

# CBSE Class 10 – Information Technology (402)

## Practice Question Paper – Set 1

**Time:** 2 Hours

**Maximum Marks:** 50

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### GENERAL INSTRUCTIONS

1. All questions are compulsory.
2. The question paper consists of **Part A (Employability Skills)** and **Part B (Subject Specific Skills)**.
3. Use of unfair means is strictly prohibited.
4. Read the questions carefully before answering.

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### PART A – Employability Skills (10 Marks)

#### SECTION A1 – MCQs

**(1 × 5 = 5 Marks)**

1. Which of the following is an example of verbal communication?
  - (a) Body language
  - (b) Facial expression
  - (c) Speaking
  - (d) Gestures
2. Which skill helps a person manage time effectively?
  - (a) Communication skill
  - (b) Self-management skill
  - (c) ICT skill
  - (d) Entrepreneurial skill
3. What is stress?
  - (a) Physical strength
  - (b) Mental pressure
  - (c) Happiness
  - (d) Relaxation
4. Which of the following is a green skill?
  - (a) Recycling waste
  - (b) Excessive water usage
  - (c) Deforestation
  - (d) Pollution

5. Entrepreneurship means:
  - (a) Working under someone
  - (b) Starting and managing a business
  - (c) Government job
  - (d) Farming only

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## **SECTION A2 – Very Short Answer**

**(1 × 5 = 5 Marks)**

6. Define communication.
7. Write one way to manage stress.
8. What is self-confidence?
9. Name one eco-friendly practice.
10. What is an entrepreneur?

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## **PART B – Subject Specific Skills (40 Marks)**

### **SECTION B1 – MCQs**

**(1 × 10 = 10 Marks)**

11. Which key is used to save a document in LibreOffice Writer?
  - (a) Ctrl + P
  - (b) Ctrl + S
  - (c) Ctrl + C
  - (d) Ctrl + V
12. What is an operating system?
  - (a) Application software
  - (b) Utility software
  - (c) System software
  - (d) Hardware
13. Which of the following is an example of an input device?
  - (a) Monitor
  - (b) Printer
  - (c) Keyboard
  - (d) Speaker
14. Which file extension is used for LibreOffice Writer files?
  - (a) .xls
  - (b) .ppt
  - (c) .odt
  - (d) .jpg
15. What does CPU stand for?
  - (a) Central Processing Unit
  - (b) Control Processing Unit

- (c) Central Program Unit
- (d) Computer Processing Unit

16. Which option is used to insert a table in LibreOffice Writer?

- (a) Insert → Table
- (b) Format → Table
- (c) Tools → Table
- (d) View → Table

17. Which type of software is used to browse the internet?

- (a) System software
- (b) Utility software
- (c) Application software
- (d) Programming software

18. Which of the following is a cybercrime?

- (a) Online banking
- (b) Email phishing
- (c) Video calling
- (d) Online learning

19. What is a spreadsheet used for?

- (a) Writing letters
- (b) Creating presentations
- (c) Performing calculations
- (d) Editing images

20. Which key combination is used to copy text?

- (a) Ctrl + X
- (b) Ctrl + V
- (c) Ctrl + C
- (d) Ctrl + Z

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## **SECTION B2 – Short Answer**

**(2 × 5 = 10 Marks)**

21. Define hardware and software.
22. What is the function of an operating system?
23. Write any two features of LibreOffice Writer.
24. What is cyber safety?
25. Write any two uses of spreadsheet software.

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## **SECTION B3 – Long Answer**

**(4 × 5 = 20 Marks)**

26. Explain different types of communication with examples.
27. Describe the components of a computer system.
28. What is an email? Write the steps to send an email.
29. Explain any four cyber safety rules.

30. Describe the steps to create and save a document in LibreOffice Writer.

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## **ANSWER KEY / MARKING POINTS (Set 1)**

### **PART A**

1. (c)
2. (b)
3. (b)
4. (a)
5. (b)
6. Exchange of information between sender and receiver
7. Meditation / exercise (any one)
8. Belief in one's abilities
9. Recycling / saving water
10. A person who starts a business

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### **PART B**

11. (b)
12. (c)
13. (c)
14. (c)
15. (a)
16. (a)
17. (c)
18. (b)
19. (c)
20. (c)

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### **Evaluation Guidelines**

- Use of correct terminology
- Step-wise explanation in long answers
- Examples where required
- Neat presentation