

**SAHODAYA PREBOARD EXAMINATION – 2024-25**  
**CLASS – X**  
**INFORMATION TECHNOLOGY [402]**  
**MARKING SCHEME**

**Max. Time:2Hours**

**Max. Marks:50**

**SECTION A: OBJECTIVE TYPE QUESTIONS**

<b>Q. 1</b>	<b>Answer any 4 of the given 6 questions (1 x 4 = 4 marks)</b>	
i.	(d) Difficult to understand if the right words are not used	<b>1</b>
ii.	(a) Self-Motivation	<b>1</b>
iii.	(c)Time Management	<b>1</b>
iv.	(c)United Nation	<b>1</b>
v	(c) Functioning	<b>1</b>
vi	(c) Taking care of ourselves and the future generations	<b>1</b>

<b>Q. 2</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	(d)All of these	<b>1</b>
ii	(b) \$C\$5	<b>1</b>
iii	(d) All of the above	<b>1</b>
iv	d) All of these	<b>1</b>

v	(b) Attributes	1
vi	(a) It has four tabs	1

<b>Q. 3</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	(b) What-if scenario	1
ii	(b) Both the tables must have a common field	1
iii	(d) Page layout	1
iv	(b)First Aid	1
v	(b) BASIC	1
vi	(c) We cannot create our own template	1

<b>Q. 4</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	(d) A query once created cannot be edited	1
ii	(b)Statement 2 is wrong	1
iii	(a) Foreign Key	1
iv	(b)It can only text field	1
v	(a) Water mark	1
vi	(a) Composite Primary Key	1

<b>Q. 5</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	(b) Using an adjustable chair	1
ii	(b) Goalseek	1
iii	(d)Ergonomics	1

iv	(b) One kind of model style	1
v	(b) The corresponding record in transaction table can only be entered once.	1
vi	(c)Accident	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	<ul style="list-style-type: none"> <li>• It validates effective listening: The person providing the feedback knows they have been understood (or received) and that their feedback provides some value.</li> <li>• It motivates: Feedback can motivate people to build better work relationships and continue the good work that is being appreciated.</li> <li>• It is always there: Every time you speak to a person, we communicate feedback so it is impossible not to provide one.</li> <li>• It boosts learning: Feedback is important to remain focused on goals, plan better and develop improved products and services.</li> <li>• It improves performance: Feedback can help to form better decisions to improve and increase performance.</li> </ul> <p>[any two point]</p>	2
Q. 7	Self-motivated individuals have an inner urge to do something, achieve their goals without any external pressure/lure for award or appreciation.	2
Q. 8	If we have been using a computer for a long time we have a lot of unnecessary files and data, such as temporary files and images. When they use too much hard-disk space, the performance of the computer goes down. It is important that we keep cleaning by removing any extra files. We can use some disk cleaner software, which help us clean up the unnecessary files.	2
Q. 9	Qualities of a Good Entrepreneur: Visionary, risk-taker, innovative, and decisive. [one mark for any one correct point or its relevant]	2
Q. 10	Green Practices: Reduce environmental impact by recycling and using energy-efficient devices	2

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

Q. 11	<ul style="list-style-type: none"> <li>• It saves time</li> <li>• Document Formatting consistency can be maintained</li> <li>• Measure formattings can be applied quickly</li> </ul> <p>[one mark for any one correct point]</p>	2						
Q. 12	Differentiate between Relative and Absolute Hyperlink.	2						
	<table border="1"> <tr> <td>Relative hyperlink</td> <td>Absolute Hyperlink</td> </tr> <tr> <td>Relative hyperlink accepts file to be linked from same directory where the spreadsheet is saved.</td> <td>Absolute Hyperlink accepts file to be linked from another directory from where the spreadsheet is saved.</td> </tr> <tr> <td>It contains partial file path or only filename.</td> <td>It contains full path or complete address of file.</td> </tr> </table>		Relative hyperlink	Absolute Hyperlink	Relative hyperlink accepts file to be linked from same directory where the spreadsheet is saved.	Absolute Hyperlink accepts file to be linked from another directory from where the spreadsheet is saved.	It contains partial file path or only filename.	It contains full path or complete address of file.
	Relative hyperlink		Absolute Hyperlink					
Relative hyperlink accepts file to be linked from same directory where the spreadsheet is saved.	Absolute Hyperlink accepts file to be linked from another directory from where the spreadsheet is saved.							
It contains partial file path or only filename.	It contains full path or complete address of file.							

