KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE LUCKNOW

PRE-BOARD EXAMINATION 2025-26

BLUE PRINT

CLASS: X **SUBJECT: INFORMATION TECHNOLOGY (402)**

TIME: 2 HOURS **M. MARKS: 50**

PART A – EMPLOYABILITY SKILLS (10 MARKS)

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS 1 MARK EACH	SHORT ANSWER TYPE QUESTIONS 2 MARK EACH	TOTAL QUESTIONS
1	Communication Skills - II	1	1	2
2	Self – Management Skills - II	2	1	3
3	ICT Skills - II	1	1	2
4	Entrepreneurial Skills – II	1	1	2
5	Green Skills - II	1	1	2
TOTAL QUESTIONS		6	5	11
NO.OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 Marks

PART B – SUBJECT SPECIFIC SKILLS (40 MARKS)

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS 1 MARK EACH	SHORT ANSWER TYPE QUESTIONS 2 MARK EACH	DESCRIPTIVE / LONG ANS. TYPE QUESTIONS 4 MARK EACH	TOTAL QUESTIONS
1	Digital Documentation (Advanced)	6	1	1	8
2	Electronic Spreadsheet (Advanced)	6	2	1	9
3	Database Management System	6	1	2	9
4	Maintain Health, Safety and Secure Working Environment	6	2	1	9
TOTAL QUESTIONS		24	6	5	35
NO.OF QUESTIONS TO BE ANSWERED		20	Any 4	Any 3	27
TOTAL MARKS		1 x 20 = 20	2 x 4 = 8	4 x 3 = 12	40 Marks

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Solution

CLASS: X **SUBJECT: INFORMATION TECHNOLOGY (402)**
TIME: 2 HOURS **M. 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)	Marks
i	When it becomes hard to communicate with a person who refuses to talk or share their thoughts and feelings, it indicates a _____. a) Culture Barrier **b) Interpersonal Barrier** c) Physical Barrier d) Language Barrier	1
ii	Anushka works hard in her studies to get better grades because she wants to feel proud of her success and also win a scholarship. What kind of motivation does this show? a) Internal b) External	1

	c) Both internal and external d) Not any specific type of motivation	
iii	The SMART method helps in setting effective goals for career and personal growth. In this method, what does the 'A' stand for? a) Abrupt b) Accountable **c) Achievable** d) Admirable	1
iv	Rajesh 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
v	Which of the following is/are a myth about Entrepreneurship? **a) Need a lot of Money** b) Must have a great Idea c) Should know everything about business d) All of these	1
vi	Name the organization that has the Sustainable Development Goals ? a) UNICEF b) League of Nations **c) United Nations** d) World Health Organization	1

Q. 2	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	**Marks**
i	What is style template in LibreOffice Writer? **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	1
ii	Which of the following can be used to access a style menu? a) F11 function key b) Sidebar Menu c) Formatting toolbar **d) All of these**	1
iii	Character styles are often integrated in _____ style. a) Page style b) Frame style **c) Paragraph style** d) List style	1
iv	Which of the following is not the correct file extension for an image file? a) GIF (b) JPEG **c) Odt** d) PNG	1
v	Which of the following tabs is by default active when the Table of	1

	Contents, Entries or Bibliography dialog box is opened? a) Entries b) Background c) Styles **d) Type**	
vi	Which of the following is the shortcut key to open the Templates dialog box? a) Ctrl+Alt+N **b) Shift+Ctrl+N** c) Ctrl+Alt+T d) Shift+Alt+T	1

Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	**Marks**
i	Which of the following office tool is known for data analysis? a) Writer **b) Calc** c) Impress d) Draw	1
ii	The default function while using Consolidate is _____. a) Average **b) Sum** c) Max d) Count	1
iii	The Module can be executed from the IDE by pressing _____. a) F3 b) F4 **c) F5** d) F6	1
iv	The code of macro begins with _____ followed by the name of the macro and ends with _____. a) Function, End **b) Sub, End Sub** c) Sub, End Function d) Sup, End Sup	1
v	Assertion (A): In LibreOffice Calc, a Macro can be created as a function to perform repetitive calculations for which no predefined function exists. Reason (R): A function macro is written between Function and End Function statements, can accept arguments, perform operations, and return results. **a) Both A and R are true, and R is the correct explanation of A** b) Both A and R are true, but R is NOT the correct explanation of A c) A is true, but R is false d) A is false, but R is true	1
vi	Insert Sheet dialog can be invoked from _____. a) sheet **b) insert** c) tools d) Windows	1

Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	**Marks**
i	What does referential integrity in a database ensure? a) All primary keys are unique across the database. b) All records in a table must have a value in every column. **c) Every foreign key value must match a primary key in the**	1

	referenced table or be null. d) Data can be freely deleted from any table without constraints.	
ii	Rahul wants to generate a Table of Contents (ToC) in his LibreOffice Writer document. However, when he inserts the ToC, it appears empty. Which of the following is the MOST likely reason for this issue? a) He did not protect the ToC against manual changes **b) He forgot to apply heading styles (Heading 1, Heading 2, etc.) to his document headings** c) He placed the cursor at the wrong location before inserting ToC d) He did not rename the default title "Table of Contents" to "Contents"	1
iii	DBMS stands for _____. a) Data and Books Management System **b) Database Management System** c) Duplicate Books Management System d) Data Management Multi System	1
iv	Rahul is working on a school database in LibreOffice Base. He wants to retrieve only the list of students who scored above 80 marks in Mathematics. Which feature of the database should he use to extract this specific information? a) Report b) Form **c) Query** d) Field	1
v	Which of the following is NOT a type of text data type? a) Memo b) Varchar **c) Float** d) Char	1
vi	While designing a database relationship in LibreOffice Base, Meena wants to connect multiple tables such as Students, Courses, and Results. When she opens the Relationship window, she needs to choose which tables to include for linking. In which dialog box will the list of available tables be displayed? **a) Add Tables** b) Add Databases c) Both a and b d) Neither a nor b	1

Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	**Marks**
i	Which kind of hazards can occur in IT industry? a) Biological b) Chemical c) Physical **d) Ergonomic**	1
ii	Rohit works long hours at his computer desk every day. Recently, he has started experiencing pain in his lower back after sitting for extended periods. On checking his chair, he realizes it lacks proper support for the	1

	lower spine. What is the most likely cause of Rohit's sore lower back? a) Reaching forward frequently **b) No lumbar support** c) No upper back support from the chair d) Reaching forward for long periods	
iii	If light is coming directly behind or in front of you then you may suffer from _____. a) eye strain b) sore eyes c) dry eyes **d) eye strain and sore eyes**	1
iv	Sonia works in a busy office where spills, broken glass, and clutter are common. To maintain a safe and productive workplace, which combination of actions should she prioritize? a) Clean her own workstation, report faulty lights, leave spills for cleaning staff **b) Clean her workstation, clear spaces around machines, immediately clean spills, report faulty lighting** c) Focus only on her own desk, ignore common areas, and wait for maintenance to fix lighting d) Only clean common areas and ignore her personal workspace	1
v	Which of the following is an examples of ignition sources of open flames? a) Gas ovens b) Lighters in smoking areas c) Welding torches **d) All of the above**	1
vi	While working late in the office, Ravi notices a small fire starting near an electrical socket. He quickly wants to control it before it spreads. What should Ravi use to handle this emergency safely? a) A Blanket **b) A Fire Extinguisher** c) A Towel d) Baking Soda	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.

6	During a team meeting, Sarah is explaining a complex project idea to her colleagues. However, she speaks too fast, uses technical terms (jargon), and does not pause to take any questions. Because of this, her team feels confused and does not clearly understand the project. What should Sarah do to improve her verbal communication skills? **Answer:** **Think Before You Speak**	2

	• Think about your topic. • Think about the most effective ways to make your listeners understand the topic. • Write or note down whatever you plan to say. **Concise and Clear** • Speak clearly, loudly and at moderate speed. • Be sure the information you want to share is to the point. • Do not repeat the same sentences. **Confidence and Body Language** • Be confident. • Maintain eye contact, stand straight and be attentive. • Be friendly	
7	Riya, a Class X student, feels stressed with her exam preparation, extracurricular activities, and family commitments. How can tracking time help her? **Answer:** Tracking time can help Riya to: ● **Identify where her time is spent** and avoid wastage**.** ● **Plan and balance** her study, activities, and rest effectively**.** ● **Reduce stress** by managing her schedule better**.** ● **Improve productivity** through proper time allocation**.**	2
8	Ravi frequently uses his office computer to download files from the internet and connect external USB drives. Recently, his system started running slowly, and some files became corrupted. His manager advises him to take preventive measures against virus attacks. Which of the following actions should Ravi take to protect his computer from viruses? **Answer:** **Ravi should:** ● Install and regularly update antivirus software. ● Avoid downloading files from untrusted websites. ● Scan all USB drives before use. ● Keep his operating system and software updated.	2
9	Riya is planning to start her own eco-friendly packaging business. Her mentor advises her to be open-minded while developing her business ideas and strategies. What does being open-minded help an entrepreneur achieve in such a situation? **Answer** Being open-minded helps an entrepreneur to: ● **Accept new ideas and feedback** for improvement**.** ● **Adapt to changing market trends.**	2

	• **Find creative and innovative solutions.** • **Make better business decisions** with a broader perspective**.**	
10	Why has United Nations has made the 17 Sustainable Development Goals? **Answer** The **United Nations** has made the **17 Sustainable Development Goals** to **end poverty**, **protect the planet**, and **ensure peace and prosperity for all** by the year **2030**.	2

