

CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE - 402)

MARKING SCHEME FOR CLASS X (SESSION 2024-2025)

Max. Time: 2 Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **21 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **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.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i This section has 05 questions.
 - ii There is no negative marking.
 - iii Do as per the instructions given.
 - iv Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i This section contains 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: OBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Marks
Q. 1		
i.	(b) Enhancing team collaboration and productivity.	1
ii.	(b) Emotional	1
iii.	(a) Makes decisions	1
iv.	(c) Self-motivation	1
v.	(c) United Nations	1
vi.	(b) Give credit card or bank details only on safe websites	1
Q. 2		
i.	(b) A collection of all formatting information	1
ii.	(b) \$C\$5	1
iii.	(c) Type	1
iv.	(b) A comment of a particular author only can be deleted	1
v.	(b) By using the Consolidate function to combine information from all regional sheets into one summary sheet.	1
vi.	(b) no lumbar support	1
Q.3		
i.	(d) .ods	1

ii.	(b) Ctrl+Shift+N	1
iii.	(d) Frame Style	1
iv.	(a) Anchoring	1
v.	(c) format*word	1
vi.	(a) Health	1
Q.4		
i.	(b) Hyperlink	1
ii.	(d) Mail merge	1
iii.	(a) Joint Photographic Experts Group	1
iv.	(b) Attributes	1
v.	(d) Ergonomic	1
vi.	(a) >	1
Q.5		
i.	(c) Design view	1
ii.	(c) To retrieve specific data	1
iii.	(d) It can accept only fixed number of records	1
iv.	(a) liabilities	1
v.	(d) space heaters	1
vi.	(a) Keeping emergency exits clear	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Marks
Q.6	Feedback helps you understand if your work aligns with group expectations, identifies areas for improvement, and ensures the project meets its goals effectively.	2
Q.7	Entrepreneurs run their businesses in a market. The market has people who buy products and services and people who sell them also. When people are buying and selling from each other, it is helpful for everyone because everyone involved makes money. This is how entrepreneurs help in growing the area and society they live in.	2
Q.8	If we have been using a computer for a long time we have a lot of unnecessary files and data, such as temporary files and images. When they use too much hard-disk space, the performance of the computer goes down. It is important that we keep cleaning by removing any extra files. We can use some disk cleaner software, which help us clean up the unnecessary files.	2
Q.9	Some steps to manage emotional intelligence are as given below. <ul style="list-style-type: none"> • Understand your emotions: Observe your behaviour and note the things you need to work on. You can then work on the things you need to improve. • Rationalise: Do not take decisions abruptly; be rational in your thinking. • Practise: Do meditation and yoga to keep yourself calm. 	2
Q.10	Individuals can contribute to a sustainable future by reducing waste, conserving energy, supporting eco-friendly products, recycling, using sustainable transportation, and spreading awareness about environmental issues to promote responsible consumption and conservation of resources.	2
Q.11	Following steps for Creating a Custom Style Named 'myStyle1' Using Drag-and-Drop: <ol style="list-style-type: none"> i. Open the Styles and Formatting sidebar in LibreOffice Writer. ii. Right-click on an existing style that is similar to the desired 'myStyle1' or start with the default style. iii. Modify the formatting (e.g., font, size, color) using the toolbar or sidebar options. iv. Drag and drop the modified style onto the Styles and Formatting sidebar under 	2

