

# CBSE Sample Papers for Class 10 IT Set 2 with Solutions

Time: 2 Hours

Maximum Marks: 50

## Instructions:

- Please read the instructions carefully.
- This Question Paper consists of 21 questions in two sections: Section A & Section B.
- Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.
- 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.
- All questions of a particular section must be attempted in the correct order.
- Section A: Objective Type Questions (24 Marks)
  - This section has 5 questions.
  - Marks allotted are mentioned against each question/part.
  - There is no negative marking.
  - Do as per the instructions given.
- Section B: Subjective Type Questions (26 Marks)
  - This section has 16 questions.
  - A candidate has to do 10 questions.
  - Do as per the instructions given.
  - Marks allotted are mentioned against each question/part.

## Section A

### Objective Type Questions [24 Marks]

Question 1.

Answer any 4 out of the given 6 questions on Employability Skills. (4×1=4)

(i) Samar wrote a notice full of difficult words and unclear instructions. Many students ignored it. Which principle of communication was violated?

- (a) Concreteness
- (b) Conciseness
- (c) Clarity
- (d) Completeness

Answer:

- (c) Clarity

(ii) Which of the following is the most suitable term for managing stress through regular walking in a natural environment?

- (a) Physical fitness
- (b) Nature walk
- (c) Morning exercise
- (d) Forest workout

Answer:

- (b) Nature walk

(iii) Arjun studies regularly, stays focused on his goals, and encourages himself even when results aren't immediate. This shows:

- (a) carelessness
- (b) laziness
- (c) self-motivation
- (d) distraction

Answer:

- (c) self-motivation

- (iv) A good way to protect your system from viruses is to
- (a) ignore software updates.
  - (b) open all email attachments.
  - (c) use antivirus software and scan regularly.
  - (d) keep the computer always turned off.

Answer:

- (c) use antivirus software and scan regularly.

- (v) One of the key roles of an entrepreneur in society is to

- (a) avoid competition
- (b) reduce employment opportunities
- (c) promote social and economic development
- (d) work in a bank

Answer:

- (c) promote social and economic development.

- (vi) Which one of these models best supports sustainable living?

- (a) Diesel generator
- (b) Solar cooker
- (c) Plastic incinerator
- (d) Coal heater

Answer:

- (b) Solar cooker

#### A Mistake Alert

Students may confuse with “Plastic incinerator” or “Diesel generator” due to their wide use, but these are non-sustainable.

#### Question 2.

Answer any 5 out of the given 6 questions. (5×1=5)

- (i) Preeti wants to apply the same formatting from one paragraph to another quickly. Which feature should she use?

- (a) Format Paint
- (b) Fill Format
- (c) Clone Formatting
- (d) Copy-Paste

Answer:

- (b) Fill Format

- (ii) Rahul inserted an image in his document but wants to wrap text tightly around it. Which option should he use?

- (a) In Background
- (b) Page Wrap
- (c) Optimal Page Wrap
- (d) Through

Answer:

- (c) Optimal Page Wrap

- (iii) Which of the following is a category of style in Writer?

- (a) Shape Style
- (b) Image Style
- (c) Frame Style
- (d) Caption Style

Answer:

- (c) Frame Style

(iv) Which menu is used to insert a Table of Contents in Writer?

- (a) Insert → Indexes and Tables
- (b) View → Navigator
- (c) Tools → AutoText
- (d) Format → Table of Contents

Answer:

- (a) Insert → Indexes and Tables

(v) What is the use of a template in LibreOffice Writer?

- (a) To save passwords
- (b) To create identical charts
- (c) To reuse predefined document formats
- (d) To organise menus

Answer:

- (c) To reuse predefined document formats

(vi) Jyoti is preparing a school magazine using a template. She wants to apply a different template to a blank document. Which option should she use?

- (a) Import Template
- (b) Export Template
- (c) Apply Template
- (d) Insert Template

Answer:

- (c) Apply Template

School supplies

Question 3.

Answer any 5 out of the given 6 questions. ( $5 \times 1 = 5$ )

(i) In Calc, which tool lets you test formulas under different scenarios?

- (a) Goal Seek
- (b) Solver
- (c) Scenario Manager
- (d) Filter

Answer:

- (c) Scenario Manager

(ii) In a shared spreadsheet, which action shows all previous edits?

- (a) Accept Change
- (b) Show Changes
- (c) Update Sheet
- (d) Sort Data

Answer:

- (b) Show Changes

(iii) A macro can be created using

- (a) Tools → Macros → Record Macro
- (b) Edit → Macros
- (c) Data → Macro Tool
- (d) Insert → Record

Answer:

- (a) Tools → Macros → Record Macro

(iv) Which hyperlink allows connection to a data source?

- (a) Web link
- (b) Document link

(c) Registered data source link

(d) Text link

Answer:

(c) Registered data source link

(v) Which Calc feature consolidates data from multiple ranges?

(a) Group

(b) Chart

(c) Consolidate

(d) Solver

Answer:

(c) Consolidate

(vi) Which menu lets you create a scenario in Calc?

(a) Data → Scenario

(b) Insert → Scenario

(c) Tools → Scenario

(d) Format → Scenario

Answer:

(a) Data → Scenario

Question 4.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) Priya is designing a database of student details. She wants to ensure each record is uniquely identified. Which action should she take while creating the table in design view?

(a) Sort the records

(b) Set a primary key

(c) Hide duplicate fields

(d) Apply referential integrity

Answer:

(b) Set a primary key

(ii) Which tool in LibreOffice Base is used to display selected data from one or more tables based on specific conditions?

(a) Report

(b) Query

(c) Form

(d) Filter Wizard

Answer:

(b) Query

(iii) What does referential integrity ensure in relational databases?

(a) Data is sorted alphabetically.

(b) All linked tables are deleted.

(c) Consistent and valid relationships between tables.

(d) All data is converted to text.

Answer:

(c) Consistent and valid relationships between tables

(iv) In LibreOffice Base, which object is used to display the final formatted output for printing?

(a) Query

(b) Table

(c) Form

(d) Report

Answer:  
(d) Report

(v) Which of the following is not an object of LibreOffice Base?

