CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Marking Scheme for Sample Question Paper for Class X (Session 2026-2027)

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 (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. No.	QUESTION	Marks
Q. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**	
i.	b) Cultural barrier	**1**
ii.	a) Stress	**1**
iii.	d) Operating System	**1**
iv.	c) Calculated Risk	**1**
v.	d) All of the above	**1**
vi.	c) Achievable	**1**
Q. 2	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	a) Use *Fill Format* option; stop it by clicking Fill Format button again or pressing **Esc**	**1**
ii.	b) Update Selected Style	**1**
iii.	c) Table of Contents	**1**
iv.	a) Both A and R are true, and R is the correct explanation of A	**1**
v.	b) External References to other documents	**1**
vi.	c) Edit > Track Changes > Manage	**1**
Q.3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	b) He forgot to apply heading styles (Heading 1, Heading 2, etc.) to his document headings	**1**
ii.	b) Ergonomic and Health Hazards	**1**
iii.	c) Composite	**1**
iv.	b) 20 bytes	**1**
v.	a) Relational Data Model	**1**
vi.	c) Three	**1**
Q.4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	c) **Ctrl + Shift + N**	**1**
ii.	b) Use **Consolidate** with the "Link to source data" option enabled	**1**
iii.	d) Forms are used to permanently store data like tables.	**1**
iv.	a) Conflict resolution training and promoting hobbies	**1**
v.	a) Goal Seek – because it adjusts the input (loan duration) to reach the exact target output (EMI = ₹12,000).	**1**
vi.	b) Class C – electrical materials; Class D – volatile metals like magnesium and sodium	**1**
Q.5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	c) Templates	**1**
ii.	c) Both a and b	**1**
iii.	c) Evacuation drill	**1**
iv.	a) Attend to injured person → inform supervisor → assist supervisor	**1**
v.	b) Clean her workstation, clear spaces around machines, immediately clean spills, report faulty lighting	**1**
vi.	b) Open *Budget_Raj.ods*, use **Compare Document** to review differences, then use **Merge Document** to finalize.	**1**

SECTION B: SUBJECTIVE TYPE QUESTIONS

<table>
<tr><th>Q. No.</th><th>QUESTION</th><th>Marks</th></tr>
<tr><td>Q.6</td><td>

Clear – Always say clearly, what you want to say.
Concise – Always use simple language and say only what is required.
Concrete – Always use proper words and phrases in the sentences.
Correct – Always use correct spelling and grammar in the sentences.
Coherent – Your word should be related to the main topic and your word should make sense.
Complete – Your message should be complete and have all the needed information.
Courteous – Be honest, respectful and friendly with others.

(Any 2)
</td><td>2</td></tr>
<tr><td>Q.7</td><td>
Maya can manage her emotional intelligence by following these steps:

Understand her emotions – Reflect on her behavior and identify areas where she needs to improve, focusing on personal growth.
Rationalize – Avoid quick reactions; analyze situations logically before responding.
Practice – Stay calm through meditation, yoga, or other relaxation techniques.

(Any 2)
</td><td>2</td></tr>
<tr><td>Q.8</td><td>
<table>
<tr><th>Aspect</th><th>Self-Employment</th><th>Wage Employment</th></tr>
<tr><td>Definition</td><td>Running your own business</td><td>Working for someone else</td></tr>
<tr><td>Risk</td><td>Taking business risks</td><td>Low risk; employer bears risks</td></tr>
<tr><td>Competition/Growth</td><td>Staying competitive and expanding after stability</td><td>Career growth depends on performance and meeting standards</td></tr>
<tr><td>Reward</td><td>Profit depends on business success</td><td>Fixed wage with performance-based rewards</td></tr>
</table>
</td><td>2</td></tr>
<tr><td>Q.9</td><td>
Food:

Increasing use of land for non-agricultural purposes reduces fertile soil for crops like wheat and rice.
Overuse of chemical fertilizers depletes soil nutrients and contaminates the soil.

Water:

Freshwater from rivers and ponds is used for drinking and cleaning, but dumping garbage contaminates it.
This pollution can lead to a shortage of clean water for human consumption in the future.

</td><td>2</td></tr>
<tr><td>Q.10</td><td>
Sara can protect her data by following these measures:

Use strong passwords – Create passwords that are hard to guess by including:

Small letters
Capital letters
Numbers
Special characters

Install antivirus and firewall – These tools help protect data from viruses and hackers.
Encrypt data – Keep information in an encrypted format to prevent unauthorized access.
Open only secure websites – Ensure website addresses start with https://, which indicates a secure site.

(Any 2)
</td><td>2</td></tr>
</table>

<table>
<tr><td>Q.11</td><td>

Page Style – Controls overall page layout such as page size, margins, header, footer, footnote settings, borders, and background. A document can have multiple page styles.
Paragraph Style – Applies formatting to entire paragraphs. It includes alignment, line spacing, tab stops, borders, and may also include character attributes.
Character Style – Used for specific words or letters within a paragraph. It controls text colour, font size, highlighting, and emphasis without affecting the whole paragraph.
Frame Style – Used for formatting frames (containers that hold text, graphics, or lists). It specifies frame size, position, borders, and text wrapping around the frame.
List Style – Applies formatting to numbered or bulleted lists. It allows changing bullet symbols, numbering formats, and levels of lists.
Table Style – Used to format tables. It controls borders, text alignment inside cells, colours, and patterns for better presentation of tabular data.

