



विद्या सर्वार्थ साधिका

ANANDALAYA
PT-1 EXAMINATION
Class : X

Subject: Information Technology (402)

Date : 21-07-2025

MM :20

Time: 1 hour.

General Instructions:

1. There are 20 questions in this question paper. All questions are compulsory.
2. Q. No. 1 to 10 are objective type questions and carry 1 mark each.
3. Q. No. 11 to 20 are short answer questions and carry 1 mark each.

(Section –A)

(Select the best appropriate answer(s) from the options given below)

1. Which method is the best for applying a style to scattered content throughout a document? (1)
(A) Manual formatting (C) Fill Format method
(B) Template formatting (D) AutoStyle generator
2. Which option allows inserting the same image multiple times without increasing file size significantly? (1)
(A) Embedding the image (C) Linking the image
(B) Using AutoInsert (D) Referencing the image
3. Which option allows text to appear above and below the image, but not beside it? (1)
(A) Page Wrap (B) Optimal Wrap (C) Wrap Off (D) Contour Wrap
4. Which of the following keys open the Styles menu in LibreOffice Writer? (1)
(A) F11 (B) Ctrl + S (C) Alt + T (D) Shift + F12
5. What is the file extension of a saved template in Writer? (1)
(A) .odt (B) .ott (C) .txt (D) .docx
6. Reshma inserted a ToC but noticed some headings didn't appear. What could be the most probable reason? (1)
(A) Headings are too short (B) Wrong font size used
(C) Headings not styled with Heading 1 to 10 (D) Background color is missing
7. How many main categories of styles are there in Writer? (1)
(A) 3 (B) 4 (C) 6 (D) 8
8. Communication is successful only when _____. (1)
(A) message is long and detailed (B) receiver hears it
(C) feedback is received (D) message is repeated
9. Verbal communication can happen through _____. (1)
(A) written words only (B) spoken and written words
(C) symbols and signs (D) gestures and expressions
10. You have created a document from a template and want to save it as a regular editable file. Which format should you choose? (1)
(A) .ott (B) .odt (C) .otp (D) .txt

(Section – B)

(Answer the following question in one or two statements.)

11. Define the communication process and its main elements. (1)
12. List any two barriers to effective communication and mention how to overcome them. (1)
13. What is formal and informal communication? Give two examples each. (1)
14. Name any four types of styles available in LibreOffice Writer. (1)
15. What is the difference between linking and embedding an image? (1)
16. What is the use of Fill Format mode in Styles window? Give a situation where it's useful. (1)
17. What is the difference between a template and a document? (1)
18. How do wrapping styles affect the readability and layout of a document containing images? (1)
19. Describe the importance of using the Track Changes feature in collaborative document editing. (1)
20. Compare resizing and cropping of an image. (1)