CBSE | DEPARTMENT OF SKILL EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2026-2027)

Max. Time: 2 Hours **Max. Marks: 50**

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
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	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
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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Blue-print 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. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	**Aisha moved from Egypt to Germany for work but finds it difficult to adjust because she is not familiar with German customs and workplace etiquette, which affects her interactions with colleagues. This situation illustrates a:** a) Interpersonal barrier b) Cultural barrier c) Physical barrier d) Linguistic barrier	**1**
ii.	**Rohan has been working long hours every day without a break. Over time, he starts experiencing headaches, anxiety, and fatigue. This is likely caused by prolonged:** a) Stress b) Discipline c) Timeliness d) Goal – Setting	**1**
iii.	**When Ayaan switches on his computer, a particular software starts running automatically and manages all the hardware and other software. Which software is this?** a) Web Browsers b) Designing Software c) Office Software d) Operating System	**1**
iv.	**An entrepreneur must be ready to take a _____and remain open to new ideas to grow their business.** a) Satisfying human need b) Product and Service c) Calculated Risk d) Regular Production	**1**
v.	**The Sustainable Development Goals (SDGs) aim to tackle key challenges faced by businesses, governments, and society, such as:** a) Gender Equality b) Energy & Climate Change c) Biodiversity d) All of the above	**1**
vi.	**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**

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Ria has a long document where she needs to apply the same paragraph style at multiple scattered locations. She wants to avoid the repetitive task of selecting each word/paragraph and applying the style separately. Which feature should she use, and how can she stop using it once she is done? a) Use *Fill Format* option; stop it by clicking Fill Format button again or pressing **Esc** b) Use *AutoFormat*; stop it by closing the document c) Use *Format Painter*; stop it by pressing **Ctrl+Shift+F** d) Use *Style Inspector*; stop it by clicking on **Close**	**1**
ii.	Arjun wants to slightly change the formatting of a predefined paragraph style in his Writer document. He does not want to create a new style, but rather update the existing one so that the changes apply wherever that style is used. Which option should he choose after formatting the text? a) Create New Style b) Update Selected Style c) AutoFormat d) Fill Format	**1**

iii.	Meena has prepared a project report with multiple headings and sub-headings. She wants to create a section at the beginning of the report that lists all topics in order and allows her to jump directly to any section by clicking on it. Which feature of Writer should she use? a) Index of Keywords b) Hyperlink Tool c) Table of Contents d) Bookmark	**1**
iv.	**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**
v.	A teacher wants to prepare a **summary report** in LibreOffice Calc by calculating the average marks of students from two different spreadsheet files: **X-A.ods** and **X-B.ods**. Which feature of Calc will help her achieve this? a) Data Consolidate b) External References to other documents c) What-if Scenarios d) Goal Seek	**1**
vi.	Which menu path in LibreOffice Calc is used to **accept or reject changes** made in a shared spreadsheet? a) Tools > Review Changes > Manage b) File > Options > Track Changes c) Edit > Track Changes > Manage d) View > Track Changes > Review	**1**

Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	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**
ii.	During an audit, it is observed that employees are sitting for long hours with poor posture, and the computer screens cause glare. Which hazards are most relevant here? a) Physical and Fire Hazards b) Ergonomic and Health Hazards c) Chemical and Safety Hazards d) Biological and Health Hazards	**1**
iii.	In a database table, if more than one field is used together to uniquely identify a record, it is called: a) Primary Key b) Foreign Key c) Composite Key d) Candidate Key	**1**
iv.	If a database field is defined as VARCHAR(50) and the user enters 20 characters, how much storage is allocated? a) 50 bytes b) 20 bytes c) 64,000 bytes d) 255 bytes	**1**
v.	A database designer wants to create a system where **multiple tables are connected**, allowing retrieval of related data from these tables efficiently. Which data model should the designer use? a) Relational Data Model b) Network Data Model	**1**

	c) Hierarchical Data Model d) All of these	
vi.	The Query Design Window in LibreOffice Base is divided into how many parts? a) One b) Two c) Three d) Four	**1**

Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Which keyboard shortcut is used to open the **Templates dialog box** in LibreOffice Writer to manage or set default templates? a) **Ctrl + Shift + T** b) **Ctrl + Alt + N** c) **Ctrl + Shift + N** d) **Ctrl + N**	**1**
ii.	Rohit is analyzing sales data spread across four different sheets in LibreOffice Calc. He wants to combine the data into a single sheet to identify overall trends and relationships. He also wants any change in the source sheets to automatically update in the consolidated sheet. Which feature and option should he use? a) Use **Pivot Table** with the "AutoFilter" option b) Use **Consolidate** with the "Link to source data" option enabled c) Use **Data Validation** with "Cell Range" enabled d) Use **Scenario Manager** with "Copy Results To" option	**1**
iii.	Which of the following statements about **forms in a database** is **incorrect**? a) A form provides a user-friendly interface for entering and modifying data. b) Each field control in a form consists of a label and a field value text box. c) Forms can include graphics, titles, and additional text for better presentation. d) Forms are used to permanently store data like tables.	**1**
iv.	During office work, employees complain of stress due to long hours and conflicts with colleagues. Which approach is most effective in reducing this hazard? a) Conflict resolution training and promoting hobbies b) Only installing ergonomic chairs c) Providing fire extinguishers d) Routine electrical inspections	**1**
v.	Ritika has created a spreadsheet to calculate the EMI for a car loan. The EMI depends on the loan amount, interest rate, and loan duration (years). She fixes the loan amount and interest rate, but wants the EMI to be exactly **₹12,000 per month**. Which feature of Calc should she use, and why? a) Goal Seek – because it adjusts the input (loan duration) to reach the exact target output (EMI = ₹12,000). b) Scenario Manager – because it allows creating multiple possible outcomes with different sets of inputs. c) Consolidate – because it combines data from different sheets into one summary. d) Data Validation – because it restricts the type of values that can be entered into a cell.	**1**
vi.	Materials in a workplace are classified by risk to prevent fires. Which of the following correctly matches the material class with its description? a) Class A – liquids, grease, and gas; Class B – wood, cloth, paper b) Class C – electrical materials; Class D – volatile metals like magnesium and sodium c) Class B – electrical equipment; Class C – paper and cloth d) Class D – liquids and gas; Class A – electrical materials	**1**

Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Sneha is preparing 10 different project reports for her company. Each report requires the same header with the company logo, a footer with the legal notice, and predefined formatting for headings and text. Instead of manually inserting and formatting these elements in each report, which feature of LibreOffice Writer should she use? a) Styles	**1**

	b) Macros c) Templates d) Table of Contents	
ii.	Which of the following components open along with the **Report Wizard** in LibreOffice Base? a) Report Builder b) Add Fields dialog box c) Both a and b d) Neither a nor b	**1**
iii.	Rohini works as a floor manager. She has been assigned the task of conducting regular _____to ensure the safety of life in case of any disaster or emergency by evacuating the place of danger. a) Cultural assembly b) Open house events c) Evacuation drill d) Trips and excursions	**1**
iv.	Ramesh notices that a colleague has slipped and sustained a serious injury at work. Which sequence of actions demonstrates the correct approach to handling the accident according to safety protocols? a) Attend to injured person → inform supervisor → assist supervisor b) Report to supervisor → attend to injured person → assist supervisor c) Assist supervisor → attend to injured person → inform supervisor d) Ignore minor injury → continue work → report at the end of the day	**1**
v.	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**
vi.	A company's finance team is preparing the **quarterly budget report**. Two managers, Mr. Raj and Ms. Meera, work on the same spreadsheet file separately (*Budget_Raj.ods* and *Budget_Meera.ods*). Now, before submitting the final report to the CEO, the team needs to: 1. **Check the differences** in both versions. 2. **Merge the approved changes** into one final file. As the data entry operator, which steps will you follow in LibreOffice Calc? a) Directly open *Budget_Raj.ods* and overwrite it with *Budget_Meera.ods*. b) Open *Budget_Raj.ods*, use **Compare Document** to review differences, then use **Merge Document** to finalize. c) Open *Budget_Meera.ods* and delete conflicting data manually. d) Use only **Merge Document**, since it automatically compares files too.	**1**

SECTION B: SUBJECTIVE TYPE QUESTIONS

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

Q. 6	Explain any two C's of effective communication.	**2**
Q. 7	Maya 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	Compare Self-Employment and Wage Employment.	**2**
Q. 9	What are the major problems related to sustainable development concerning food and water?	**2**
Q. 10	Sara is worried about her personal and work data being stolen or infected by viruses. What steps can she take to protect her data effectively?	**2**

