# ANANDALAYA
## PRE-BOARD EXAMINATION
### Class: X

Subject: Information Technology (402)  MM :50
Date    : 10-01-2026  Time: 2 hour

General Instructions:
1. Read the instructions very carefully.
2. This Question Paper consists of 21 questions in two sections: Section A & Section B.
3. Section A contains Objective type questions; 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 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):**
   a. This section has 05 questions (Q.1 to Q.5). Each question contains 6 sub-parts; answer as instructed.
   b. No negative marking.
7. **SECTION B — SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
   This section has 16 questions (Q.6 to Q.21). A candidate has to do 10 questions. Do as per the instructions given

## SECTION A: OBJECTIVE TYPE QUESTIONS

**Q-1** (**Answer any 4 out of the given 6 questions on Employability Skills (4 × 1 = 4 marks)**

i. Samira moved from Brazil to Japan and finds it hard to understand local workplace habits (1)
which affects teamwork. This is an example of a_____._
(A) Emotional barrier    (B) Cultural barrier    (C) Legal barrier    (D) Technological barrier

ii. After working non-stop for several weeks, Neil experiences constant tiredness and reduced (1)
concentration. This condition best illustrates:
(A) Burnout    (B)Time management    (C) Networking    (D) Delegation

iii. Which software component boots first when a computer is turned on and manages files, (1)
processes and hardware?
(A) Driver    (B) Operating System    (C) Application Suite    (D) Utilities

iv. An entrepreneur should evaluate opportunities and be willing to take a _____ when needed (1)
to expand operations.
(A) Large inventory    (B) Calculated risk    (C) Personnel cut    (D) Fixed contract

v. The United Nations Sustainable Development Goals include targets such as: (1)
(A) Quality education    (C) Reduced inequalities
(B) Affordable clean energy    (D) All of the above

vi. In the SMART goal framework, the letter 'R' stands for: (1)
(A) Reliable    (B) Realistic    (B) Rapid    (D) Random

**Q-2** **Answer any 5 out of the given 6 questions (5 × 1 = 5 marks)**
i. A user wants to copy formatting from one paragraph to several others without repeating the (1)
manual steps. Which feature can he/she use and how to stop it?
(A) Use Format Brush; stop by clicking it again or pressing Esc
(B) Use AutoStyle; stop by closing document
(C) Use Manual Format; stop by saving
(D) Use Replace Formatting; stop by undoing

ii. Rahul modified some text and wants to update the existing paragraph style so changes reflect everywhere that style is used. Which action should he take? (1)
(A) copy and paste (B) update style
(C) change formatting (D) undo

iii. Sara needs a list at the start of her report that updates automatically and links to headings so readers can jump to sections. Which feature will she use? (1)
(A) Index of Terms (B) Hyperlink list (C) Table of Contents (D) Glossary

iv. **Assertion (A):** In spreadsheet software, a macro written as a Function can return a value that other cells can use. (1)
**Reason (R):** A function macro is defined between Function ... End Function and may accept parameters and return a value
(A) Both A and R are true, and R explains A
(B) Both A and R are true, but R does not explain A
(C) A is true, R is false
(D) A is false, R is true

v. Which feature in Calc allows combining summary results from multiple spreadsheets into one sheet? (1)
(A) Consolidation (B) External Linking (C) Solver (D) Data Validation

vi. To accept or reject tracked edits in a shared Calc file, which menu path is used? (1)
(A) Tools > Track Changes > Accept/Reject
(B) File > Versions > Review
(C) Edit > Changes > Manage
(D) View > Track Changes > Manage

**Q.3 Answer any 5 out of the given 6 questions (5 × 1 = 5 marks)**

i. After inserting a Table of Contents, it shows no entries. The most probable cause is: (1)
(A) No headings were assigned proper heading styles
(B) TOC was set to invisible
(C) Document is read-only
(D) Title wasn't renamed

ii. Employees complain of frequent eye strain and lower-back ache at their desks. These are examples of: (1)
(A) Chemical hazards (B) Ergonomic hazards
(C) Biological hazards (D) Radiation hazards

iii. When two or more fields together uniquely identify a record in a table, that key is called: (1)
(A) Composite key (B) Primary key (C) Foreign key (D) Surrogate key

iv. If a column is defined as VARCHAR(80) and an entry of length 30 is stored, the storage occupied is typically: (1)
(A) 30 bytes (B) 80 bytes (C) 160 bytes (D) 1 byte

v. Which data model is most commonly used when the design emphasizes tables with relations between them for general business applications? (1)
(A) Relational model (B) Hierarchical model
(C) Network model (D) Flat-file model

vi. The Query Design area in a database tool usually contains how many main panes (for adding tables, showing fields and criteria)? (1)
(A) two (B) three (C) four (D) one

**Q.4 Answer any 5 out of the given 6 questions (5 × 1 = 5 marks)**

i. Which keyboard shortcut opens the Templates manager in Writer? (1)
(A) Ctrl + Shift + O (B) Ctrl + Shift + N (C) Ctrl + Alt + T (D) Ctrl + T

ii. To combine data from four sheets into one summary and keep it linked to source updates, which feature and option is correct? (1)
(A) Consolidate — Link to source data enabled
(B) Pivot Table — Consolidate option enabled
(C) Data Grouping — Auto update option
(D) Data Merge — Live link option

iii. Which statement about database forms is incorrect? (1)
(A) Forms provide a friendly interface for data entry
(B) Each form field usually has a label and an input control
(C) Forms are used to permanently store data like tables
(D) Forms can include images and explanatory text

iv. In order to reduce workplace stress and conflict among colleagues, the best organisational step is to: (1)
(A) Provide conflict management training and flexible breaks
(B) Replace all office chairs
(C) Limit communication channels
(D) Increase working hours

v. Jeya wants the monthly EMI to be exactly ₹8,500 by varying the loan period while keeping loan amount and rate fixed. Which feature should she use? (1)
(A) Goal Seek          (B) Scenario Manager   (C) Consolidate          (D) Solver

vi. Which class correctly matches volatile metals (like magnesium) used in some industries? (1)
(A) Class A          (B) Class B          (C) Class C          (D) Class D

