



ANANDALAYA

PERIODIC TEST - 2

Class : X

Subject: Information Technology (402)

Date : 24-09-2025

MM :50

Time: 2 Hours.

General Instructions:

1. This Question Paper consists of 21 questions in two sections: Section A & Section B.
2. Section A has Objective type questions whereas Section B contains Subjective type questions.
3. 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.
4. All questions of a particular section must be attempted in the correct order.
5. **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.
6. **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

- Q-1 Answer any four out of the given six questions. (4 × 1 = 4)
- I. You need to apply leave at work, Which method of communication will you use? (1)
(A) E-Mail (B) Poster (C) Newsletter (D) Blog
 - II. Which of these is a positive (good) facial expression? (1)
(A) Frowning while concentrating (B) Maintaining eye contact
(C) Smiling continuously (D) Rolling up your eyes
 - III. Which of the following are effective components of a good feedback? (1)
(A) Detailed and time consuming (B) Direct and honest
(C) Specific (D) Opinion-based
 - IV. Reshma works hard to get the best student award at the end of year. It is an example of (1)
_____motivation.
(A) Internal (B) External (C) Intermediate (D) None of the above
 - V. Which of the following is the best strategy for effectively planning out your time? (1)
(A) Prioritize all your tasks (B) Ignore all the unexpected work
(C) Delay any unnecessary work (D) All the above
 - VI. 'A' in S.M.A.R.T goals stands for_____. (1)
(A) Achievable (B) Accessible (C) Action (D) Achieving
- Q-2 Answer any five out of the given six questions. (5 × 1 = 5)
- I. Which style specifies page layout attributes such as size, margins, borders, background, header and footer? (1)
(A) Page Style (B) Paragraph Style (C) Character Style (D) Frame Style
 - II. In LibreOffice Writer, the Fill Format tool is used to _____. (1)
(A) apply styles quickly (B) copy text
(C) both apply styles and copy text (D) none of these
 - III. Which function key opens the Styles and Formatting window in LibreOffice Writer? (1)
(A) F2 (B) F12 (C) F11 (D) F10

- IV. To insert multiple instances of the same image efficiently, one should use: (1)
 (A) Image dialog box (B) Drag and drop
 (C) Cut-Copy-Paste or linking (D) Insert hyperlink
- V. To remove unwanted portions of an image, which option is used? (1)
 (A) Remove (B) Cut (C) Crop (D) None of these
- VI. _____ image filter is used to reduce contrast by softening an image? (1)
 (A) Smooth (B) Invert (C) Sharpen (D) Aging
- Q-3 Answer any five out of the given six questions. (5 X 1 = 5 marks)
- I. Which of the following is not available as a tool in the Image toolbar? (1)
 (A) Filtering (B) Cropping (C) Copying (D) Flipping
- II. Which component is used to resize an image in LibreOffice Writer? (1)
 (A) Sizing handles (B) Dot handles (C) Curve handles (D) None of these
- III. Which feature is generated based on heading styles in Writer? (1)
 (A) Track Changes (B) Table of Contents (C) Merge Document (D) None of these
- IV. LibreOffice Writer supports up to _____ heading levels. (1)
 (A) 5 (B) 8 (C) 10 (D) 14
- V. A _____ is a pre-arranged layout used to create formal documents swiftly. (1)
 (A) Table of Contents (B) Template (C) Both (A) and (B) (D) None of these
- VI. Which feature tracks all modifications made to a document? (1)
 (A) Table of Contents (B) Track Changes (C) Default Template (D) None of these
- Q-4 Answer any five out of the given six questions. (5 × 1 = 5 marks)
- I. Goal Seek in a spreadsheet operates by _____. (1)
 (A) changing multiple variables simultaneously
 (B) altering one variable to reach a target value
 (C) testing various assumptions together
 (D) generating charts automatically
- II. Scenario Manager is used to analyse scenarios such as best case, worst case, and normal case. This type of analysis is called _____. (1)
 (A) What-if Analysis (B) Data Validation
 (C) Forecasting (D) Goal Seeking
- III. To determine required marks in the final exam to achieve an overall score of 85%, which feature should a teacher use? (1)
 (A) Goal Seek (B) Scenario Manager (C) Data Filter (D) Pivot Table
- IV. A recorded macro in a spreadsheet is stored by default in: (1)
 (A) A new chart (B) The macro library (C) A pivot table (D) A hidden worksheet
- V. Which programming language is commonly used to write or edit macros in LibreOffice Calc? (1)
 (A) Python (B) Java (C) LibreOffice Basic (D) C++
- VI. Which of the following is a security risk when using macros? (1)
 (A) Macros cannot be deleted (B) Macros may contain harmful code
 (C) Macros always slow down the file (D) Macros increase file size only
- Q-5 Answer any five out of the given six questions. (5 × 1 = 5 marks)
- I. If cell B1 in Sheet2 must always mirror cell A1 in Sheet1, which formula should be used? (1)
 (A) =A1 (B) =Sheet1.A1 (C) =Sheet2.A1 (D) =SUM(A1)
- II. When the source cell of a linked reference changes, what happens to the linked cell? (1)
 (A) It remains unchanged (B) It updates automatically
 (C) It is deleted (D) A new worksheet is created