(Any 2)
</td><td>2</td></tr>
<tr><td>Q.12</td><td>(a) Disable Shared Spreadsheet mode.
(b) The word (shared) disappears from the spreadsheet title bar.</td><td>2</td></tr>
<tr><td>Q.13</td><td>
<table>
<tr><th>Aspect</th><th>One-to-Many</th><th>Many-to-Many</th></tr>
<tr><td>Definition</td><td>One record in the master table corresponds to multiple records in the related table.</td><td>Multiple records in the master table correspond to multiple records in the related table.</td></tr>
<tr><td>Example</td><td>One teacher can teach multiple students.</td><td>Students can enroll in multiple courses, and each course can have multiple students.</td></tr>
</table>
</td><td>2</td></tr>
<tr><td>Q.14</td><td>Causes: Exposed or worn-out wiring, overloading electrical outlets, ungrounded or faulty equipment, unsafe use of electrical devices.
Safety Measure: Provide basic training on electrical safety, keep water and food away from electrical equipment, and carry out routine inspections of wiring and equipment.</td><td>2</td></tr>
<tr><td>Q.15</td><td>A macro is a single instruction that executes a set of instructions.
Real-life uses:
1. Preparing a monthly sales report where the same formatting and calculations are applied every time.
2. Creating attendance sheets with repeated formatting and formulas.</td><td>2</td></tr>
<tr><td>Q.16</td><td>

Do not touch the victim directly or any conductive surfaces while they are energized.
Switch off the electrical circuit if possible, or use non-conductive materials (like a wooden stick) to separate the victim from the conductor.
Wear protective equipment such as gloves and shoes and ensure hands and feet are dry before attempting rescue.
Call emergency services (108) immediately.

(Any 2)
</td><td>2</td></tr>
</table>

<table>
<tr><td>Q.17</td><td>(a) Arrangement – It is used to manage overlapping images (e.g., Forward One, Back One, Send to Back, Bring to Front).
(b) Anchoring + Alignment – Anchoring keeps the image fixed (to Page), and Alignment places it at the center.
(c) Text Wrapping – Options like Page Wrap or Optimal Page Wrap allow text to flow smoothly around the image.
(d) Bring to Front – This arrangement tool places the advertisement image above all other elements.</td><td>4</td></tr>
<tr><td>Q.18</td><td>(a) Fields in the table:
Book Title
Author Name
Price
Publisher
(b) Primary key:
Book Title – because each book in the table is unique and can identify a record.
(c) Alternate key:
Author Name could serve as an alternate key if no two books have the same author.
(d) Difference between Primary Key and Foreign Key:<table><tr><th>Aspect</th><th>Primary Key</th><th>Foreign Key</th></tr><tr><td>Definition</td><td>A field that uniquely identifies a record in a table</td><td>A field in one table that refers to the primary key of another table</td></tr><tr><td>Purpose</td><td>Ensures uniqueness of records</td><td>Establishes a relationship between two tables</td></tr><tr><td>Example</td><td>Book Title in the Books table</td><td>Publisher in Books table referring to PublisherID in Publisher table</td></tr></table></td><td>4</td></tr>
<tr><td>Q.19</td><td>Ways to avoid musculoskeletal problems:
Keep the monitor at eye level and at arm’s length distance.
Keep neck straight and monitor directly ahead.
Sit with your back fully against the chair’s backrest.
Adjust armrests so elbows are at 100–110°.
Keep hands slightly lower than elbows while typing.
Avoid twisting your wrists.
Use a keyboard palm rest only when not typing.
Take small breaks to stretch muscles and rest eyes.
(Any four)</td><td>4</td></tr>
</table>

Q.20	**(a) Referential Integrity:** It ensures that **every foreign key in the transaction table matches a primary key in the master table**. **Example:** If CategoryID C003 is in Events, it must exist in EventCategory. **(b) No Action:** Prevents deletion of a master record if related records exist in the transaction table. This avoids breaking links or losing related data. **(c) Update Cascade:** If a master record is **updated**, all related foreign key values in the transaction table are automatically updated. **Example:** If CategoryID C003 is changed to C010 in EventCategory, all Events records with C003 are updated to C010. **(d) Set NULL vs Set Default:** **Set NULL:** Related fields in the transaction table are set to **NULL** when the master record is deleted or updated. **Set Default:** Related fields are set to a **predefined default value** instead. **Example:** Master CategoryID C003 is deleted: • **Set NULL:** Events table CategoryID becomes NULL. • **Set Default:** Events table CategoryID becomes the default value (e.g., C001).	4
Q.21	(a) The absolute hyperlink failed because it stored the **complete path** (specific to Arjun's computer). On another system, the same path did not exist. A relative hyperlink solves this by linking relative to the folder where the spreadsheet is stored, so it works even if moved. (b) **Target in Document** helps by allowing navigation directly to a **specific sheet, table, or section** inside the document, saving time in large spreadsheets. (c) He should use **Link to External Data**, which imports live tables from a web page. This is beneficial because data stays **updated automatically** without manual entry. (d) Arjun should **right-click the hyperlink → choose Edit Hyperlink to modify it** or **Remove Hyperlink** to delete it.	4