	It will stop working if the target is moved.	It will stop working only if the source and target locations change relative to each other.	
	Example: 'Result.ods'	Example: 'D:\School Work\ Result.ods'	
	[one mark for any one correct point]		
<b>Q. 13</b>	A spreadsheet macro is a saved sequence of commands or keystrokes that are stored for later use. It helps us by saving time and increasing efficiency in carrying out repetitive tasks.		<b>2</b>
<b>Q. 14</b>	Referential Integrity that a foreign key in one table must match a primary key in another table.		<b>2</b>
<b>Q. 15</b>	Falling Off Heights, Slipping and Tripping , Electrical Hazards, Fire Hazards, Health Hazards [1mark for writing each common safety hazard]		<b>2</b>
<b>Q. 16</b>	Potential Cause : Glares from overhead lights or windows eye glasses not correct need vision check. Precaution: Re-orient your desk and computer so light is not directly behind or in front of you.		<b>2</b>

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

<b>Q. 17</b>	<p>i) Style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.</p> <p>ii)A template a is predefined layout that contains sample content,themes, colours, font styles, background styles, etc., and gives an initial foundation to build a document.</p> <p>iii)TOC-It allows to insert and automated table of content in a document. It contains a list of topic and sub topic that have been covered in the document along with page number.</p> <p>iv)Anchoring-It acts as a reference point for image or drawing.it allows an image to retain its position to a page, paragraph, character, or frame.</p> <p>[one mark for each correct explanation]</p>	<b>4</b>
<b>Q. 18</b>	<p><b>i.</b> Goal Seek: Usually, you run a formula to calculate a result based upon existing values. By contrast, using Goal Seek option, you can discover what values will produce the result that you want.</p> <p><b>ii.</b> Consolidate-It is available under data menu.This feature allows us to combine two or more range of cells of different sheet or a sheet</p> <p><b>iii.</b> Scenarios are a tool to test “what-if” questions.. A scenario is essentially a saved set of cell values for your calculations.</p> <p><b>iv.</b> Subtotals: It totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows. Using theSubtotals dialog box, you can select arrays, and then choose a statistical function to apply to them.</p> <p>[one mark for each correct explanation]</p>	<b>4</b>
<b>Q. 19</b>	<p>(i)A primary key is a unique value that identifies a row in a table whereas a foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table. A table can have only one primary Key but a table can have multiple foreign keys. (one mark for any one correct point)</p> <p>(ii)Form-It provides a user friendly interface to insert the data It allows to insert, edit/update,view and delete a record.</p> <p>Report-Report displays the required data in a presentable manner.</p>	<b>4</b>

	It does not allow us to update/edit/delete a data. [one mark for any one correct point]	
20	<ul style="list-style-type: none"> <li>• All employees must know where the fire extinguishers are located, and how to properly use them.</li> <li>• Fire extinguishers and First Aid Stations should be clearly marked with signs.</li> <li>• Never block access to Exits, fire extinguishers, electric switches and panels.</li> <li>• Do not block or stack material against doors, which would prevent them from operating properly in event of a fire.</li> <li>• Do not use flammable material near electrical panels, switches, lift trucks or any electrical equipment.</li> <li>• Make sure all equipment is properly grounded where needed.</li> <li>• Fire extinguishers must be inspected regularly.</li> <li>• Report to your supervisor of any defect in electrical, fire prevention or material handling equipment.</li> <li>• No flammable material are to be placed around an exit door way.</li> </ul> <p>[ 1 mark for each correct point]</p>	4
Q. 21	<p>a) Book_Id , Book Name, Author Name , Price , Publisher, ISBN 1</p> <p>b) Book_Id /ISBN 1</p> <p>c) Varchar /Char/Text 1</p> <p>d) Book_Id ,ISBN 0.5+0.5</p>	4
Q.21	<p><b>For Visually Impaired Students</b></p> <p>a) Attribute:-An attribute is a characteristic or property of an entity. In a database, it refers to a column in a table that represents data about the entity.</p> <p>b) Entity:-An entity is an object or thing in the real world that can be uniquely identified and stored in a database. It typically corresponds to a table in a relational database.</p> <p>c) One-to-One Relationship:-A one-to-one relationship occurs when each record in one table is associated with exactly one record in another table, and vice versa.</p> <p>d) Relational Database:-A relational database is a type of database that organizes data into related tables, where relationships between data are defined using keys. It is based on the relational model of data.</p> <p>[ 1 mark for each correct point]</p>	4