- (a) Table
- (b) Form
- (c) Slide
- (d) Query

Answer:

(c) Slide

(vi) While editing a form in LibreOffice Base, Meena wants to display a fixed text title at the top of the form. Which form control should she insert?

- (a) Date Field
- (b) Label
- (c) Text Box
- (d) Numeric Field

Answer:

(b) Label

Question 5.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) Priya works long hours on a computer without adjusting screen brightness or taking breaks. She starts experiencing blurry vision and eye strain. Which safety measure could reduce this?

- (a) Use a dark background wallpaper
- (b) Lower the monitor below eye level
- (c) Take frequent eye breaks and adjust monitor brightness
- (d) Increase screen resolution to maximum

Answer:

(c) Take frequent eye breaks and adjust monitor brightness

(ii) ..... is the science that focuses on designing tools and workspaces to fit human needs and prevent strain.

- (a) Physiology
- (b) Ergonomics
- (c) Kinesiology
- (d) Automation

Answer:

(b) Ergonomics

(iii) Which of the following is not a physical hazard in the workplace?

- (a) Poor ventilation
- (b) Loud noise
- (c) Bright lighting
- (d) Delayed email response

Answer:

(d) Delayed email response

(iv) The purpose of workplace safety policies is to

- (a) increase workload
- (b) reduce worker rights
- (c) prevent accidents and injuries
- (d) promote overtime

Answer:

(c) prevent accidents and injuries

(v) A slippery floor, uncovered wires, and poor lighting are examples of

- (a) Chemical hazards
- (b) Biological hazards
- (c) Physical hazards
- (d) Visual hazards

Answer:

(c) Physical hazards

(vi) Which of the following should not be done while working on electrical equipment?

- (a) Wear dry gloves
- (b) Work with wet hands
- (c) Use insulated tools
- (d) Switch off power before repairing

Answer:

(b) Work with wet hands

### Section B

#### Subjective Type Questions [26 Marks]

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20-30 words. (3×2=6)

Question 6.

What are two ways to overcome communication barriers?

Answer:

One way to overcome communication barriers is by using simple and clear language that is easy to understand. Another way is through active listening, which means paying full attention to the speaker without interrupting. Both methods help reduce misunderstandings and improve effective communication.

Question 7.

What is stress management and why is it important?

Answer:

Stress management involves techniques and practices that help a person cope with stress in a healthy way. It is important because unmanaged stress can lead to physical and mental health issues. Managing stress effectively improves concentration, productivity, emotional balance and overall well-being in personal and professional life

Question 8.

What is the purpose of installing antivirus software on a computer?

Answer:

Antivirus software protects a computer from malware, viruses, spyware and other malicious threats. It scans files and programs, prevents unauthorized access and alerts the user to suspicious activity. Regularly updated antivirus ensures data security and helps maintain the computer's smooth and safe operation.

Question 9.

What is the role of entrepreneurship in society?

Answer:

Entrepreneurship promotes economic development. creates jobs and introduces innovations that improve the quality of life. Entrepreneurs solve local problems with creative solutions and contribute to community welfare by supporting infrastructure, education and sustainability.

Online learning platform

Question 10.

Explain any two problems related to sustainable development.

Answer:

Two major problems are:

- Overuse of natural resources, which leads to deforestation, soil erosion and depletion of minerals;
- Pollution, including air, water, and land pollution, which harms health and biodiversity making it harder to maintain ecological balance.

Answer any 4 out of the given 6 questions in 20-30 words each (4×2=8)

Question 11.

What is meant by the 'Track Changes' feature in Writer and when is it useful?

Answer:

Track Changes in Writer is a feature that records all modifications made to a document. such as deletions, insertions and formatting updates. It is especially useful during document reviews or collaborations. Reviewers can suggest changes, and the author can later accept Or reject them, ensuring controlled and transparent editing.

Question 12.

Explain the function of the What-if Analysis tool in Calc.

Answer:

The What-if Analysis tool in Caic allows users to see how changes in input values affect the outcome of formulas. For example, if you're calculating profit based on selling price and quantity, you can test different prices to see how profits change. This tool is useful for decision-making, budgeting and forecasting.

Question 13.

How can you edit a hyperlink in Calc?

Answer:

To edit a hyperlink in Calc, tight-click the hyperlink and choose Edit Hyperlink. A dialog box appears where you can change the link's target, text or type (e.g., IJRL document, email). Editing hyperlinks helps ensure accuracy and maintain relevance if file locations or linked documents change.

Question 14.

Define Relational Database Management System (RDBMS). Give two examples of its objects.

Answer:

A Relational Database Management System (RDBMS) stores data in related tables. It uses structured relationships based on keys (primary and foreign) to manage data efficiently and eliminate redundancy. Examples of objects in an RDBMS include tables (which store the data), queries (used to retrieve specific information), forms (used for user-friendly data entry) and reports (used Ior'formatted output and printing purposes).

Question 15.

What are two common physical hazards found in office environments?

Answer:

Slipping on wet floors and tripping over cables or loose carpeting are common physical hazards in offices. These hazards can lead to injuries like sprains, fractures or even head trauma. Ensuring clean, dry floors and properly managed wires can significantly reduce these risks, Regular inspections and proper signage also help maintain a safe work setting.

Question 16.

What are the basic guidelines for maintaining good air and water quality in the workplace?

Answer:

Air quality can be maintained by ensuring proper ventilation, using air purifiers and keeping the workspace dust-free. Avoiding chemical pollutants and regular HVAC maintenance is essential. For clean water, ensure regular testing, proper filtration and accessible sanitation facilities. Promoting a clean, hygienic environment supports the overall health and safety of employees.

Answer any 3 out of the given 5 questions in 50-80 words each. (3×4=12)

Question 17.

(a) What is the benefit of using the Fill Format mode in Styles and Formatting?

Answer:

The Fill Format mode in LibreOffice Writer allows users to apply a selected style to multiple sections of the document quickly. Once the mode is activated, the chosen style can be “painted” onto different text blocks or elements simply by clicking. This is particularly useful for maintaining consistency in formatting, especially when editing large documents. It saves time and ensures that the formatting stays uniform throughout the file.

