BRAIN INTERNATIONAL SCHOOL

Practice Paper-1 (2026-27)

Subject – Information Technology(402)

Time: 2 Hours	**Class-X**	**M.M:50**

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **21 questions** in two sections: Section A & Section B . There are 6 pages in total.
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. Marks allotted are mentioned against each question/part.
   - iii. There is no negative marking.
   - iv. Do as per the instructions given.
7. *SECTION B–SUBJECTIVE TYPE QUESTIONS (26 MARKS):*
   - i. This section has 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.1	**Answer any 4 out of the given 6 questions on Employability Skills (1x4=4 marks)**		
i.	"Close the door." What type of sentence is this? a) Interrogative b) Exclamatory c) Declarative d) Imperative		**1**
ii.	A manager is discussing the performance with an employee. Which kind of verbal communication is this? a) Interpersonal b) Written c) Small group d) Public		**1**
iii.	Which of the following activities can help manage emotions and reduce stress? a) Overeating b) Deep Breathing c) Ignore d) Public		**1**
iv.	Ravi was extremely excited to break the good news to his mother of his winning the highest amount of scholarship. This is an example of _____. a) Eustress b) Self-management c) Distress d) Chronic Stress		**1**

v.	An operating system in which commands can be entered by clicking/double-clicking/right clicking a mouse is : a) GUI-based b) CUI-based c) TUI-based d) None of the above		**1**
vi.	Which of the following helps control incoming and outgoing network traffic to improve computer security? a) Cookies b) Firewall c) Antivirus d) All of these		**1**

Q.2	**Answer any 5 out of the given 6 questions (1x5=5 marks)**		
i.	Which menu path in LibreOffice Calc is used to accept or reject changes made in a shared spreadsheet? a) Tools > Review Changes > Manage b) File > Options > Track Changes c) Edit > Track Changes > Manage d) View > Track Changes > Review		**1**
ii.	Sonal has created a spreadsheet to calculate the EMI for a car loan. The EMI depends on the loan amount, interest rate, and loan duration (years). She fixes the loan amount and interest rate, but wants the EMI to be exactly ₹12,000 per month. Which feature of Calc should she use, and why? a) Goal Seek – because it adjusts the input (loan duration) to reach the exact target output (EMI = ₹12,000). b) Scenario – because it allows creating multiple possible outcomes with different sets of inputs. c) Consolidate – because it combines data from different sheets into one summary. d) Data Validation – because it restricts the type of values that can be entered into a cell.		**1**
iii.	Which of the following actions is not recorded by the Macro? a) Opening of windows b) Actions carried out using mouse c) Window switching d) All of the above		**1**
iv.	While reviewing a shared spreadsheet, Priya notices that some cells have been modified, but she's unsure who made the changes. Which feature should she use to identify the editor? a) Data Validation b) Track Changes c) Observes Changes d) Auto Filter		**1**

v.	Which Calc feature allows multiple users to suggest edits while preserving the original data? a) Protect Sheet b) Share Document c) Track Changes d) Insert comments		**1**
vi.	Ravi has created a reference to cell A3 of the data sheet in LibreOffice Calc. How will the cell reference be written? a) data.A3 b) data.$A3 c) data.A3 d) data.A$3		**1**

Q.3	**Answer any 5 out of the given 6 questions (1x5=5 marks)**		
i.	Scenarios are a tool to test _____ questions. a) Auto b)Goal Seek c) What-if d) Drop Down		**1**
ii.	The consolidated sheet will have all the consolidated data along with the original data, if you want to view original data of both the sheets then you can click on ____. a) I– Sign b) + Sign c) * Sign d) / Sign		**1**
iii.	By default , the extension of LibreOffice Writer template is ____ . a) .odt b) .ott c) .oot d) .dot		**1**
iv.	Which feature in LibreOffice Writer allows you to apply the same paragraph style to multiple non-contiguous sections of a document without applying the style manually each time? a) Update Style b) Fill Format c) Drag and Drop d) Load Styles		**1**
v.	In LibreOffice Writer , which of the following Image filters would increase the contrast of the images? a) Aging b)Smooth c) Mosaic d) Sharpen		**1**
vi.	Which of the following image arrangement options in Writer sends the drawing object behind the text? a) to background b) to foreground c) behind the text d) Back one		**1**

