

CBSE Class 10 – Information Technology (402)

Practice Question Paper – Set 2

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. Answer in clear and simple language.

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

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?

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

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.

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.

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

PART B

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

Evaluation Guidelines

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