(b) How does anchoring help in positioning images within text in Writer?

Answer:

Anchoring in LibreOffice Writer determines how an image is connected to a particular part of the document. You can anchor an image to a paragraph, character, or page. This setting ensures that the image moves appropriately when the text is edited. For example, anchoring to a paragraph keeps the image with that paragraph, while anchoring to the page keeps the image fixed in one location. It helps maintain the layout and flow of the document.

Question 18.

Mrs. Reema, the Head of the Academic Department at Sunrise School, is preparing the annual academic performance report. Each subject teacher has maintained their own spreadsheet for student marks in different worksheets. Mrs. Reema now wants to combine all subject-wise data, automate repetitive entries, analyse results using scenarios, and collaborate with teachers by tracking their feedback and suggestions.

(a) Which feature should Mrs. Reema use to combine student marks from different subject worksheets into one final result sheet?

(b) To automate the task of entering common remarks like ‘Passed’ or ‘Needs Improvement’ for multiple students, which tool should she use?

(c) Mrs. Reema wants to evaluate how the overall class result changes if passing criteria are modified from 35 to 40 marks. Which tool will help her simulate and compare this?

(d) Since the final report is shared among subject teachers for review, how can Mrs. Reema ensure all edits and suggestions made by them are tracked?

Answer:

(a) Mrs. Reema should use the ‘Consolidate’ feature found under Data → Consolidate. This allows her to select each subject sheet as a data source and apply functions like Sum or Average to summarise student marks in one central location.

School supplies

(b) She can record a Macro using Tools → Macros → Record Macro, where she enters the remark once. Later, she can run this macro repeatedly, saving time and avoiding manual errors while adding feedback across rows.

(c) She should use the What-if Scenarios feature available under Tools → Scenarios. By creating different scenarios like “Pass at 35 marks” and “Pass at 40 marks,” she can instantly switch views and analyse the impact on the overall class result.

(d) She can enable Track Changes from Edit → Track Changes → Record. This records all changes made by teachers. Later, she can review them under Edit → Track Changes → Manage Changes, where she can Accept or Reject each change.

#### Question 19.

A worker accidentally drops a heavy object on his foot. As a safety officer, you need to educate others on how to handle such emergencies and the importance of reporting.

(a) What two actions should you take when an accident occurs at work?

Answer:

When an accident happens, immediately help the injured employee and ensure their safety. If the injury is serious, call for medical help without delay. Next, report the incident to the supervisor with complete details, including how and where it happened. If possible, isolate the accident area to prevent others from being hurt and ensure proper care and investigation of the event.

(b) Why is it important to follow accident-reporting procedures?

Answer:

Following accident-reporting procedures helps identify workplace hazards and prevent them in the future. It ensures the injured person receives proper care and support. Timely reporting is also essential for legal compliance and helps the organisation maintain a safe working environment. Proper documentation helps with insurance claims and future safety training. Ignoring accidents or delaying reports can lead to serious consequences for both employees and employers.

#### Question 20.

(a) What are queries in LibreOffice Base? Why are they used?

Answer:

Queries are used to extract specific information from a database by applying criteria and filters. They allow users to view, update, or summarise data across one or more tables. For instance, a user can create a query to find 'students scoring above 90%. Queries are essential tools in data analysis and reporting, making large data sets easier to manage and interpret.

(b) How can you create a query using the design view in Base?

Answer:

In design view users manually select tables and fields to include in the query then specify conditions, sorting and grouping. This method gives greater control and flexibility compared to the wizard. It is especially useful for complex queries involving multiple tables, calculated fields and logical expressions. The design grid allows visual arrangement of fields and conditions, making it efficient for precise data retrieval.

#### Question 21.

Consider the following table:

Reg_No	Name	Room_No	Contact
HS101	Rohit	12	9123456780
HS102	Meena	14	9234567890
HS103	Rohit	12	9345678901

(a) Suggest a suitable data type for the Reg\_No and Room\_No.

Answer:

Data Types

- Reg\_No → Text (e.g., "HS101" – alphanumeric, no calculations needed).
- Room\_No → Number (e.g., 12 — numeric, allows sorting/range queries).

(b) Which field should be set as the primary key and why?

Answer:

Primary Key

- Reg\_No
- Each Reg...No is unique (no duplicates), ensuring no two students share the same ID.

(c) Identify a possible alternate key and justify.

Answer:

Alternate Key

- Contact
- Contact numbers are unique in this table (no duplicates)

(d) How many attributes and records are present?

Answer:

Attributes and Records

- 4 Attributes (columns) Reg.No, Name, Rom\_No, Contact.
- 3 Records (rows) Entries for HS101, HS102, H5103.

# CBSE Sample Papers for Class 10 IT Set 3 with Solutions

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## Section A

### Objective Type Questions [24 Marks]

Question 1.

Answer any 4 out of the given 6 questions on Employability Skills ( $4 \times 1 = 4$ )

(i) After submitting a report, Neha received comments like “Your analysis in Section 2 is very clear and well-supported by data.”

What kind of feedback did Neha receive?

- (a) Specific and descriptive
- (b) Non-verbal and general
- (c) Vague and indirect
- (d) Verbal and emotional

Answer:

- (a) Specific and descriptive

(ii) What is the first step in managing time effectively?

- (a) Avoiding planning
- (b) Identifying and prioritising tasks
- (c) Ignoring deadlines
- (d) Doing everything at once

Answer:

- (b) Identifying and prioritising tasks

(iii) Ananya takes deep breaths and practices meditation for 10 minutes before every exam to calm her mind. This is an example of

- (a) self-motivation
- (b) emotional intelligence
- (c) stress management technique
- (d) time management

Answer:

- (c) stress management technique

(iv) The Recycle Bin allows users to

- (a) permanently delete files
- (b) restore deleted files
- (c) increase memory
- (d) access internet settings

Answer:

- (b) Restore deleted files

(v) Which of the following is a myth about entrepreneurship?

- (a) Entrepreneurs never fail in business
- (b) Entrepreneurs take risks
- (c) Entrepreneurs create jobs
- (d) Entrepreneurs bring innovation

Answer:

- (a) Entrepreneurs never fail in business

(vi) Which of the following is a responsible way to protect cultural heritage and indigenous knowledge?

