

## MODEL SAMPLE PAPER FOR THE ACADEMIC YEAR –(2021-22)

STD-X

Time:1 Hour

SUBJECT-IT

Maximum marks : 25

*General Instructions:*

- 1. Please read the instructions carefully.*
- 2. This Question paper consists of 32 questions in two sections. Section A & Section B.*
- 3. All the questions are Objectives type questions and Each question carries 1 mark.*
- 4. Out of the given (7+25)=32 questions, a candidate has to answer(5+20)=25 questions in the allotted time of 1 hour.*
- 5. All questions of a particular section must be attempted in correct order.*

**SECTION A : OBJECTIVE TYPE QUESTIONS****A. Answer any 5 out of the given 7 questions on Employability Skills.**

- Ramesh prepare the joint venture deed of his company ABC Company with the company PQR Co. Ltd., but the PQR Co. Ltd. Company change its name to XYZ Co. Ltd. Before the agreement. Now Ramesh wants to change the present name in the deed. What will Ramesh do to change the name PQR Co. Ltd. To XYZ Co. Ltd.
  - Use Replace option
  - Use Find Option
  - Press the key combination Ctrl + H.
  - either option (a) or (c)
- In the name of a file, primary and extension name are separated by \_\_\_\_\_
  - Star ( \* )
  - Semicolon ( ; )
  - dot ( . )
  - comma ( , )
- \_\_\_\_\_ feature of Windows 7 allows you to create a copy of data for future use.
  - Backup and Restore
  - Spyware
  - Keylogger
  - None of these
- \_\_\_\_\_ is a type of online scam that targets consumers by sending them an e-mail that appears to be from a Well-known source – an internet service provider, a bank, or a mortgage company, for example. It asks the consumer to provide personal identifying information.
  - Shopping
  - Phishing
  - Fake Lotteries
  - Digital Kidnapping
- Which of the following is not one of the components of communication cycle?
  - Discipline
  - Medium
  - Target
  - None of these

6. Which of these cause stress?

- a. Sleeping   b. Driving during rush hour   c. Enjoying vacation   d. All of above

7. Assertion: In professional success of writing a good sentence must maintain the solid structure.

Reason: The solid structure always includes introduction and conclusion.

- 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

## **SECTION B: OBJECTIVE TYPE QUESTIONS**

**B. Answer any 20 out of the given 25 questions on Subject Specific Skills.**

8. Ananya wants that her company's logo should automatically appear on the top of the Writer document whenever she opens a new document. Which feature of Writer will help her to do so?

- a. Style                      b. Automatic                      c. Template                      d. All of the above

9. We cannot change the table of content directly in the document if:

- a. "Protected against manual changes" check box is selected                      c. Number of level is 3  
b. Title is entered in the Title field.                      d. None of the Above

10. Which of the following feature of Writer help us to create a letter for multiple people with personalized touch?

- a. Letter Merge                      b. Mail Merge                      c. Template                      d. Style

11. Which filter makes the picture appear like painting?

- a. Post like                      b. Poster                      c. Poster size                      d. Posterize

12. What is the shortcut for opening styles and formatting window?

- a. F12                      b. F8                      c. F11                      d. F10

13. List that contain name, addresses etc which changes in every document is called \_\_\_\_\_

- a. Data Source                      b. Main Document                      c. Main List                      d. None of the above

14. Which of the style include header and footers, border, margins.

- a. Character Style                      b. Page Style                      c. Frame style                      d. Presentation Style

15. Which option is used to undo the task?

- a. Ctrl + Z                      b. Alt + Backspace                      c. Both of the above                      d. Ctrl + Y

16. When we right click on drawing object, a \_\_\_\_\_ menu open.

- a. Pop up Menu                      b. Shortcut Menu                      c. Context Menu                      d. All of these

17. Assertion (A): Change the case Sensitivity in the document through change case option of format menu.

Reason (R): There are three types of change case option in the Open office writer.

- a. Both A and R are true and R is the correct explanation of A.  
b. Both A and R are true and R is NOT the correct explanation of A.

c. A is true but R is false

d. A is false but R is true

18. Arti and Aroma have done a survey of age wise literacy rates of their locality as a school project, which they have created in a spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work.

a) Consolidate Worksheet

b) Shared Worksheet

c) Link Worksheet

d) Lock Worksheet

19. Rishav, Rajiv and Alka is working in a same Project. Rishav has left some cells blanks for Rajiv and Alka to enter the data in it. Rishav shared his worksheet to Rajiv and Alka so that both of them can enter the data in it. When Rishav get back the file from Rajiv and Alka he wants to check have they done the changes in the worksheet or not ? Which option should Rishav use to do this?

a) Edit menu>Track Changes>Project

b) Edit menu>Track Changes>Manage

c) Edit menu>Track Changes>Record

d) Edit menu>Track Changes>Show

20. Which of the following elements are present in "Insert Sheet" dialog box?

a. After Current Sheet

b. Before Current Sheet

c. No. of Sheets

d. All of the above

21 . Formula to refer a cell A3 in sheet named S1 is

a. =S1A3

b. =S1.A3

c. ='S1'.A3

d. None of the above

22. Hyperlink in Calc can be used

a. to jump from one sheet to another sheet.

b. to jump from one sheet to website

c. to jump from one section to another section of same sheet

d. All of the above

23. Suman and her friends wants to work together in a spreadsheet. They can do so by

a. Sharing Workbook

b. Linking Workbook

c. Both of the above

d. None of the above

24. In Calc "Share Document" dialog box can open by clicking on \_\_\_\_\_ menu.

a. File

b. Edit

c. View

d. Tools

25. Any cells modified by the other user in shared worksheet are shown with a \_\_\_\_\_ border.

a. Blue

b. Green

c. Red

d. Yellow

26. Record Changes feature of Calc help

a. Authors and other reviewers to know which cells were edited.

b. to record the screen

c. to make changes permanent

d. None of the above

27. Macros are especially useful to \_\_\_\_\_ a task.

- a. do                      b. repeat                      c. simplify                      d. complicate

28. Assertion: Formula is a mathematical expression to calculate data in cell.

Reason: Every formula started with equal to sign (=) .

- (a) Assertion and reason both are correct statements and reason is correct explanation for assertion.
- (b) Assertion and reason both are correct statements but reason is not correct explanation for assertion.
- (c) Assertion is correct statement but reason is wrong statement.
- (d) Assertion is wrong statement but reason is correct statement.

29) Assertion: Solver can solve formulas (or equations) which use several variables whereas Goal Seek can only be used with a single variable.

Reason: Both are allows you to vary the values in up to 200 cells.

- (a) Assertion and reason both are correct statements and reason is correct explanation for assertion.
- (b) Assertion and reason both are correct statements but reason is not correct explanation for assertion.
- (c) Assertion is correct statement but reason is wrong statement.
- (d) Assertion is wrong statement but reason is correct statement.

30 . What is the singular form for data.?

- a. Delta                      b. Datas                      c. Datan                      d. Datum

31. Which of the following is not a database programs?

- a. MySQL                      b. Oracle                      c. Writer                      d. OObase

32. Mr. Raj stores following information in a database table for keeping records of official items of the company where he is working.

Item_Name	Date of Purchase	Quantity	Rate	Total_Amount
Steppler	18/07/2021	10	35.00	350.00
Gel Pen	12/06/2021	12	12.00	144.00
Toilet Cleaner(Harpic)	10/07/2021	20	85.00	1700.00
Sanitiser(Detol)	28/06/2021	30	90.00	2700.00

Q. What is the degree of the above database table?

- (a) 5                      (b) 4                      (c) 6                      (d) 3

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