

CBSE Class 10 – Information Technology (402)

Practice Question Paper – Set 1

Time: 2 Hours

Maximum Marks: 50

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.

□ 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