- (a) Ignoring traditional farming practices
- (b) Promoting local crafts and customs
- (c) Destroying old monuments
- (d) Avoiding folk tales and oral history

Answer:

- (b) Promoting local crafts and customs

Question 2.

Answer any 5 out of the given 6 questions. ( $5 \times 1 = 5$ )

(i) Ansh inserted several images but now wants to resize them to maintain uniformity. Which method is best?

- (a) Resize using corner handles
- (b) Use save as
- (c) Use replace image
- (d) Use hyperlink

Answer:

- (a) Resize using corner handles

(ii) Rohit added a comment while reviewing a document. How can he remove it later?

- (a) Go to Insert → Delete
- (b) Right-click the comment and select Delete
- (c) Remove from Format tab
- (d) Clear all contents

Answer:

- (b) Right-click the comment and select Delete

(iii) Which category of styles applies to table formatting?

- (a) Frame
- (b) Paragraph
- (c) Table
- (d) List

Answer:

(c) Table

(iv) What does anchoring an object mean in Writer?

- (a) Locking the object
- (b) Changing the file format
- (c) Setting its fixed position relative to text or page
- (d) Exporting it to another app

Answer:

(c) Setting its fixed position relative to text or page

(v) What is the default wrapping mode when inserting an image?

- (a) In Background
- (b) Page Wrap
- (c) No Wrap
- (d) Optimal Page Wrap

Answer:

(d) Optimal Page Wrap

(vi) Shivani created a new style using formatting from selected text. Which method did she use?

- (a) From Template
- (b) From Selection
- (c) Fill Style
- (d) Style Updater

Answer:

(b) From Selection

Question 3.

Answer any 5 out of the given 6 questions. (5×1=5 )

(i) Which of the following lets you test different values in formulas without changing the original data?

- (a) Filters
- (b) Scenarios
- (c) Cell formatting
- (d) Autofill

Answer:

(b) Scenarios

(ii) A macro created in Libre Office is saved in

- (a) txt format
- (b) As part of the document
- (c) ods settings
- (d) Clipboard

Answer:

(b) As part of the document

(iii) What is the purpose of absolute hyperlinks?

- (a) Link to undefined cells
- (b) Link to external documents with full path
- (c) Move sheets
- (d) Format cells

Answer:

(b) Link to external documents with full path

(iv) After enabling 'Track Changes', what does Calc display to indicate changes made?

- (a) Highlighted cells with details of the change
- (b) Hidden comments
- (c) Password prompts
- (d) Automatically saves the document

Answer:

- (a) Highlighted cells with details of the change

(v) Which feature allows adding input from other spreadsheets into one?

- (a) Chart
- (b) Consolidate
- (c) Sort
- (d) Scenario

Answer:

- (b) Consolidate

(vi) Where can you find the Scenario Manager in Calc?

- (a) Data → Scenarios
- (b) Tools → Macro
- (c) Edit → Scenario
- (d) Insert → Object

Answer:

- (a) Data — Scenarios

Question 4.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) In a One-to-Many relationship

- (a) one record in the first table matches only one record in the second table.
- (b) one record in the first table matches many records in the second table.
- (c) many records in the first table match many records in the second table.
- (d) both tables have the same number of records.

Answer:

- (b) one record in the first table matches many records in the second table.

(ii) Which data model organises data in a tree-like structure?

- (a) Relational
- (b) Network
- (c) Hierarchical
- (d) Structural

Answer:

- (c) Hierarchical

(iii) Which type of field is used to store whole numbers?

- (a) Boolean
- (b) Integer
- (c) Float
- (d) Text

Answer:

- (b) Integer

(iv) What is the default extension of a LibreOffice Base file?

- (a) .odb
- (b) .ods
- (c) .odt
- (d) .odg

Answer:

(a) .odb

(v) Which view allows manual design of queries?

- (a) Wizard
- (b) Design View
- (c) Report View
- (d) Table View

Answer:

(b) Design View

(vi) A query that uses mathematical calculations is a

- (a) Text Query
- (b) SQL Query
- (c) Numerical Query
- (d) Mathematical Query

Answer:

(c) Numerical Query

Question 5.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) If someone collapses due to cardiac arrest, the first action should be

- (a) try to revive them yourself.
- (b) move them to comfort.
- (c) call emergency services.
- (d) look for ID card.

Answer:

(c) call emergency services

(ii) In ergonomics, the chair used at the computer workstation should have

- (a) Fixed backrest
- (b) Wheels only
- (c) Lumbar support
- (d) Wooden seat

Answer:

(c) Lumbar support

(iii) One of the key causes of poor air quality at the workplace is

- (a) Excessive lighting
- (b) Blocked ventilation
- (c) Cold weather
- (d) Empty bins

Answer:

(b) Blocked ventilation

(iv) First-aid for burns includes

- (a) applying ice directly.
- (b) covering with dirty cloth.
- (c) running cool water over the burn.
- (d) scrubbing the burn area.

Answer:

(c) running cool water over the bum

(v) A warning sign near electrical panels is an example of

- (a) safety hazard
- (b) risk management tool .....
- (c) office design
- (d) equipment layout

Answer:

- (b) risk management tool

(vi) In the event of fire, one must

- (a) hide in a room
- (b) collect belongings
- (c) use the lift
- (d) evacuate immediately

Answer:

- (d) evacuate immediately

### Section B

#### Subjective Type Questions [26 Marks]

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20-30 words. (3×2=6)

Question 6.

What is the importance of feedback in the communication cycle?

Answer:

Feedback is essential in the communication cycle because it confirms whether the message was understood correctly. It allows the sender to know if the communication was effective or needs clarification. Feedback ensures the message is complete. helps avoid confusion and improves mutual understanding.

Value Point

Feedback confirms message understanding and helps correct or improve future communication.

Question 7.

Describe the qualities required to complete a task independently.

Answer:

To work independently, a person must be self-disciplined, goal-oriented and responsible. They should know how to plan activities, manage time and complete tasks without help. Confidence, focus, and problem-solving skills are also necessary to overcome challenges and complete the task efficiently within the given time frame.