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

Q. 11	Aarav is learning to format documents in LibreOffice Writer. His teacher asked him to explain any two style categories along with one feature of each. What should Aarav write?	**2**
Q. 12	(a) What must you do before enabling the Record Changes feature? (b) How can you confirm that sharing has been disabled in the spreadsheet?	**2**
Q. 13	Differentiate between **One-to-Many** and **Many-to-Many** relationships in a database.	**2**
Q. 14	What are the common causes of electrical hazards at the workplace? Suggest one safety measure to prevent them.	**2**
Q. 15	What is a Macro? List any two real life situations where they can be used.	**2**
Q. 16	While inspecting a machine, Rohan notices a colleague stuck to a live wire. What steps should Rohan follow to safely rescue the victim?	**2**

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

Q. 17	**Case Study** A publishing company is designing an e-magazine in LibreOffice Writer. The editor wants to insert images of articles and advertisements in such a way that the layout looks attractive and professional. While working, the team faces some challenges: • In one article, two images overlap, and only part of the required picture is visible. • For the cover page, the editor wants the main image to stay fixed in the center, no matter how much text is added or removed. • In another section, the designer wants text to flow smoothly around the images so that the page looks balanced. • For an advertisement, the client requests that the product image should appear above all other elements. (a) Which feature should the team use to solve the problem of overlapping images? (b) Which setting will help the editor keep the main image fixed in the center of the cover page? (c) Which positioning option will make the text flow smoothly around the images in the article? (d) Which arrangement tool should be used to ensure the advertisement image appears above all other elements?	**4**

<table>
<tr><td>Q. 18</td><td>Consider the table given below and answer the questions that follow:
<table><tr><th>Student Name</th><th>Roll Number</th><th>Class</th><th>Marks</th></tr><tr><td>Aryan Sharma</td><td>101</td><td>10A</td><td>450</td></tr><tr><td>Priya Singh</td><td>102</td><td>10B</td><td>470</td></tr><tr><td>Rohan Mehta</td><td>103</td><td>10A</td><td>480</td></tr><tr><td>Ananya Kapoor</td><td>104</td><td>10C</td><td>460</td></tr></table>(a) Name all the fields in the given table.
(b) Which field should be made the primary key?
(c) Suggest a possible alternate key, if any.
(d) Explain how a primary key differs from a foreign key with an example.</td><td>4</td></tr>
<tr><td>Q. 19</td><td>Musculoskeletal problems affect different parts of the body like neck, back, chest, arms, shoulders, and feet. These problems happen due to wrong posture or uncomfortable chairs while working on a computer. List four ways to avoid this problem.</td><td>4</td></tr>
<tr><td>Q. 20</td><td>Ruhi is managing a Sports Day database in LibreOffice Base. She has a master table called EventCategory and a transaction table called Events.
(a) What is referential integrity? Give an example from Ruhi’s database.
(b) Ruhi wants to stop deletion of any category that is being used in the Events table. Which option should she use?
(c) If a CategoryID is changed in EventCategory, how does the Update Cascade option affect the Events table? Give an example.
(d) If the Set NULL option is used and a master record is deleted, what happens in the Events table? How is it different from Set Default?</td><td>4</td></tr>
<tr><td>Q. 21</td><td>Arjun is preparing a project report in LibreOffice Calc that contains multiple spreadsheets. He wants smooth navigation between different sheets and also plans to include data from a government website. Initially, he uses an absolute hyperlink but later realizes it breaks when he shares the report with his teacher because the file path is different on another computer. His friend suggests trying a relative hyperlink instead. While inserting a hyperlink, Arjun notices the option Target in Document, which allows him to connect directly to a particular sheet. He also discovers the Link to External Data option to fetch live tables from a web page into his spreadsheet.

(a) Why did the absolute hyperlink fail when Arjun shared the file, and how does a relative hyperlink solve this problem?
(b) How does the Target in Document option increase the usefulness of hyperlinks in large spreadsheets?
(c) Arjun wants to ensure that anyone viewing his report can update data directly from a government website. Which feature should he use, and why is it beneficial?
(d) If Arjun wants to edit or remove a hyperlink later, what steps should he take?</td><td>4</td></tr>
</table>