajesh	Kumar	IT	60000.0	2	Priya	Singh	HR	55000.0	3	Anjali	Sharma	Finance	65000.0	4	Manish	Gupta	Sales	58000.0	5	Pooja	Verma	Marketing	60000.0	4
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