Question 8.

What is a file and how is it organised in a computer system?

Answer:

A file is a digital document used to store data, such as text, images or programs, Files are organised in folders (directories) and subfolders in a tree-like structure. This helps manage, access and store files efficiently on a storage device.

Question 9.

Why is entrepreneurship a good career option?

Answer:

Entrepreneurship is a rewarding career because it offers independence, flexibility and the opportunity to pursue one's passion. It allows individuals to create value, generate income and make a social impact while achieving personal growth and financial success.

Question 10.

How can rainwater harvesting promote sustainable development?

Answer:

Rainwater harvesting collects and stores rainwater for future use. It reduces dependence on groundwater, prevents water wastage and ensures water availability during dry seasons. This eco-friendly method helps in conserving water — a crucial step toward sustainable living.

Answer any 4 out of the given 6 questions in 20-30 words each. (4×2=8)

Question 11.

How can a new style be created using the 'From Selection' method in Writer?

Answer:

To create a new style from the selection, first format a paragraph, text, or object as desired. Then open the Styles and Formatting window, click on the drop-down menu, and select New Style from Selection. This saves the selected formatting as a new style that can be applied elsewhere in the document easily.

Question 12.

What is the use of creating references between multiple sheets in Calc?

Answer:

Creating references between sheets allows data from one sheet to be used in formulas in another. For example, you can total expenses from "Sheet1" and show the result in "Sheet2." This method helps keep data organised, avoids duplication, and maintains dynamic connections—so when data in the original sheet changes, the referenced sheet updates automatically.

Question 13.

What is the process of accepting or rejecting changes in a shared spreadsheet?

Answer:

After recording changes in a shared Calc file, users or reviewers can go to Edit — Track Changes — Manage Changes to see the list of modifications. Each change can be reviewed individually and either accepted or rejected. This feature ensures that only approved edits are finalised, maintaining control over collaborative document editing.

Question 14.

Explain the process of creating a table in LibreOffice Base using the Wizard.

Answer:

To create a table using the wizard in LibreOffice Base, follow these steps:

- Open your database and select 'Tables' from the left pane.
- Click "Use Wizard to Create Table."
- Choose a category and a predefined sample table,
- Select the fields you want to include, rename them if needed and set data types.
- Choose a primary key and click 'Create'.
- This method is beginner-friendly and helps build tables quickly.

Question 15.

What are the key steps to follow during a fire emergency in the workplace?

Answer:

During a fire emergency, activate the alarm immediately and evacuate the premises calmly through designated exits. Avoid using elevators. Follow the fire safety plan and assist others if needed. Do not re-enter the building until it is declared safe by the fire department. Fire drills and awareness training ensure everyone knows how to respond promptly and safely.

Question 16.

What safety measures should be taken while handling office equipment?

Answer:

Use equipment only after proper training and follow manufacturer guidelines. Ensure machines are turned off after use and report any malfunctions. Avoid wearing loose clothing or accessories that may get caught in equipment. Regular maintenance and keeping emergency shut-off switches accessible are vital for preventing accidents.

Answer any 3 out of the given 5 questions in 50-80 words each. (3×4=12)

Question 17.

(a) What is the purpose of using templates in LibreOffice Writer?

Answer:

Templates in Libre office Writer provide a predefined layout and formatting for new documents. They include styles, headings, logos, and default text placeholders. Using templates ensures consistency across documents and saves time by eliminating repetitive formatting. They are especially useful in workplaces for creating standardised letters, reports and forms. Writer offers both in-built and user-created templates to suit different needs.

(b) Describe how you can modify a form in LibreOffice Writer.

Answer:

Modifying a form in Writer involves accessing the Form Design toolbar. You can select form controls like text boxes, labels, or combo boxes and adjust properties such as size, name, and default value. You may also add new controls or remove existing ones. This allows customisation of user interaction within the document, particularly useful for creating interactive forms, surveys or data entry sheets.

Question 18.

Mr. Rajiv, a school administrator, manages monthly expenses in different sheets for departments like Sports, Library, and IT. He wants to summarise all expenses, create quick calculations and share the spreadsheet with department heads for feedback.

(a) What feature should Mr. Rajiv use to combine department expenses into one sheet?

(b) How can he simplify entering monthly budget headings across all department sheets?

(c) Rajiv wants to test if reducing Library funds by 10% affects total expenses. Which tool should he use?

(d) How can Mr. Rajiv ensure all changes by department heads are visible for review?

Answer:

(a) Mr. Rajiv can use the Consolidate feature from the Data menu. It helps him merge values from multiple sheets into one summary sheet using functions like Sum, Average, etc.

(b) He can record a macro to enter headers such as "January" "February" etc., once and then run the macro on each sheet. This saves time and ensures consistency.

(c) He can use the What-If Scenario tool to create two versions: original and reduced Library budget. Switching between them shows the difference in total expenses.

(d) The should enable Track Changes from the Edil Track Changes -s Record menu. This logs all edits, which he can later review, accept or reject.

Question 19.

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.

(a) What are two ergonomic tips to follow while using a computer?

Answer:

Proper ergonomies involve maintaining an upright posture with feet flat on the floor and the monitor at eye level. The keyboard and mouse should be pesutioned so elbows stay bent at about 90 degrees. Use a chair with lumbar support to prevent back pain. Also, take short breaks every hour to stretch or walk. These practices reduce the risk of musculoskeletal disorders, fatigue and eye strain among computer users.

(b) Name two health issues caused by prolonged computer use.

Answer:

Long hours on a computer can cause eye strain. resulting in blurry vision, dryness and headaches. Additionally, poor posture may lead to chronic necic back and shoulder pain. These issues, collectively called Computer Vision Syndrome or occupational Overuse Syndrome. can impact work productivity and personal well-bein Preventive measures such as ergonomic setups. adequate lighting, and scheduled breaks help reduce these risks and maintain physical health during extended computer use.

Question 20.

(a) What are the main advantages of using a Database Management System (DBMS) compared to traditional file-based systems? Explain briefly.