- III. If the source file for a link is renamed, what is most likely to occur? (1)
 (A) The link remains intact (B) The link breaks
 (C) The data is permanently copied (D) The link becomes a macro
- IV. Which shortcut key is used to insert a hyperlink in a spreadsheet? (1)
 (A) Ctrl + H (B) Ctrl + L (C) Ctrl + K (D) Ctrl + Shift + H
- V. Which feature maintains a record of revisions made by different users in a spreadsheet? (1)
 (A) Data Filter (B) Track Changes (C) Data Validation (D) Consolidation
- VI. Which option allows users to give feedback without altering cell content? (1)
 (A) Insert → Comment (B) Insert → Pivot Table
 (C) Data → Consolidate (D) Tools → Goal Seek

Section – B

Answer any three out of the given five questions in 20-30 words. (3 x 2 = 6 marks)

- Q-6 What are the elements of effective communication? (2)
 Q-7 Define verbal communication. Explain with the help of example. (2)
 Q-8 What is non-verbal communication? (2)
 Q-9 What are the goal-setting skills? (2)
 Q-10 Write two benefits of positive thinking. (2)

Answer any four out of the given six questions in 20-30 words each. (4 x 2 = 8 marks)

- Q-11 How can spreadsheets be shared for collaboration? (2)
 Q-12 In how many different ways you insert an image in Writer? (2)
 Q-13 Define a Table of Contents in Writer? (2)
 Q-14 How does Mail Merge help in Writer? (2)
 Q-15 What is a Macro in spreadsheet software? Write advantages of macro. (2)
 Q-16 Why is linking data between spreadsheets useful? (2)

Answer any three out of the given five questions in 50-80 words. (3 x 4 = 12 marks)

- Q-17 Kavya is creating a project report in LibreOffice Writer. She wants the headings, subheadings, and body text to have a consistent look throughout the document. She also wants to quickly apply the same formatting to multiple sections without manually adjusting each one. Help Kavya's classmates understand these features by providing the following information: (4)
 1. What are Styles in LibreOffice Writer, and why are they useful?
 2. How can Kavya apply a predefined style to a heading?
 3. What is the purpose of the Fill Format Mode, and how can it save time?
 4. Can Kavya create her own custom style in LibreOffice Writer?
- Q-18 Neha is designing a school brochure in LibreOffice Writer. She wants to insert several images, adjust their appearance, and arrange them neatly on the page. She also needs to combine some images for easy movement and later separate them for editing. Help Neha's classmates understand these features by providing the following information: (4)
 1. How can Neha apply an image filter to change the appearance of a picture?
 2. What is the difference between cropping and resizing an image?
 3. How can Neha group multiple images together, and why is it useful?
 4. Can Neha ungroup images after grouping them? If yes, how?
- Q-19 Sanya is creating a project report in LibreOffice Writer and wants to keep it organized, professional, and easy to edit with her team. Answer the following in one line each: (4)
 1. Which menu option allows Sanya to insert a Table of Contents automatically?
 2. What is the main purpose of using a template when starting a document?
 3. How does the Track Changes feature help during group editing?
 4. How can Sanya refresh the Table of Contents after making changes in headings?

- Q-20 Rahul is working in LibreOffice Calc to plan his monthly budget. He wants to test different spending plans and find the exact value needed to reach a savings goal. Answer the following in one line each: (4)
1. What is the purpose of using Scenarios in a spreadsheet?
 2. Which tool in LibreOffice Calc helps to find the input needed for a desired result?
 3. Under which menu can Rahul find the Goal Seek feature?
 4. Can Rahul save and switch between multiple scenarios in the same sheet?
- Q-21 Amit is organizing project data in LibreOffice Calc and wants to work with multiple sheets, link documents, and connect to external data. Answer the following in one line each: (4)
1. How can Amit add a new sheet to his spreadsheet?
 2. What is the purpose of creating a reference to another document in Calc?
 3. Which feature allows Amit to jump directly to a specific sheet with one click?
 4. What does 'linking to a registered data source' allow Amit to do?