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

10	Give two examples, where instead of Style, using manual formatting will be beneficial. **Answer:** Manual formatting is useful when you need to: 1. Highlight or bold a specific word or sentence for emphasis. 2. Change the font size or color of a single heading or title temporarily.	2
12	What do you mean by Sorting in a Spreadsheet? **Answer:** • Sorting in a Spreadsheet means: • Arranging data in a specific order. • It can be done in **ascending** (A–Z or 0–9) or **descending** (Z–A or 9–0) order. • Helps in **organizing and analyzing** data easily.	2
13	What is a Macro? List any two real life situations where they can be used. **Answer:** **Macro:** A macro is a set of recorded instructions used to automate repetitive tasks in software like spreadsheets or word processors. Examples: 1. Automatically generating monthly sales reports. 2. Formatting student marksheets in Excel with one click.	2
14	In a database, why is it important to create relationships between the tables? **Answer:** 1. Importance of creating relationships between tables: 2. Connects related data across tables. 3. Avoids data duplication. 4. Ensures data consistency and accuracy. 5. Makes data retrieval and analysis easier.	2

15	List out different safety guidelines? **Answer:** **Different safety guidelines:** 1. Keep work area clean and organized. 2. Use proper posture while working on computers. 3. Avoid eating or drinking near electronic devices. 4. Ensure all cables and wires are properly managed. 5. Take regular breaks to prevent eye strain and fatigue.	2
16	While inspecting a machine, Rohan notices a colleague stuck to a live wire. What steps should Rohan follow to safely rescue the victim? **Answer:** Steps Rohan should follow: 1. Turn off the main power supply immediately. 2. Do not touch the victim directly. 3. Use a non-conductive object like wood or plastic to separate the person. 4. Call for medical help immediately.	2

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

17	What is the concept of mail merge in word processing software? Discuss in detail. Also give any two major benefits of using mail merge. **Answer:** A mail merge is a way to take a letter you've written and send it to a whole bunch of people, personalizing it with information about them so they might think that you typed that letter personally for them. It can also be a quick way to generate labels to be pasted on envelopes. **Major benefits of mail usage are as follows:** ● It saves time. ● It is fast ● It is an efficient way to communicate with people ● It is an economical way of communication ● Personalized mails can be sent in bulk. ● It reduces efforts in writing bulk mails in one go. *(2 mark each for correct/relevant explanation & 2 marks for any two correct/relevant benefits)*	4
18	Explain four types of hyperlinks that can be applied in spreadsheets. **Answer:** Four types of hyperlinks are: ● Internet: the hyperlink points to a web address, normally starting	4

	with http:// ● Mail and News: the hyperlink opens an email message that is pre-addressed to a particular recipient ● Document: the hyperlink points to a place in either the current worksheet or another existing worksheet ● New document the hyperlink creates a new worksheet *(1/2 mark each for writing any one correct type of hyperlink & 1/2 each for any correct/relevant explanation)*	
19	Explain any four types of datatypes in DBMS **Answer** **1. INTEGER / INT:** **Used to store whole numbers (both positive and negative).** **Example: 101, -25, 5000.** **2. VARCHAR / CHAR:** **Used to store text or string data.** **3. CHAR is for fixed-length strings, while VARCHAR is for variable-length strings.** **Example: 'Rahul', 'India'.** **4. DATE / TIME:** **Used to store date and time values.** **Example: DATE: '2025-10-31', TIME: '09:30:00'.** **5. FLOAT / DOUBLE / DECIMAL:** **Used to store numbers with decimal points (fractional values).** **Example: 45.67, 3.1415.** **6. BOOLEAN:** **Stores logical values — either TRUE or FALSE.** **Example: TRUE, FALSE.** **7. BLOB (Binary Large Object):** **Used to store binary data like images, videos, or files.** **Example: profile picture, document file.** *(1/2 mark each for writing any one correct type of datatype & 1/2 each for any correct/relevant explanation)*	4
20	Consider the following Vendor table and write the queries for the following: **Table Datesheet** **Sub Code** | **Sub Name** | **DateofExam** | **Day**	4

E001	English	10.11.2025	Monday
H002	Hindi	14.11.2025	Friday
S003	Social Sci	17.11.2025	Monday
S004	Science	20.11.2025	Thursday

i. Write a SQL command to display the records in ascending order by date of exam.
ii. Write a query to display the above date sheet.
iii. Write a query to display the subject name and date of the exam held on 'Monday'
iv. Write a SQL command to display the date of exam and Sub_Name of Science subject.

Answer:

i. Select*from Datesheet order by DateofExam

ii. Select*from Datesheet

iii. Select Sub_Name, DateofExam from Datesheet
where Days= 'Monday'

iv. Select Sub_Name, Date of Exam from Datesheet
where Sub_Name = 'Science'
(1 mark each for writing any one correct query)

21 (a) Give two best practices for internet safety. 2+2
(b) Give any two Falls and Slips Safety rules.

Answer

(a) Four Best Practices for Internet Safety:

1. Use strong and unique passwords for all online accounts.
2. Install and regularly update antivirus software to protect your system.
3. Do not share personal information like passwords or bank details online.
4. Avoid clicking on unknown links or downloading files from untrusted websites.

(b) Four Falls and Slips Safety Rules:

1. Keep floors clean, dry, and free from clutter.
2. Use warning signs on wet or slippery surfaces.

	3. Wear non-slip, appropriate footwear. 4. Ensure proper lighting in work and walking areas to avoid tripping hazards. **(Note: -Any of Two in each or any correct answer)**	