Answer:

A DUMS reduces data redundancy by storing information centrally rather than In separate hies.

- It maintains data integrity through constraints like pnmarv and foreign keys,
- Security features including user authentication and encryption protect sensitive information.
- Multiple users can access and modify data simultaneously without conflicts.
- Automated backup and recovery systems prevent permanent data baa.
- All applications access the same updated information. ensuring consistency.

(b) What is a Relational Database Model and why is it widely used?

Answer:

The Relational Database Model organises data into tables (relations) consisting of rows and columns. Each table has a unique key and is related to other tables through foreign keys. It is widely used due to its simplicity flexibility and ease of understanding. Users can query data using SQL. and normalisation reduces redundance making it suitable for various applications like banking, education and inventory management.

Question 21.

Consider the following table:

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Roll No	Name	Subject	Marks
---------	------	---------	-------

101	Neha	English	78
102	Ravi	Maths	88
103	Neha	English	78

(a) Suggest suitable data types for the Roll\_No and Marks fields

Answer:

(a) Roll\_No Integer (since it stores numeric student mil numbers)

Marks Integer (to store whole number marks, but Decimal Numeric could also be used if fractional marks are possible).

(b) Which field should be set as the primary key and why?

Answer:

(b) Field Roll\_No

Roll\_No uniquely identifies each student record (no duplicates), is non-null, and remains constant (unlike names or subjects, which may repeat).

Mistake Alert

Students often select Names as the primary key because they assume names are unique. However, names can repeat, while Roll\_No is always Unique and non-null, making it the correct choice for a primary key.

(c) Identify a possible alternate key and justify.

Answer:

Field Name + Subject + Marks combination While names and subjects may repeat (e.g., "Neha" in "English"), the combination with Marks ensures uniqueness, as no two students share the same name, subject and marks.

(d) How many attributes and records are present?

Answer:

Attributes (Columns) 4 (Roll\_No, Name, Subject, Marks)

Tuples (Records) 3 (Rows for Roll No 101, 102, 103)

# CBSE Sample Papers for Class 10 IT Set 4 with Solutions

Time: 2 Hours  
Maximum Marks: 50

Class 10 Textbooks

**Instructions:**

- Please read the instructions carefully.
- This Question Paper consists of 21 questions in two sections: Section A & Section B.
- Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.
- 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.
- All questions of a particular section must be attempted in the correct order.
- Section A: Objective Type Questions (24 Marks)
  - This section has 5 questions.
  - Marks allotted are mentioned against each question/part.
  - There is no negative marking.
  - Do as per the instructions given.
- Section B: Subjective Type Questions (26 Marks)
  - This section has 16 questions.
  - A candidate has to do 10 questions.
  - Do as per the instructions given.
  - Marks allotted are mentioned against each question/part.

## Section A Objective Type Questions (24 Marks)

Question 1.

Answer any 4 out of the given 6 questions on Employability Skills. (4×1=4)

(i) While speaking to a teacher, Arun kept slouching and checking his watch repeatedly. What does Arun's body language likely communicate?

- (a) He is respectful and attentive.
- (b) He is nervous but interested.
- (c) He is uninterested or impatient.
- (d) He is excited and ready.

Answer:

- (c) He is uninterested or impatient.

(ii) What does the SMART acronym stand for in goal setting?

- (a) Simple, Manageable, Accurate, Reliable, Timely
- (b) Specific, Measurable, Achievable, Relevant, Time-bound
- (c) Small, Medium, Achievable, Realistic, Trackable
- (d) Strong, Meaningful, Applicable, Reasonable, Time-efficient

Answer:

- (b) Specific, Measurable, Achievable, Relevant, Time-bound

(iii) Zara enjoys long walks in the park after a hectic day at school to feel refreshed. This is an example of

- (a) nature walk as a stress buster.

- (b) peer pressure.
- (c) poor time management.
- (d) emotional dependence.

Answer:

- (a) nature walk as a stress buster.

School supplies

(iv) In the Windows OS, right-clicking on a file and selecting 'Rename' allows a user to

- (a) Delete the file
- (b) move the file to another folder
- (c) change the file name
- (d) copy the file

Answer:

- (c) Change the file name

(v) Which of the following statements about entrepreneurship as a career is correct?

- (a) It has no scope.
- (b) It only suits rich people.
- (c) It offers independence and opportunities.
- (d) It is always easier than jobs.

Answer:

- (c) It offers independence and opportunities

(vi) Which of these actions best reflects environmental citizenship?

- (a) Throwing waste in rivers
- (b) Conserving energy and water
- (c) Ignoring pollution rules
- (d) Wasting food and electricity

Answer:

- (b) Conserving energy and water

Question 2.

Answer any 5 out of the given 6 questions. (5 x 1 = 5)

(i) Varun created a business letter template and now wants to reuse it for another letter. What should he do?

- (a) Save as draft
- (b) Use in-built template
- (c) Open Template and save as new document
- (d) Print directly

Answer:

- (c) Open Template and save as new document

(ii) Priya added a watermark but it's covering the text. What can she change?

- (a) Wrap setting
- (b) Layer order
- (c) Transparency
- (d) Paragraph style

Answer:

- (c) Transparency

(iii) Which of the following is a style category for bullet points?

- (a) Table
- (b) Character
- (c) List

(d) Frame

Answer:

(c) List

(iv) What does the term 'Anchoring' refer to in Writer?

(a) Creating links

(b) Fixing objects to a part of the document

(c) Making styles

(d) Writing formulas

Answer:

(b) Fixing objects to a part of the document

(v) Which menu helps in recording changes in a document?

(a) Edit

(b) View

(c) Tools

(d) File

Answer:

(c) Tools

(vi) Rajat deleted a Table of Contents by mistake, What is the best way to restore it?

(a) Ctrl+Z

(b) Reinsert using Insert → Table of Contents

(c) Rebuild the whole document

(d) Use Templates

Answer:

(b) Reinsert using Insert → Table of Contents

Question 3.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) Which feature helps compare changes made by different users in a spreadsheet?