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

i. Priyanka needs 12 formatted proposal documents that share the same header, footer, and styles. Which feature should she create and use? (1)
(A) Template          (B) Macro          (C) Style Set          (D) Table of Contents

ii. When the Report Wizard launches in a database application, which helper normally opens to let you add fields to the report? (1)
(A) Add Fields dialog   (B) Chart Builder       (C) Macro Recorder      (D) SQL Editor

iii. As part of disaster preparedness, floor supervisors must frequently conduct a _____ to practise safe exit procedures. (1)
(A) Team outing          (B) Evacuation drill       (C) Inventory check      (D) Safety talk

iv. Which sequence correctly describes the first steps after someone suffers a serious fall at work? (1)
(A) Assess scene → call for help → provide first aid
(B) Hide incident → continue work → report later
(C) Move victim immediately → inform HR → log incident
(D) Take photos → post on social media → inform manager

v. To maintain a safe workstation, which combination of actions is best? (1)
(A) Keep desk clutter-free, clear walkways, clean spills immediately, report broken lights
(B) Only tidy personal desk; common areas left to cleaning staff
(C)  Ignore minor spills and wait for end of day
(D) Move furniture as needed without reporting faults

vi. Two managers are working on separate copies of the monthly budget file. Which correct steps should an operator follow to compare and merge the approved content? (1)
(A) Use Compare Document to view differences and Merge Document to accept changes
(B) Overwrite one file with the other without checking
(C) Manually copy cells between files only
(D) Use Export as PDF and combine

## SECTION B: SUBJECTIVE TYPE QUESTIONS
**Answer any 3 out of the given 5 questions in** *(20–30 words)* **(3× 2 = 6 marks)**

Q.6 Define any two elements of active listening and give one practical tip for each. (2)

Q.7 Reena frequently loses her temper at work. Suggest two steps she can take to improve self-control and emotional regulation. (2)

Q.8 Distinguish between Franchise-based self-employment and Freelance self-employment in two points. (2)

Q.9 Mention two key challenges for sustainable urban water supply and two possible mitigation measures. (2)

Q.10 List four basic practices a user should follow to keep workplace data secure from malware and theft. (2)

**Answer any 4 out of the given 5 questions in** *(20–30 words)* **(4 × 2 = 8 marks)**

Q.11 Name any two style categories in Writer and write one feature of each. (2)

Q.12 What precaution is recommended before turning on Record Changes in a document? (2)

Q.13 Differentiate between One-to-Many and Many-to-Many relationships with a simple example for each. (2)

Q.14 State two common causes of electrical hazards at the workplace and one preventive measure. (2)

Q.15 What is a macro? Give two situations from office work where a macro can save time. (2)

Q.16 While checking a machine you find a colleague in contact with a live conductor. List the safety steps to rescue the victim safely. (2)

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

Q.17 A small design studio is preparing a festival brochure in LibreOffice Writer. During layout work they face these following issues: (4)
(i) Two decorative images cover important text and need reordering;
(ii) the title image on the back cover must remain centered regardless of added content;
(iii) in a multi-column article, text must wrap around an inserted infographic;
(iv) a sponsor graphic must always appear on top of other objects.

(A) Which feature will fix the problem of images covering important text?
(B) Which positioning setting keeps the back-cover title image centered as content changes?
(C) Which wrap/anchor option allows text to flow around the infographic smoothly?
(D) Which arrangement tool ensures the sponsor graphic stays above all elements?

Q.18 Consider the table given below and answer the questions that follow: (4)

| Student Name | Admission No. | Class | Total Marks |
|---|---|---|---|
| Karan Patel | 201 | 10A | 442 |
| Sneha Verma | 202 | 10B | 458 |
| Vikram Rao | 203 | 10A | 475 |
| Meera Joshi | 204 | 10C | 449 |

(A) Name all the fields in the table
(B) Which field should be chosen as Primary Key?
(C) Suggest any one possible alternate key.
(D) Explain how a Primary Key differs from a Foreign Key using a simple example.

Q.19 Musculoskeletal disorders may develop from prolonged poor posture and unsuitable seating while working on computers. List four practical measures to prevent these problems. (4)

Q.20 Nisha maintains an Events database. She has a master table CategoryMaster and a child table (4) EventList which uses CategoryID to refer to CategoryMaster.
(A) Define referential integrity and give one example using Nisha's tables.
(B) To prevent deleting a category that is still referenced in EventList, which relational option should be used?
(C) If CategoryID in CategoryMaster is changed and 'Update Cascade' is enabled, explain its effect on EventList with an example.
(D) If 'Set NULL' is chosen and a master record is removed, what happens in the EventList? How is this behaviour different from 'Set Default'?

Q.21 Akshay prepared a multi-sheet project workbook in Calc and inserted an absolute hyperlink to (4) another file on his computer. When he shared the workbook, the hyperlink failed. He learns about relative hyperlinks and the 'Target in Document' option and also wants to fetch live tables from a government site into his sheet.
(A) Why did the absolute hyperlink fail when shared, and how would a relative hyperlink resolve this?
(B) How does the 'Target in Document' option help navigate large workbooks?
(C) Which feature should Akshay use to import live tables from a website and why is it useful?
(D) How can Akshay later edit or remove a hyperlink in Calc?