

**Information Technology**  
**SAMPLE QUESTION PAPER**  
**Class X - 2019-20**

**Time: 2 Hours**

**Max. Marks: 50**

**General Instructions:**

1. Question paper is divided into two sections: Section-A and Section- B.
2. Section A:
  - i. Multiple choice question/Fill in the blanks/Direct Questions of 1 mark each. Answer any 10 questions out of the given 12 questions.
  - ii. Very Short Answer of 2 marks each. Answer any 5 questions from the given 6 questions.
  - iii. Short Answer of 3 marks each. Answer any 5 questions from the given 7 questions.
3. Section–B:

Long/Essay type questions of 5 marks each. Answer any 3 questions from the given 4 questions.
4. All questions of a particular section must be attempted in the correct order.
5. Please check that this question paper contains 29 questions out of which 23 questions are to be attempted.
6. The maximum time allowed is 2 hrs.

**SECTION- A**

**Answer any 10 questions out of the given 12 questions:**

1. Los Angeles has \_\_\_\_\_ ideal climate. (a, an, the, no article needed).
2. Fill in the blanks with the present perfect continuous form of the verbs given in bracket:  
Mother \_\_\_\_\_ (busy) cooking for the guests who are arriving in the evening.
3. The letter 'T' in TCP stands for
  - (a) Control
  - (b) Communication
  - (c) Connect
  - (d) Connection
4. When \_\_\_\_\_ is turned on, computer emits sound cues when the locking keys are pressed.
  - (a) Enter Key
  - (b) Toggle Keys
  - (c) Filter Keys
  - (d) Function Keys
5. \_\_\_\_\_ is designed to assist people that have difficulty using a keyboard or a mouse.
6. On selecting \_\_\_\_\_, all the characters of the selected sentences will be converted to capital letter.
7. \_\_\_\_\_ can be used for inserting information at the bottom of each page automatically.
8. Shapes option is available in \_\_\_\_\_ group under the Insert tab.

9. Freeze Panes option is available under \_\_\_\_\_ group in the View tab.  
 (a) Window (b) Cell  
 (c) Styles (d) Editing
10. AutoSum automatically selects the value around the cells either \_\_\_\_\_ or \_\_\_\_\_.
11. A new presentation can be created from  
 (a) Blank presentation (b) From existing presentation  
 (c) From design template (d) All of the above
12. \_\_\_\_\_ are guided text used by the presenter during a presentation.

**Very short Answer Questions**

**(5X2=10)**

13. Explain Client-Server network architecture.
14. Explain Document Templates and the benefits of using it.
15. Explain any two types of views available in Spreadsheet.
16. In how many ways we can insert a movie clip in our Presentation? Name them.
17. Differentiate between Animation and Transition in digital presentation.
18. Write the steps to add a chart in PowerPoint presentation.

**Short Answer Questions**

**(5X3=15)**

19. Change the voice(active/passive) of the following sentences:  
 a. Harry ate six shrimp at dinner.  
 b. Sue changed the flat tire.  
 c. The saltwater corroded the metal beams.
20. Identify the tense in the following sentences and convert them into past perfect tense :  
 i. The boy is playing football.  
 ii. I will not attend the meeting.
21. Explain following three terms :  
 (a) Font shrink  
 (b) Subscript  
 (c) Sentence Case
22. Write down the process for inserting Page Break.
23. What is conditional formatting ? Explain “sort” and “filter” feature available in spreadsheet.
24. Ankush has to present monthly report of his department to his managing committee. Suggest him with appropriate tools to do the following in a digital presentation:  
 i. To show statistical data pictorially for analysis.  
 ii. Two ways to insert movie in his presentation.  
 iii. Which option he shall use to keep guided text used by presenter
25. Yashika is preparing a Digital Presentation for her project. Give any three basic guidelines to be followed while making a digital Presentation.

**Section B**

**Long Answer Questions**

**(3X5=15)**

26. Ananya uses Internet for her School Project. Suggest any five security measure to ensure safety from online threats.
27. Write short notes on the following : **1+2+2=5**  
 (a) ISP  
 (b) DSL  
 (c) WiMax

28. Explain any five chart elements of a Excel Sheet.

29. Given the following Spreadsheet, Write the appropriate Formula/ Expression/ Function to be used for (a) to (e)

	A	B	C	D	E	F
1	Region	Sales 2008	Sales 2009	Sales 2010	Sales 2011	
2	New Delhi	56	67	85	87	
3	Mumbai	66	77	54	91	
4	Chennai	74	85	67	77	
5	Calcutta	75	65	47	63	
6						

- Write formula to calculate the Total sale for the year 2008 in cell B6
- Write formula/expression to find difference in sales of Mumbai and Delhi for the year 2009 as sales of New Delhi-sales of Mumbai.
- Write formula/expression to find the average sale of year 2010.
- Write expression to find the total sale for the year 2010 and 2011 in Mumbai in cell G3.
- Name the chart that may be used to show the relationship of the changes in the data over a period of time.

NB- For study materials you can visit the following links-

[Class X Book PDF](#)  
[Books and Support Materials](#)