(a) Coal Seek

(b) Merge Document

(c) Format Cells

(d) Autofilt

Answer:

(b) Merge Document

(ii) The Subtotal feature is found under

(a) Format

(b) Tools

(c) Data

(d) View

Answer:

(c) Data

(iii) After reviewing the changes, how can you stop others from editing the document further?

(a) Disable sharing by unchecking 'Share Document' in Tools

(b) Turn off the computer

(c) Remove Track Changes only

(d) Save it as a read-only document

Answer:

(a) Disable sharing by unchecking 'Share Document' in Tools

(iv) A hyperlink in Calc can be used to

- (a) add borders
- (b) insert comments
- (c) navigate to another document
- (d) calculate totals

Answer:

- (c) Navigate to another document

(v) The shortcut to add a new comment in a Calc cell is

- (a) Ctrl + M
- (b) Ctrl + Alt + C
- (c) Ctrl + Shift + C
- (d) Ctrl + F2

Answer:

- (b) Ctrl+Alt+C

(vi) In Calc, which feature lets you see what others have edited in a shared document?

- (a) Scenario Manager
- (b) Consolidate
- (c) Track Changes
- (d) Paste Special

Answer:

- (c) Track Changes

Question 4.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) Which feature in Base allows you to create structured output for printing data from tables or queries?

- (a) Report
- (b) Form
- (c) Table
- (d) Query

Answer:

- (a) Report

(ii) Which one of the following data types stores decimal numbers?

- (a) Integer
- (b) Text
- (c) Numeric (Decimal)
- (d) Boolean

Answer:

- (c) Numeric (Decimal)

(iii) What is the purpose of using a wizard in Base?

- (a) To enter data
- (b) To automate database tasks
- (c) To create database objects step-by-step
- (d) To write queries in SQL

Answer:

- (c) To create database objects step-by-step

(iv) Which control is used to show static text on a form in Base?

- (a) Text Box
- (b) Label

(c) Combo Box

(d) List Box

Answer:

(b) Label

(v) A query that retrieves data based on specific criteria is known as

(a) Static query

(b) Conditional query

(c) Filter query

(d) Select query

Answer:

(d) Select query

(vi) What ensures consistency and prevents orphaned records when tables are related?

(a) Primary key

(b) Foreign key

(c) Referential integrity

(d) Data type

Answer:

(c) Referential integrity

Question 5.

Answer any 5 out of the given 6 questions. (5×1=5)

(i) Which of the following is a correct safety practice while using a paper shredder?

(a) Push papers in with your fingers

(b) Turn it on before plugging in

(c) Keep hands away from the opening

(d) Shred one large pile at once

Answer:

(c) Keep hands away from the opening

(ii) What should you avoid doing during a fire emergency?

(a) Use the stairs

(b) Help others evacuate

(c) Use the elevator

(d) Follow the fire escape plan

Answer:

(c) Use the elevator

(iii) What does Refer to MSDS mean when working with chemicals?

(a) Maximum safe data score

(b) Material Safety Data Sheet

(c) Monthly supply demand system

(d) Machine safety and disposal sheet

Answer:

(b) Material Safety Data Sheet

(iv) Which of the following is a symptom of computer vision syndrome?

(a) Knee pain

(b) Dry eyes

(c) Chest pain

(d) Neck rash

Answer:

(b) Dry eyes

(v) Which one of these is considered an ergonomic device?

- (a) Adjustable chair
- (b) Paper file
- (c) Loudspeakers
- (d) Mirror

Answer:

- (a) Adjustable chair

(vi) What should be done immediately after any workplace accident?

- (a) Ignore it
- (b) Inform your supervisor
- (c) Wait till end of shift
- (d) Cover it up

Answer:

- (b) Inform your supervisor

### Section B

#### Subjective Type Questions [26 Marks]

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20-30 words. (3×2=6)

Question 6.

What is descriptive feedback? Give an example.

Answer:

Descriptive feedback is detailed and specific, explaining what was done well and what needs improvement. It helps learners grow. For example, “Your report was well-organized, but adding more data to support your argument would make it stronger” is an example of descriptive feedback.

Question 7.

Why is the ability to work independently important?

Answer:

The ability to work independently builds self-confidence, responsibility-and time management skills. It allows individuals to set and achieve goals without needing constant supervision. This quality is valuable in both academics and the workplace, as it encourages problem-solving and increases productivity.

Question 8.

Describe how to create, rename and delete a folder in a computer.

Answer:

- To create a folder Right-click → New xFolder.
- To rename Right-click the folder → Rename → Type new name.
- To delete Right-click → Delete or press Del key.

These options help in organising and managing files and directories effectively.

Question 9.

How can students prepare themselves to become future entrepreneurs?

Answer:

Students can prepare by developing skills like communication, decision-making and

problem-solving. Participating in business clubs, reading about entrepreneurs, attending workshops and working on small projects can build confidence. Learning from failures and being open to feedback also helps in building a strong entrepreneurial mindset.

## Online Tutoring

### Question 10.

What are the benefits of respecting indigenous knowledge in sustainability?

Answer:

Indigenous knowledge includes traditional farming, water conservation and natural medicine practices. Respecting it helps protect biodiversity, preserve cultural heritage and promote eco-friendly practices. It offers valuable solutions for sustainable resource management and environmental conservation.

Answer any 4 out of the given 6 questions in 20-30 words each. (4×2=8)

### Question 11.

What does the Fill Format mode do in Writer?

Answer:

Fill Format mode in LibreOffice Writer lets users quickly apply an existing style to different parts of the document. By selecting the Fill Format tool in the Styles and Formatting window, and then clicking on text or objects, the selected style is applied instantly. This saves time and ensures uniform formatting across the document.

### Question 12.

What are subtotals in Calc and how are they applied?

Answer:

Subtotals in Calc are used to calculate group-wise totals for large data sets. When you have a sorted list of items like sales by region, applying the Subtotal feature lets you see totals per region automatically. Calc inserts rows for each group showing the sum, average or other functions, making data analysis easier and faster.

### Question 13.

What do you mean by recording changes in a spreadsheet?

Answer:

Recording changes in spreadsheet allows users to track modifications made to a shared spreadsheet. When this feature is turned on, Calc highlights added, deleted or edited content, along with the user's name and timestamp. This is useful for document review and collaboration, especially when multiple users are editing the same file.

