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Candidates must write the Set No on the title page of the answer book.

**PREBOARD EXAMINATION – 2025-26**  
**CLASS – X**  
**INFORMATION TECHNOLOGY [402]**

**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 (05 + 16 =) 21 questions, you have to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2hours.**
5. All questions of a particular part/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 (26MARKS):**
  - i. This section has 16 questions in three parts
  - 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**

Answer any 4 out of the given 6 question on Employability Skills		
i	Which of the following is not a form of written communication? (a)Circulars (b)Reports (c) Discussion (d) SMS	1
ii	Raja launches a new app, but it fails to attract users and he faces financial losses. He gathers his team to discuss the failure, takes accountability for the oversight, and assures them that he will conduct thorough market research before the next launch. He _____ . (a) takes responsibility for his mistakes (b) thinks before making a decision (c) does not give up (d) is innovative	1

iii	Neha prepares a to-do list every morning and priorities her tasks based on importance and deadlines. She avoids distractions and sticks to her schedule. This is an example .....	1
	(a) lack of planning (b) time management (c) multitasking (d) procrastination	
iv	How does a firewall help secure your computer?	1
	(a) It physically blocks dust from entering the device. (b) It monitors and controls incoming/outgoing network traffic. (c) It increases internet speed automatically. (d) It changes your IP address daily.	
v	Choose the option which defines sustainable development.	1
	(a) Taking care of future generations (b) Taking care of only ourselves (c) Taking care of ourselves and the future generations (d) Well-being of all	
vi	Roshni studies in class X and is practicing hard with a lot of sample papers to get good marks in her exams. She gets up early in the morning to study and completes her revision work. This is an example of .....	1
	(a) self-awareness (b) self-motivation (c) influential motivation (d) emotional intelligence	

<b>Q. 2</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	During a recent excursion, Roshni has taken some pictures to send it to her sister. She wants to reverse the tone of the images, so that dark appears light and light appears dark. Which of the following image filters should she use for this purpose in LibreOffice Writer ?	1
	(a) Aging (b) Solarisation (c) Sharpen (d) Smooth	
ii	Shanta is creating a project report in Writer and wants to apply the same style on headings titles in the entire document as she has done at the beginning of the document. She can use the ..... feature of Writer to apply the same format on each line / word, wherever needed	1
	(a) Fill Style (b) Fill Format (c) Apply Feature (d) Apply Character	
iii	How many ways does Libre office Writer provide to create a template?	1
	a) 2 b) 3 c) 4 d) 5	

iv	___ stores the complete location where the file is stored. (a) Relative Hyperlinks (b) Absolute Hyperlinks (c) Both (a) and (b) (d) None of the above	1
v	___ data type is used to store decimal values in the database using a table. a. Tiny Integer b. Big Int c. Number d. Float	1
vi	A musculoskeletal disorder commonly caused by long hours of computer work is (a) Diabetes (b) Eye strain (d) Asthma	1

<b>Q. 3</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	Which of the following options is used to update the data of the consolidated sheet automatically. a. Row labels b. Column labels c. Link to source data d. All of the above	1
ii	3. In LibreOffice calc , if you want to group the data you can select. a. Tools> Group and Outline b. View > Group and Outline c. Insert > Group and Outline d. None of the above	1
iii	5. The code of a macro begins with Sub followed by the name of the macro and ends with __. a. Close Sub b. End Sub c. Exit Sub d. None of the above	1
iv	Which text wrap option superimposes the image on the text? a. Inline b Wrap Through c. Optimal Page d. Parallel	1
v	Which of the following is an object in a Base database? (a) Slide (b) Cell (c) Table (d) Cell group	1
vi	Emergency exits must be (b) used only by staff (a) locked always (c) blocked with furniture (d) free of obstacles	1

<b>Q. 4</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	In the LibreOffice Base , one specific record of a master table has one and only one corresponding record in the transaction table . This type of relationship is _____. a. One-to-One b. One-to-many c. Many-to-many d. None of the above	<b>1</b>
ii	Which of the following is NOT true about queries? (a) It can be created using multiple tables (b) Multiple queries can be created in a database (c) A query can run multiple times (d) A query once created cannot be edited	<b>1</b>
iii	In _____ Model, the data is organised into a tree like structure. The data is stored in the form of linked records. (a) Network Model (b) Hierarchical Data (c) Relational Model (d) Object Oriented Model	<b>1</b>
iv	Which of the following tabs contains options to set style for various entries in TOC a. Entries b. Background c. Styles d. Tabs	
v	_____ helps in finding out the input for the specific output. (a) Scenario (b) Multiple Operation (c) Goal Seek (d) Subtotals	
vi	Which of the following contains everything you need to know about evacuating your facility safely? (a) Evacuation Diagram (b) Emergency Action Plan (c) Employee Directory (d) Both (a) and (b)	<b>1</b>

