

# CBSE Class 10 – Information Technology (402)

## Practice Question Paper – Set 2

**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. Answer in clear and simple language.
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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 non-verbal communication?
  - (a) Email
  - (b) Telephone call
  - (c) Facial expressions
  - (d) Video lecture
2. Setting goals is a part of which skill?
  - (a) ICT skills
  - (b) Communication skills
  - (c) Self-management skills
  - (d) Green skills
3. Which of the following helps reduce stress?
  - (a) Overworking
  - (b) Regular exercise
  - (c) Lack of sleep
  - (d) Skipping meals
4. Saving electricity is related to:
  - (a) Entrepreneurial skills
  - (b) ICT skills
  - (c) Green skills
  - (d) Communication skills

5. An entrepreneur is a person who:
- (a) Avoids risks
  - (b) Depends only on others
  - (c) Starts and manages a business
  - (d) Works only in government offices
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## **SECTION A2 – Very Short Answer**

**(1 × 5 = 5 Marks)**

- 6. What is non-verbal communication?
  - 7. Write one benefit of time management.
  - 8. What is stress management?
  - 9. Mention one example of a green skill.
  - 10. What is entrepreneurship?
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## **PART B – Subject Specific Skills (40 Marks)**

### **SECTION B1 – MCQs**

**(1 × 10 = 10 Marks)**

- 11. Which of the following is system software?
  - (a) LibreOffice Writer
  - (b) Windows
  - (c) Paint
  - (d) Calculator
- 12. Which device is used to produce a hard copy?
  - (a) Scanner
  - (b) Monitor
  - (c) Printer
  - (d) Speaker
- 13. Which shortcut key is used to paste text?
  - (a) Ctrl + C
  - (b) Ctrl + V
  - (c) Ctrl + X
  - (d) Ctrl + Z
- 14. Which menu is used to change font style in LibreOffice Writer?
  - (a) Insert
  - (b) Tools
  - (c) Format
  - (d) View
- 15. What is the full form of ICT?
  - (a) Information and Communication Technology
  - (b) Internet and Computer Technology

- (c) Information Control Technology
  - (d) Internal Communication Tool
  - 16. Which of the following is an output device?
    - (a) Mouse
    - (b) Keyboard
    - (c) Scanner
    - (d) Monitor
  - 17. Which file extension is used for spreadsheet files in LibreOffice Calc?
    - (a) .odt
    - (b) .odp
    - (c) .ods
    - (d) .pdf
  - 18. Which of the following is a strong password?
    - (a) 12345
    - (b) password
    - (c) Ashish123
    - (d) A@9kL#7p
  - 19. What does URL stand for?
    - (a) Uniform Resource Locator
    - (b) Universal Resource Link
    - (c) Uniform Reference Link
    - (d) Universal Reference Locator
  - 20. Which option is used to open an existing file in LibreOffice Writer?
    - (a) File → Save
    - (b) File → Open
    - (c) File → New
    - (d) File → Print
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## **SECTION B2 – Short Answer**

**(2 × 5 = 10 Marks)**

- 21. What is an input device? Give two examples.
  - 22. Define application software with one example.
  - 23. What is a spreadsheet? Mention any two uses.
  - 24. What is cybercrime? Give one example.
  - 25. Write any two features of LibreOffice Calc.
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## **SECTION B3 – Long Answer**

**(4 × 5 = 20 Marks)**

- 26. Explain verbal and non-verbal communication with examples.
- 27. Describe different types of software.
- 28. What is cyber safety? Explain any four cyber safety practices.
- 29. Explain the steps to create a table in LibreOffice Writer.

30. Describe the steps to create, save, and close a spreadsheet file in LibreOffice Calc.

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## **□ ANSWER KEY / MARKING POINTS (Set 2)**

### **PART A**

1. (c)
  2. (c)
  3. (b)
  4. (c)
  5. (c)
  6. Communication using gestures, facial expressions, body language
  7. Better productivity / less stress
  8. Managing stress using healthy techniques
  9. Saving electricity / recycling
  10. Starting and managing a business
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### **PART B**

11. (b)
  12. (c)
  13. (b)
  14. (c)
  15. (a)
  16. (d)
  17. (c)
  18. (d)
  19. (a)
  20. (b)
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### **Evaluation Guidelines**

- Correct definitions and terminology
- Step-wise explanation in long answers
- Neat presentation and clarity
- Examples wherever required