### Question 14.

Describe any two data types used in LibreOffice Base.

Answer:

Two common data types in LibreOffice Base are:

- Text (VARCHAR) Used for storing alphanumeric data such as names, addresses, etc.
- Number (INTEGER, DECIMAL) Used for storing numeric values. For example, INTEGER for age and DECIMAL for salary.
- Selecting the appropriate data type ensures proper storage, validation and operations on the data, such as calculations or sorting.

### Question 15.

What is the importance of regular cleaning and hygiene at the workplace?

Answer:

Maintaining cleanliness at the workplace helps prevent the spread of germs and reduces health risks such as respiratory infections or allergies. It also improves air quality and creates a pleasant, professional environment. Clean surfaces, sanitized washrooms and waste disposal systems are essential. Regular cleaning promotes employee health and enhances productivity.

Question 16.

What precautions should be taken when working near electrical equipment?

Answer:

Always ensure electrical devices are grounded properly and turned off when not in use. Avoid handling them with wet hands or near water. Use surge protectors and inspect cords for wear or damage. In case of an electrical emergency, shut off the power and seek professional help immediately. These practices help prevent shocks, fires and equipment damage.

Answer any 3 out of the given 5 questions in 50-80 words each. (3×4=12)

Question 17.

(a) What is the function of the Alignment option in positioning images?

Answer:

The Alignment option in Writer helps position images in relation to the page or paragraph. You can align an image to the left, center, right, top or bottom. This ensures the image is placed exactly where desired, improving visual appeal and readability. Proper alignment is essential when combining images and text, especially in professional documents or presentations.

(b) How does the 'Accept or Reject Changes' feature help during document review?

Answer:

The 'Accept or Reject Changes' feature in Writer allows you to review edits made by others during collaboration. It highlights insertions, deletions and formatting changes. You can go through each change and decide whether to keep or discard it. This ensures the final document is accurate, consistent and reviewed thoroughly. It is a vital tool for editors and collaborative writing tasks.

Question 18.

An accountant, Mr. Suresh, maintains annual sales records. He wants to automate tax calculation, apply different tax rates and allow colleagues to comment on the file.

(a) How can he automate tax calculations for all rows?

Answer:

He can create a macro that applies a formula to calculate tax. Running this macro across all rows will quickly apply the calculation to every entry.

(b) To apply two tax slabs ( 5% and 12% ) and see which benefits the company more, what tool should he use?

Answer:

He can use the Scenario Manager to create and switch between the two tax slabs. This helps him analyse which tax rate yields better financial results.

(c) A colleague wants to suggest corrections. How can he add that in the file?

Answer:

The colleague can use Insert ? Comment to add notes on any cell. Mr. Suresh will be able to read and act on the suggestion later.

(d) How can Mr. Suresh identify who made changes in the spreadsheet?

Answer:

By enabling Track Changes and using Edit ? Track Changes → Manage, he can view, accept or reject the changes made by others, along with their names.

Question 19.

Your company has recently experienced minor electric shocks in a few departments. You've been asked to create a report and educate employees about the importance of electrical safety and how to respond during electrical emergencies.

(a) What are two key electrical safety tips employees should follow?

Answer:

To ensure electrical safety, employees should never operate electrical equipment with wet hands, as it increases the risk of electric shock. Also, damaged plugs or exposed wires should never be used. These items must be reported immediately to a qualified technician for repair. Plug points should not be overloaded. Following these precautions can significantly minimise electrical hazards and protect both employees and office equipment from accidents or short circuits.

Value Points

Focus on common workplace risks:

- Never use devices with wet hands.
- Never use damaged plugs or wires.

These are two frequently asked and easy to remember.

(b) Mention two first aid measures to be taken during an electrical emergency.

Answer:

In an electrical emergency, the first step is to switch off the power source before touching the affected person to avoid further shocks. Next, use a non-conductive item like a wooden stick to separate the person from the electric source. If the victim is unconscious, check for breathing and pulse. Administer CPR if trained and call emergency services immediately. Always follow safety protocols and act quickly to prevent severe injury or death.

Question 20.

(a) What are reports in Base and how are they different from queries?

Answer:

Reports are formatted presentations of data retrieved from tables or queries, suitable for printing and sharing. While queries extract and filter data, reports are used to display this data attractively with headers, footers, page numbers, and formatting. They are useful for summarising information like monthly sales or student results, providing a clear and professional view for decision-making.

(b) How can you insert date and time in a Base report?

Answer:

To insert date and time, open the report in edit mode and use the 'Insert' menu to add a date/time field. You can place it in the header, footer, or any section of the report. This feature is useful for indicating when the report was generated and helps in record keeping and validation of printed data.

Question 21.

Consider the following table:

Route_ID	Start_Point	End Point	Driver.Name
R01	Sector 1	School	Rajesh
R02	Sector 5	School	Amil
R03	Sector 1	School	Rajesh

(a) Suggest a suitable data type for the Route\_ID and Driver\_Name.

Answer:

Suggested Data Types

- Route\_ID Character/Varchar (to store alphanumeric route IDs like “R01”)
- Driver\_Name Varchar (to store names of variable length)

(b) Which field should be set as the primary key and why?

Answer:

Primary Key Selection

- Field Route\_ID
- Justification Route\_ID uniquely identifies each bus route (no duplicates), is non-null, and remains constant (unlike start/end points or driver names, which may repeat).

(c) Identify a possible alternate key and justify.

Answer:

Candidate Key

- Field Start\_Point + End\_Point + Driver\_Name combination
- Reason While start and end points may repeat (e.g., “Sector 1” to “School”), the combination with Driver\_Name ensures uniqueness, as no two routes share the same start, end and driver.

(d) How many attributes and records are present?

Answer:

Table Structure Analysis

- Attributes (Columns) 4 (Route\_ID, Start\_Point, End\_Point, Driver\_Name)
- Tuples (Records) 3 (Rows for R01, R02, R03)

A. Mistake Alert

Students often confuse between attributes and records. Columns = attributes, Rows = records mention exact count.

