

ODISHA ADARSHA VIDYALAYA SANGATHAN
HALF YEARLY EXAMINATION, 2025-26
INFORMATION TECHNOLOGY (402)

Roll No.

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Class: X

Maximum Marks: 50

Time Allowed: 2 Hours

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)

1. Answer any 4 out of the given 6 questions on Employability Skills

4 x 1 = 4

- (a) What are the types of words we should use for verbal communication?
 - (i) Acronyms
 - (ii) Simple
 - (iii) Technical
 - (iv) Jargons
- (b) Which of these is a positive (good) facial expression?
 - (i) Frowning while concentrating
 - (ii) Maintaining eye contact
 - (iii) Smiling continuously
 - (iv) Rolling up your eyes
- (c) _____ term is also referred to self-management.
 - (i) self-awareness
 - (ii) Self-regulation
 - (iii) Self-control
 - (iv) All of the above
- (d) When you are under _____ for a prolonged period of time, it can cause health problems and mental troubles as well.
 - (i) Stress
 - (ii) Discipline
 - (iii) Timeliness
 - (iv) Goal – Setting
- (e) Which of the following is a valid file extension for Notepad file?
 - (i) .jpg
 - (ii) .doc
 - (iii) .text
 - (iv) .txt
- (f) What should a strong password consist of?
 - (i) Only letters
 - (ii) Numbers and special characters
 - (iii) Name of a person
 - (iv) Letters, numbers and special characters

2. Answer any 5 out of the given 6 questions**5 x 1 = 5**

- (a) What is style template in LibreOffice Writer?
(i) Pre-determined form and mode of document file (ii) One kind of model style
(iii) One type of document (iv) Cluster of documents in Writer
- (b) Which of the following can be used to access a style menu?
(i) F11 function key (ii) Sidebar Menu
(iii) Formatting toolbar (iv) All of these
- (c) Which of the following is not the correct file extension for an image file?
(i) GIF (ii) JPEG
(iii) Odt (iv) PNG
- (d) Anchor act as a _____ point for image or drawing?
(i) reference (ii) alignment
(iii) arrangement (iv) watermark
- (e) Which of the following is the correct sequence of options to open the Templates dialog box?
(i) File > Manage Templates > Templates (ii) File > Templates > Manage Templates
(iii) Insert > Templates > Manage Templates (iv) Insert > Manage Templates > Templates
- (f) Which of the following menus contains the Track Changes option?
(i) File (ii) Edit
(iii) View (iv) Insert

3. Answer any 5 out of the given 6 questions**5 x 1 = 5**

- (a) The default function while using Consolidate is _____.
(i) Average (ii) Sum
(iii) Max (iv) Count
- (b) Group by is used in _____ tool to apply summary functions on columns.
(i) Consolidate function (ii) Group and Outline
(iii) What-if scenario (iv) Subtotal tool
- (c) Which of the following is an example for absolute cell referencing?
(i) C5 (ii) \$C\$5
(iii) \$C (iv) #C
- (d) The Module can be executed from the IDE by pressing _____.
(i) F3 (ii) F4
(iii) F5 (iv) F6
- (e) Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?
(i) Macro (ii) Hyperlink
(iii) connect (iv) Copy
- (f) In Calc, the comments are added
(i) automatically (ii) by author
(iii) by reviewer (iv) all of above

4. Answer any 5 out of the given 6 questions**5 x 1 = 5**

- (a) Which of the following is NOT a DBMS?
(i) MS Access (ii) Open Office Base
(iii) MS Excel (iv) MySQL
- (b) DBMS stands for _____.
(i) Data and Books Management System (ii) Database Management System
(iii) Duplicate Books Management System (iv) Data Management Multi System

- (c) A _____ is a question asked from a database.
 (i) query (ii) report
 (iii) form (iv) field
- (d) Which of the following methods can be used to create a table in Base?
 (i) Using a table wizard (ii) Design View
 (iii) Both (i) and (ii) (iv) Neither (i) nor (ii)
- (e) While entering records in a table, we can move to the next field by pressing the _____ key.
 (i) Tab (ii) Ctrl
 (iii) Enter (iv) Shift
- (f) Which of the following is checked by a DBMS?
 (i) Redundancy (ii) Inconsistency
 (iii) Both (i) and (ii) (iv) Neither (i) nor (ii)

5. Answer any 5 out of the given 6 questions

5 x 1= 5

- (a) Which of the following is the short key to start recording the changes being made in the document?
 (i) Ctrl+Shift+C. (ii) Alt+Shift+C
 (iii) Ctrl+Alt+C (iv) Shift+C+F2
- (b) Which of the following can be added in the background of Table of Contents in LibreOffice Writer?
 (i) Color (ii) Graphic
 (iii) Both (i) and (ii) (iv) Neither (i) nor (ii)
- (c) Which of the following is the default name of the Macro _____.
 (i) Default (ii) Main
 (iii) Macro1 (iv) Main_Macro
- (d) Insert Sheet dialog can be invoked from _____.
 (i) sheet (ii) insert
 (iii) tools (iv) Windows
- (e) A _____ is represented as rows in a table.
 (i) field (ii) attribute
 (iii) record (iv) candidate key
- (f) The related objects of a database can be seen in _____ pane of the Base Database window.
 (i) Database (ii) Task
 (iii) Title Bar (iv) Menu Bar

Section-B

(Subjective Type Questions)

Answer any 3 out of the given 5 questions on Employability Skills.

3 x 2= 6

Answer each question in **20 – 30** words.

6. Briefly explain the meaning of any 2 C's out of the 7 C's of effective communication.
7. Describe two types of Motivation?
8. To become successful in life, which basic self – management skills do you require?
9. Difference between Hardware and Software?
10. What are files and folders in a computer system?

Answer any 4 out of the given 6 questions in 20-30 words each.

4 x 2=8

11. Out of various style categories provided by Writer, briefly explain Frame style category in brief.
12. What is the purpose of inserting an image by linking?
13. What is the main purpose of Goal Seek in Calc ? Give an example to support your answer ?
14. What are macros? What do you mean by macro as a function?
15. What is an entity in a database?
16. What is Data Model? Describe about Relational Data Model?

Answer any 3 out of the given 5 questions in 50-80 words each.

3 x 4 =12

17. What are the different categories of style in LibreOffice writer document?
18. In context of LibreOffice Calc, answer the following :
 - (a) Define the term Macros.
 - (b) State any two rules for naming a Macro.
 - (c) Give the steps to record a Macro.
19. Mr. Amit, Sales Manager of ABC Sales Corporation has created a spreadsheet in LibreOffice Calc that lists Sales for different years in different regions in different worksheets. He wants to summarize and make certain decisions based on it. Help him by answering the following questions :
 - (a) Which tool in Calc can be used to combine the sales data from multiple sheets into a single summary sheet ?
 - (b) Name the Menu Option and Sub-Menu Option that can be used to generate combined summary of all the worksheets.
 - (c) Name the function that can be used to display total of all sales.
 - (d) He wants to open a summary document stored at a different location from within the sheet by clicking on a text stored in a cell. How can it be done ?
20. What different types of keys are available in RDBMS? Describe each keys.
21. Consider the table given below and answer the questions:

Table: Library				
Book_Id	Book Name	Author name	Price	Publisher
F001	Pride and prejudice	Jane Austen	550	ABC
S004	Amazing Astronomy	E. Shane	1050	ABC
C005	IT and Mankind	MHA Diwan	2500	HYM

- (a) Name the fields in the given table.
- (b) Which field should be made the primary key?
- (c) Is there any alternate key in the table?
- (d) How is the primary key different from foreign key? Explain with examples.