SUNBEAM WORLD SCHOOL

CBSE CLASS X | ACADEMIC SESSION 2026–27

PRACTICE QUESTION PAPER

Information Technology | Subject Code: 402

Time Allowed: 2 Hours Maximum Marks: 50

Original school practice paper. Check the latest CBSE curriculum and prescribed textbooks before final school release.

General Instructions

1. Read all instructions carefully before attempting the paper.

2. All questions are compulsory unless an internal choice is expressly given.

3. Write answers in the prescribed order and show working wherever required.

4. Marks are indicated against each question. Manage your time across sections.

5. This is an original Sunbeam World School practice paper, not an official CBSE question paper.

PART A – EMPLOYABILITY SKILLS (10 marks)

Q1. (1) Which communication method is most suitable for confirming a complex instruction? A. Guessing B. Active listening and clarification C. Ignoring D. Forwarding without reading

Q2. (1) State one benefit of setting a SMART goal.

Q3. (1) Which is an example of a strong digital security practice? A. Sharing OTP B. Reusing passwords C. Enabling MFA D. Clicking unknown links

Q4. (1) An entrepreneur identifies an unmet customer need. Which stage is this most closely related to?

Q5. (1) Name one action that supports sustainable development at school.

Q6. (2) Differentiate between stress and a stress-management strategy, giving one example of the latter.

Q7. (2) State two ways to reduce the environmental impact of digital devices.

PART B – SUBJECT SPECIFIC SKILLS (40 marks)

Q20. (1) Which function returns the largest value in a spreadsheet range? A. MIN B. MAX C. COUNT D. IF

Q21. (1) Which database object stores data in rows and columns? A. Form B. Report C. Table D. Query

Q22. (1) Which key uniquely identifies each record in a table? A. Foreign key B. Primary key C. Duplicate key D. Sort key

Q23. (1) Which feature in a spreadsheet summarises and analyses large data sets? A. Pivot Table B. WordArt C. Page border D. Spell check

Q24. (1) Which document feature automatically creates a list of headings with page numbers? A. Table of Contents B. Mail Merge C. Track Changes D. Footer

Q25. (1) What is ergonomics concerned with?

Q26. (1) Name one suitable action before cleaning or servicing computer hardware.

Q27. (1) Which spreadsheet function tests a condition and returns different results? A. IF B. SUM C. LEFT D. ROUND

Q16. (1) In a word processor, which feature records edits made by different reviewers? A. Mail Merge B. Track Changes C. WordArt D. Page Break

Q17. (1) Which spreadsheet function counts cells meeting a condition? A. SUM B. COUNTIF C. CONCAT D. MAX

Q18. (1) In a relational database, a primary key must be: A. duplicated B. unique and not null C. optional D. a paragraph

Q19. (1) Which practice helps prevent repetitive strain injury? A. Continuous typing B. Ergonomic posture and breaks C. Poor lighting D. Twisted wrist

Q20. (1) Name the spreadsheet feature used to display only records meeting specified criteria.

Q21. (1) What is a field in a database table?

Q22. (1) Which spreadsheet reference remains fixed when copied? A. Relative B. Absolute C. Mixed D. Text

Q23. (1) State one purpose of a style in a word processor.

Q24. (1) What does DBMS stand for?

Q25. (1) Name one safe practice when handling electrical equipment.

Q26. (1) Which chart is generally suitable for comparing values across categories? A. Column chart B. Scatter plot C. Surface chart D. Map

Q27. (1) What is the purpose of data validation in a spreadsheet?

Q28. (2) Explain two advantages of using templates and styles in digital documents.

Q29. (2) Differentiate between sorting and filtering in a spreadsheet.

Q30. (2) What is a foreign key? Explain its role in a relational database.

Q31. (2) State two measures to maintain a safe and healthy computer workstation.

Q32. (4) A teacher maintains a spreadsheet with columns Student, Subject, Marks and Result. Explain how to: (a) calculate total marks using SUM; (b) find average using AVERAGE; (c) count students scoring above 80 using COUNTIF; (d) sort marks from highest to lowest.

Q33. (4) A library database has BOOK(BookID, Title, AuthorID) and AUTHOR(AuthorID, AuthorName). Identify a suitable primary key in each table, the foreign key, explain the relationship and state one benefit of using a relational database.

Q34. (4) A student notices frayed insulation on a computer power cable. Explain the immediate action, the hazard, the reporting step and one preventive measure.