<b>Q. 5</b>	<b>Answer any 5 of the given 6 questions (1 x 5 = 5 marks)</b>	
i	Radiations and Vibration comes under which hazard. a. Physical Hazard b. Chemical Hazard c. Electrical hazard d. Ergonomic Hazard	<b>1</b>
ii	Which guideline helps ensure air quality in a workplace? (a) Using air fresheners regularly (b) Keeping windows always closed (c) Installing ventilation and air-purifying systems (d) Spraying perfumes in the office	<b>1</b>
iii	What is the full form of OHS? (a) Occupational Health and Security (b) Occupational Health and Safety (c) Office Health Service (d) Organizational Health Standard	<b>1</b>

iv	Which of the following statements is true (a) a sheet can only be added before the current sheet (b) It is not possible to link a sheet as a reference in another sheet (c.) We can't insert data from a table created a webpage into a spreadsheet (d) A hyperlink once created on a sheet can be deleted	1
V	Arjun is preparing a brochure and wants to organise multiple objects together as a single unit. Which option should he use? (a) Align (b) Anchor (c) Group (d) Wrap	
VI	Choose the correct statement about a report. (a) By default, the records in a report are sorted in descending order. (b) A report can have data only in row and column format. (c) We can insert both date and time of generation of report. (d) A report once created cannot be edited	

## **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 any four C's of effective communication.	2
Q. 7	Geeta often gets frustrated at work and reacts impulsively in stressful situations. She wants to improve her ability to handle emotions and respond calmly. Which steps can help her manage emotional intelligence effectively?	2
Q. 8	Write the difference between moving and copying a folder.	2
Q. 9	Why has United Nations has made the 17 Sustainable Development Goals?	2
Q. 10	Write against the option, if the business idea is of self-employment or wage employment. A. Owning a coaching center B. Working as a doctor in a hospital	2

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

Q. 11	How is resizing of image different from cropping it ?	2
Q. 12	What is the use of What-if Scenarios ?	2
Q. 13	Write advantages of using macro.	2
Q. 14	How can we define an Alternate Key in a table?	2
Q. 15	What is the first aid for electrical emergencies?	2
Q. 16	What is an Accident ?	2

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

Q. 17	(a) What is the purpose of Track changes feature in Writer? (b) What is the purpose of using Table of Content (TOC) in LibreOffice Writer?	2+2
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Q. 18	<p>Mr.Kritish , Finance Head of Pattnaik Enterprises, maintains a workbook with quarterly expenses reports across multiple worksheets. He needs to analyse trends and forecast future budgets.</p> <p>(a) Which feature in Calc allows comparing multiple budget scenarios side-by-side without altering original data?</p> <p>(b) Name the menu path (Menu -&gt; Sub-menu) to access the tool that calculates total for grouped expense categories automatically.</p> <p>(c) Which function would help determine the maximum expense value from a range of cells across different quarters?</p> <p>(d) If Mr. Kritish wants to find the exact sales figure needed to achieve a target profit margin, which analysis tool should she use?</p>	2+2																
Q. 19	<p>You are conducting a workshop for new recruits who spend 6-8 hours daily on computers. You must explain good ergonomic practices and health tips.</p> <p>(a) What are two ergonomic tips to follow while using a computer?</p> <p>(b) Name two health issues caused by prolonged computer use.</p>	4																
Q. 20	<p>You are designing a Library Management System for your school using LibreOffice Base. The database includes tables for Books, Students and Transactions.</p> <p>(a) Give any two advantages of enforcing Referential Integrity between database tables.</p> <p>(b) Explain One-Many relationships with an example.</p>	2+2																
Q. 21	<p>Consider the following table :</p> <p>Table : Student</p> <table border="1" data-bbox="354 940 1287 1171"> <thead> <tr> <th>Student ID</th> <th>Name</th> <th>A</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>S001</td> <td>Amit</td> <td>15</td> <td>9876543210</td> </tr> <tr> <td>S002</td> <td>Priya</td> <td>16</td> <td>8765432109</td> </tr> <tr> <td>S003</td> <td>Priya</td> <td>15</td> <td>7654321098</td> </tr> </tbody> </table> <p>(a) You are given the task to design the student database for your school in LibreOffice Base. Based on the given table structure, suggest the data type of student_id and age field that would be suitable to store student's-id and age respectively.</p> <p>(b) As a database administrator, you need to ensure each student has a unique identifier. Which field in the table would you choose as the primary key and why?</p> <p>(c) Identify the field in the above table that can serve as an alternate key. Justify your answer.</p> <p>(d) How many attributes and records are present in the above shown table?</p> <p><b>For Visually Impaired Candidates :</b>  In the context of Database Management System , Write short note on the following</p> <ol style="list-style-type: none"> <li>i. Data Redundancy</li> <li>ii. Data Inconsistency</li> <li>iii. Query</li> <li>iv. Composite Key</li> </ol>	Student ID	Name	A	Phone Number	S001	Amit	15	9876543210	S002	Priya	16	8765432109	S003	Priya	15	7654321098	4
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