

HALF YEARLY EXAMINATION, 2024-25

INFORMATION TECHNOLOGY

Time – 2:00 Hrs.

Class – X

M.M. : 50

Date – 04.09.2024 (Wednesday)

Name of the student _____ Section _____

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 where as Section B contains Subjective type questions.
4. All questions of a particular section must be attempted in the correct order.
5. **SECTION A-OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. Marks allotted are mentioned against each question/part.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
6. **SECTION B –SUBJECTIVE TYPE QUESTIONS (26MARKS):**
 - i. Do as per the instructions given.
 - ii. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1 Answer ANY 4 out of the given 6 questions.

- i) Which of the following is NOT an element of communication within the communication process cycle? **1**
(a) Channel (b) Receiver (c) Sender (d) Time
- ii) You need to apply leave at work? Which method of communication will you use? **1**
(a) e-mail (b) Poster (c) Newsletter (d) Blog
- iii) Which of the following statement is true about communication? **1**
(a) 50% of our communication is non-verbal
(b) 20% communication is done using body movements, face, arms, etc.
(c) 5% communication is done using voice, tone, pauses, etc.
(d) 7% communication is done using words
- iv) What makes you complete work or studies without others cheering you? **1**
(a) Self-confidence (b) Communication (c) Self-motivation (d) Self-esteem
- v) Which of the following are types of motivation? **1**
(a) Internal/Intrinsic (b) Intermediate (c) Outstation (d) Extensive
- vi) Ravi works hard to get the best student award at the end of year. What type of motivation is this?
(a) Internal (b) External
(c) Both internal and external (d) Not any specific type of motivation

Q. 2 Answer ANY 5 out of the given 6 questions.

- i) Which of the following functions is not performed using a mouse? 1
(a) Turn on (b) Hover (c) Right click (d) Drag and Drop
- ii) What is the term used when you press and hold the left mouse key and move the mouse around? 1
(a) Highlighting (b) Dragging (c) Selecting (d) Moving
- iii) Which of the following is a valid file extension for Notepad file? 1
(a) .jpg (b) .doc (c) .text (d) .txt
- iv) Which of the following can be used to access a style menu? 1
(a) F11 function key (b) Sidebar Menu (c) Formatting toolbar (d) All of these
- v) Which of the following gives the status of your document like page numbers, number of pages? 1
(a) Status bar (b) Standard toolbar (c) Formatting (d) Title bar
- vi) What is style template in OpenOffice / LibreOffice Writer? 1
(a) Pre-determined form and mode of document file
(b) One kind of model style
(c) One type of document
(d) Cluster of documents in Writer

Q. 3 Answer ANY 5 out of the given 6 questions.

- i) The text or image which appears faintly in the background of a page is called _____. 1
(a) Water mark (c) Copyright (b) Trade mark (d) Embossing
- ii) JPG or JPEG in image format stands for _____. 1
(a) Joint Photographic Experts Group (b) Joint Picture Experts Group
(c) Joint Photographic Experts Graph (d) Joint Photographic Experts General
- iii) Which of the following is the shortcut key to open the Templates dialog box? 1
(a) Ctrl+Alt+N (b) Ctrl+Alt+T (c) Shift+Ctrl+N (d) Shift+Alt+T
- iv) Image / picture toolbar does not provide a tool for _____. 1
(a) filtering (b) cropping (c) copying (d) flipping
- v) Which of the following feature is not used for data analysis in spreadsheet? 1
a) Consolidating data b) Goal Seek c) Subtotal d) Page layout
- vi) Which of the following office tool is known for data analysis? 1
(a) Writer (b) Calc (c) Impress (d) Draw

Q. 4 Answer ANY 5 out of the given 6 questions.

- i) Which of the following operations cannot be performed using OpenOffice/ LibreOffice Calc? 1
(a) Store and manipulate data (b) Create graphical representation of data
(c) Analysis of data (d) Mail merge

- ii) What is the extension of spreadsheet file in Calc? 1
 (a) .odb (b) .odt (c) .odg (d) .ods
- iii) The default function while using Consolidate is _____. 1
 (a) Average (b) Sum (c) Max (d) Count
- iv) Which tool is used to predict the output while changing the input? 1
 (a) Consolidate function (b) What-if scenario (c) Goal seek (d) Find and Replace
- v) Which of the following is an example for absolute cell referencing? 1
 (a) C5 (b) \$C\$5 (c) \$C (d) #C
- vi) _____ analysis tool works in reverse order, finding input based on the output. 1
 (a) Consolidate function (b) Goal seek (c) What-if analysis (d) Scenario

Q. 5 Answer ANY 5 out of the given 6 questions.

- i) Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in Calc? 1
 (a) Macro (b) Hyperlink (c) connect (d) Copy
- ii) The path of a file has _____ forward slashes in spreadsheet. 1
 (a) four (b) three (c) two (d) one
- iii) _____ refers to cell G5 of sheet named My Sheet. 1
 (a) \$My Sheet.'G5' (b) \$My Sheet_'G5'
 (c) \$ 'MySheet'.G5 (d) \$ 'MySheet'_G5
- iv) Which of the following menus contains the track changes option? 1
 (a) File (b) Edit (c) View (d) Insert
- v) Which of the following is the shortcut key to select the entire document? 1
 (a) Ctrl+S (b) Ctrl+A (c) Ctrl+D (d) Ctrl+B
- vi) Which of the following is the shortcut key to start recording the changes being made in the document? 1
 (a) Ctrl+Shift+C. (b) Alt+Shift+C (c) Ctrl+Alt+C (d) Shift+C+F2

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer ANY 3 out of the given 5 questions on Employability Skills.

- Q. 6** Write down the two ways to Overcome Barriers to Effective Communication. 2
- Q. 7** Write the full form of SMART in goal setting. 2
- Q. 8** List two various ways you can use to protect your data. 2
- Q. 9** Explain how to clean a computer on a daily basis. 2
- Q. 10** List any four stress management technique. 2

Answer ANY 4 out of the given 6 questions.

- Q. 11** Define style in OpenOffice/ LibreOffice writer. Write down the name of any two style categories. **2**
- Q. 12** What is a Macro? List any two real life situations where they can be used. **2**
- Q. 13** Differentiate between Relative and Absolute Hyperlink. **2**
- Q. 14** Name the two ways to link the sheets in OpenOffice/ LibreOffice Calc. **2**
- Q. 15** How is resizing of image different from cropping it? **2**
- Q. 16** What is the difference between Accept Track Change and Accept All Tracked Changes buttons using writer software? **2**

Answer ANY 3 out of the given 5 questions.

- Q.17** Explain any four word wrapping options available under word processing software. **4**
- Q.18** What is the need of table of contents? Name any four tabs present in the Table of Contents, Index or Bibliography dialog box. **4**
- Q. 19** Anita is preparing spreadsheet notes for her term exam. Help her to write short notes for on the following: **4**
- a) Scenarios b) Solver c) Consolidating Data d) Subtotal
- Q. 20** Define the following – **4**
- (a) Workbook
- (b) Worksheet
- (c) Formula Bar
- (d) Menu Bar
- Q. 21** (a) Write steps to insert shape in a word document. **4**
- (b) Define template. What is the use of template?