Q.4	**Answer any 5 out of the given 6 questions (1x5=5 marks)**		
i.	You can create your own template in ____ way(s). a) One b)Two c) Three d) Four		**1**

ii.	_____ is the reference point for the shapes/images. a) Arrangement b) Template c) Anchoring d)None of these		**1**
iii.	While working with LibreOffice Writer, Wrap option is found under the tab ____ a) Format b) Edit c) Insert d) View		**1**
iv.	_____ is the way to remove unwanted parts of the image. a) ToC b) Cropping c) Watermark d) All of these		**1**
v.	What is the main cause of accidents at the workplace? a) Slips b) Falls c) Trips d) All of these		**1**
vi.	To provide healthy and safety working environment , every organization must have_____ a) Cleanliness b) Clean washroom c) Filtered water d) All of these		**1**

Q.5	**Answer any 5 out of the given 6 questions on Employability Skills (1x4=4 marks)**		
i.	Riya notices that her colleague frequently complains of neck pain and sore shoulders after long working hours. Which of the following is the most likely cause? a)Poor lighting and ventilation b) Improper ergonomic setup c)Good lighting and ventilation d) Using updated antivirus software		**1**
ii.	Which of the following types of fire extinguishers should not be used to extinguish an electrical fire? a) Carbon dioxide b) Mechanical foam c) ABC dry powder d) Dry Chemical Powder		**1**
iii.	_____ data model stores information in a single file or table. a) Flat files b) Hierarchical c) Network d) Relational		**1**
iv.	A _____ is the basic and most extensively used component of a database. a) Table b) Query c) Form d) Report		**1**
v.	Relational Database model was proposed by _____ in 1970. a) Edgar Frank b) Jim Bachman c) Tim Berner d) E.F.Codd		**1**
vi.	Elaborate the term DBMS.		**1**

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2x3=6 marks) . Answer each question in 20 – 30 words.

Q.6	Mention four ways to protect computer from Malware attacks.	**2**
Q.7	Why is stress management important? Mention any two benefits of managing stress effectively.	**2**
Q.8	How can Pihu improve her self-management skills to organise her work and complete tasks on time?	**2**
Q.9	Write two advantages of visual communication.	**2**
Q.10	Write the difference between a file and a folder.	**2**

Answer any 4 out of the given 6 questions in 20–30 words each (2 x4 =8 marks)		
Q.11	Briefly explain the purpose of the Subtotal in the libre Office Calc Software.	**2**
Q.12	Write advantages of using Style over manual formatting, for designing a document.	**2**
Q.13	Suggest two ways to avoid contrast problems caused by bright light	**2**
Q.14	Describe the importance of periodic evacuation drills.	**2**
Q.15	What is the purpose of using Reports in DBMS?	**2**
Q.16	Explain any two advantages of DBMS.	**2**

Answer any 3 out of the given 5 questions in 50–80 words each (4x3=12 marks)		
Q.17	You are designing a digital brochure for a school event in LibreOffice Writer. a) Mention any four ways by which an image file stored on the computer can be inserted into a document. b) How do the "Wrap off" and "Wrap Through" text wrapping options differ when placing images alongside text in Writer?	**4**
Q.18	Ms. Neha, the Finance Officer at Info Enterprises, has prepared a spreadsheet in LibreOffice Calc containing quarterly expense reports in different worksheets for various departments. She wants to analyze the overall expenditure and easily access related files for reference. Help her by answering the following questions: a) Which tool in Calc can be used to consolidate expense data from multiple department sheets into a single summary sheet? b) Name the Menu Option and Sub-Menu Option that can be used to perform this consolidation. c) Name the function that can be used to calculate the total expenditure for the entire year. d) She wants to open a reference file stored in another folder directly by clicking a text in a cell. How can this be achieved?	**4**