	the 'Custom Styles' section to create 'myStyle1'.	
Q.12	<p>i. Slips, Trips, and Falls: Caused by wet floors, loose cables, or cluttered walkways.</p> <p>ii. Electrical Hazards: Faulty wiring, overloaded circuits, or exposed electrical components.</p> <p>iii. Manual Handling Injuries: Strains and sprains from lifting heavy objects improperly or without assistance. (Mention any two)</p>	2
Q.13	It is used to explore and compare various alternatives depending on changing conditions. It can be used in the beginning of any project to optimise the output. This tool is used to predict the output while changing the inputs which reflects the output and thus one can choose the best plan of action based on it.	2
Q.14	<p>Merging Spreadsheets combines data from multiple spreadsheets into a single sheet, often consolidating or integrating information.</p> <p>Comparing Spreadsheets involves analyzing differences between two spreadsheets, highlighting discrepancies in data or structure.</p>	2
Q.15	Referential Integrity ensures that relationships between tables in a database remain consistent. It means that a foreign key in one table must match a primary key in another table, or be null, to maintain accurate and valid links between related data.	2
Q.16	<p>Potential Cause : Glares from overhead lights or windows eye glasses not correct need vision check</p> <p>Precaution: Re-orient your desk and computer so light is not directly behind or in front of you.</p>	2
Q.17	<p>Imagine you are preparing a series of school reports that need to include your school's logo, a picture of your project, and a standard footer with your name and class. Instead of adding and formatting these elements individually in each report, you use LibreOffice Writer templates to simplify this process.</p> <p>a.How can we apply the template from the available template list?</p> <p>Ans:</p> <ol style="list-style-type: none"> 1. Go to File > Templates > Manage Templates. 2. In the Templates dialog box, you will see a list of available templates. 3. Select the desired template, (say T1) and click Open button. The new document (with name as Untitled) will be opened with the same content, appearance and formatting effects as the saved template 4.Make the desired changes and save the file. <p>b.When is exporting of templates useful?</p> <p>Ans: Exporting templates is useful when you want to:</p> <ul style="list-style-type: none"> • Share Templates: Exporting allows you to share templates with colleagues or others who may need to use the same document formats, styles, or layouts. • Backup Templates: Creating backups of templates ensures you have copies in case of software updates, changes, or data loss. • Transfer Templates: Exporting templates allows you to transfer them between different computers or installations of LibreOffice, ensuring consistency across multiple devices or users. 	4
Q.18	Imagine you are a student organizing a fundraising event for your school club. You have a spreadsheet in LibreOffice Calc that lists donations from different sponsors. Each sponsor has contributed multiple times, and you need to summarize the total	4

	<p>amount donated by each sponsor.</p> <p>a. Which tool in Calc can be used to create the group automatically? Ans: In LibreOffice Calc, the tool that can be used to create groups automatically is Subtotals</p> <p>b. Which functions can be applied to the grouped data? Ans: The Subtotal tool in Calc creates the group automatically and applies common functions like sum, average on the grouped data.</p> <p>c. Which menu option is used to apply this Tool? Ans: Data>Subtotals</p> <p>d. What is purpose of e (-)or (+) signs on grouped data? Ans ‘+’ sign to expand and ‘-’ sign to collapse the data.</p>	
Q.19	<p>A database can be designed in different ways depending on the data being stored. This structure of database is known as data model that describes the manner in which data will be stored and retrieved. A data model consists of components for describing the data, relationships among them and the constraints that hold data.</p> <p>There are different data models such as:</p> <p><u>Hierarchical Data Model</u> In this model the data is organized into a tree like structure</p> <p><u>Network Data Model</u> In this model, multiple records are linked to same master file. It is also considered as an inverted tree where master is present in the bottom of the tree and the branches contain information linked to the master.</p> <p><u>Relational Data Model</u> This data model is based on the principle of setting relationships between two or more tables of the same database. The data elements are stored in different tables made up of rows and columns. The data in different tables are related through the use of common fields. So, relations are set between tables based on common fields. That is why this model is termed as relational database model</p>	4
Q.20	<p>Approaching the accident</p> <ul style="list-style-type: none"> • Never rush into an accident situation. • Call 108 as soon as possible. • Approach the accident place cautiously. <p>Examining the scene</p> <ul style="list-style-type: none"> • Visually examine victims to determine if they are in contact with energised conductors. • Metal surfaces, objects near the victim itself may be energised. • Do not touch the victim or conductive surfaces while they are energised. • Switch off the electrical circuits if possible. <p>Hazards and solutions</p> <ul style="list-style-type: none"> • Be alert for hazards, such as heated surfaces and fire. • In case you cannot switch off the power source, take extreme care. • Ensure that your hands and feet are dry. • Wear protective equipment, such as gloves and shoes. Stand on a clean dry surface. • Use non-conductive material to remove a victim from the conductor <p>High voltage rescue</p> <ul style="list-style-type: none"> • Special training is required for rescues if high voltage is present. • Protective equipment, such as gloves and shoes must be worn. <p>Apply First Aid</p> <ul style="list-style-type: none"> • Give CPR if required • If the victim is breathing and has a heartbeat, give first aid for injuries and treat for shock. • Ensure the victim gets medical care as soon as possible. • Physician attending the victim must have detailed information to properly diagnose and care for the victim. 	4
Q.21	Consider the following table: Employee	4

Emp_id	Name	Salary	Designation
E01	Kajal	78000	Manager
E02	Rahul	50000	Sales Executive
E03	Tarun	55000	Clerk

- a. Ans: **Emp_id, Name, Salary, Designation**
- b. Ans: **Emp_id**
- c. Ans : **Combination of Emp_id and Name**
- d. **Primary Key: Unique identifier for each row in a table, cannot be NULL.**

Example: Emp_id in Employees.

Foreign Key: Links to a primary key in another table, establishing relationships.

Example: Emp_id in Orders referencing Emp_id in Employees