Q.19	Arjun is working on a project in **LibreOffice Calc** containing multiple sheets. He uses hyperlinks for navigation and imports data from a website. a) Why did the absolute hyperlink fail when Arjun shared the file, and how does a relative hyperlink solve this problem? b) How does the Target in Document option increase the usefulness of hyperlinks in large spreadsheets? c) Arjun wants to ensure that anyone viewing his report can update data directly from a government website. Which feature should he use, and why is it beneficial? d) If Arjun wants to edit or remove a hyperlink later, what steps should he take?	**4**
Q.20	Mention any four precautions that should be followed while using electrical equipment at the workplace.	**4**
Q.21	**Identify the following DBMS terms based on the given clues: (1× 4 = 4)** a) A collection of related data organised in a structured manner. b) Total number of rows or records in a table. c) A column in a database table that stores a particular type of information. d) A single horizontal entry in a table/relation.	**4**

BRAIN INTERNATIONAL SCHOOL

Practice Paper-2 (2026-27)

Subject – Information Technology(402)

Time: 2 Hours **Class-X** **M.M:50**

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **21 questions** in two sections: Section A & Section B . There are 6 pages in total.
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. Marks allotted are mentioned against each question/part.
   - iii. There is no negative marking.
   - iv. Do as per the instructions given.
7. *SECTION B–SUBJECTIVE TYPE QUESTIONS (26 MARKS):*
   - i. This section has 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. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**	
i.	Trisha is always tense during exam time. She is a sincere and studious student, but the thought of exams creates anxiety in her. Which stress management technique that you would suggest to help her? a) Yoga b) Exercise c) Vacation with Family d) All of these	**1**
ii.	Yogi lives at a hostel in Shimla. He calls his mother who lives in Delhi, to get her approval for the robotics class which is going to start in his school next week onwards. However, due to disruption in the phone line, his mother could not understand and reply to him. He got very upset. Which another medium can he use to get immediate approval of his mother? a) E-mail b) Letter c) Message through Friend d) Telegram	**1**
iii.	Neelam raised her hand to greet her daughter coming from distance. What type of non-verbal communication is this? a) Gesture b) Expression c) Body language d) Eye movement	**1**
iv.	Entrepreneurship has a crucial role in the _____ of the society. a) Evolution b) Planning c) Functioning d) None of these	**1**

v.	_____ organization is responsible for implementing SDGs across the world. a) UN b) UNESCO c)UNDHP d) WHO	**1**
vi.	Which term refers to our knowledge and understanding of ourselves? a) Motivation b) both a and b c) Self-Awareness d) Self-Regulation	**1**

Q. 2	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i	A character style impacts _____ a)whole paragraph b) current page c) cell d) selected characters	**1**
ii	Which of the following buttons , in the template dialog box , will be clicked to save a template displayed in the list of templates. a) Export b) Import c) Move d) None of the above	**1**
iii	A document -template is a _____ document containing formatting features like styles, headers , macros etc on which other documents can be created a) blueprint b) header c) report d) database	**1**
iv	The list containing all the chapters /sections/titles along with their page numbers is known as ____ a) Page List b) data table c) Table of Contents d) Mail Merge	**1**
v	____ option of the word processor will be used to remove the unwanted area of the image. a) Transparency b) Fill c) Filters d) Crop	**1**
vi	Identify the command used to create a table of contents in Open Office Writer: a) File-New-TOC b) Insert-Indexes and Tables-Entry c) Insert-TOC d) File-Create-TOC	**1**

Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i	____ is not considered a property of a drawing object. a) Brightness b)Color c) Weight d) Width	**1**
ii	You can run/ create macros in Calc using ____ menu. a) Tools b) Insert c) Data d) Format	**1**
iii	By default there are ____ sheets in Calc file a) 3 b) 5 c) 1 d) 2	**1**
iv	Find the odd one out : a) Solver b) Scenarios c) Goal Seek d) TOC	**1**
v	The intersection point between a row and column is called _____. a) Row b) Column	**1**

	c) Table d) Cell .	
vi	Sonia scored 25 out of 30 in English, 22 out of 30 in Maths. She wants to calculate the score in IT ,she needs to achieve 85 percent in aggregate. Suggest her the suitable option out of the following to do so. a) Solver b) Macro c) Goal Seek d) Sub Total	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i	A(n) ____ is an unexpected event with negative consequences occurring without the intention. a) accident b) emergency c) fall d) hazard	1
ii	A company should have atleast ____ exit routes for proper evacuation during the emergency. a) two b) one c) three d) Color Mode	1
iii	_____ software can be used to avoid getting viruses. a) Disk cleanup b) Anti-virus c) Firewall d) Print Preview	1
iv	In _____ browsing mode, the websites are unable to store cookies. a) incognito b) public c) circle d) padlock	1
v	Shopping over the Internet is known as____ a) ebay b) online shopping c) epayment d) ebuy	1
vi	A person who writes content for a blog is called ____ a) blog b) blogger c) reporter d) blogging	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i	Duplication of Data is _____ . a) Data Redundancy b) mismatching c) Query d) report	1
ii	A ____ is an interface in user specified layout that lets users view, enter and change data directly . a) form b) query c) RDBMS d) candidate	1
iii	____ are the main building blocks of a Database. a) Table b) Form c)RDBMS d) Excel	1

iv	In database _____ helps us to retrieve the filtered data based upon some conditions. a) forms b) reports c) table d) queries	**1**
v	_____ data type is used to store digital images in RDBMS. a) Boolean b) Binary c) Text d) Numeric	**1**
vi	Aadya wants to create a connection between two or more tables. Suggest her the option to accomplish the task. a) Relationships b) Forms c) Table d) Sorting	**1**

SECTION A: OBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words. (2x3=6 marks)

Q. 6	How can a person overcome environmental or physical barriers to communication?	**2**
Q. 7	Mention any two misconceptions about the Entrepreneurship	**2**
Q. 8	Give any four qualities of a successful entrepreneur.	**2**
Q. 9	Briefly discuss the importance of Sustainable Development.	**2**
Q. 10	How can a computer be protected against viruses ? Discuss in brief.	**2**

Answer any 4 out of the given 6 questions in 20 – 30 words each (2x4=8 marks)

Q. 11	Write two ways of renaming worksheets.	**2**
Q. 12	What do you mean by Custom Style?	**2**
Q. 13	Explain Track changes feature.	**2**
Q. 14	Write the difference between Data and Information.	**2**
Q. 15	How does a DBMS ensure the security of data?	**2**
Q. 16	What is the difference between Dynamic and static report?	**2**

Answer any 3 out of the given 5 questions in 50– 80 words each (4x3=12 marks)

Q. 17	Ria is preparing notes for her upcoming exams . Help her to write the correct answer of the following: a) Goal Seek b) Relative link c) Macro d) Absolute link	**4**
Q. 18	What are the three rules to be followed while naming a macro?	**4**
Q. 19	While inspecting a machine, Rohan notices a colleague stuck to a live wire. What steps should Rohan follow to safely rescue the victim?	**4**
Q. 20	Define the terms : a)Data type , b) Attributes , c)Primary key , d)foreign key	**4**

Q. 21	Answer the following questions on the basis of following questions: | Product_id	Product_name	Price	Qty
---	---	---	---
101	Guitar	480	8
102	Mouse	350	6
103	Keyboard	200	4 | i. Identify the primary key. ii. Name the fields given in the table. iii. How many fields and records does the table have? iv. Identify the data type for product name and price.	1 1 1 1