

**MARKING SCHEME HALF YEARLY EXAM  
IT (CODE-402)  
CLASS: X SESSION 2023-24**

Q1. Choose the correct option: (1 X 10)

I) Which of the following is/are healthier working/ study habits?

- a. Try to please everyone. **b. Stick to your delivery deadlines and schedules.**  
c. Try to over- work/study. d. All of these.

II) If anyone wants to be a successful entrepreneur, which of the following qualities must he possess?

- a. Confident and depend on others. b. Trying news ideas & impatient  
**c. Creative innovative and take responsibility.** d. Take decisions before thinking

III) Ruhi is creating the monthly magazine of School students Club, which of the following helps her to reduce the spelling mistake?

- a. Autocorrect** b. Auto format  
c. Smart text d. Auto text

IV) Prioritising your work and removing redundancy is a skill called

- a. Time Management** b. Responsibility  
c. Selflessness d. Intelligence

V) Which of the following best describes the correct sequence of networks as per the coverage of the network area?

- a. MAN> WAN> LAN> PAN b. WAN> MAN> PAN> LAN  
c. WAN> MAN> LAN> PAN **d. WAN> LAN> MAN> PAN**

VI) \_\_\_\_\_ quickly apply a pre-designed set of font, font-size, colour, and other formatting on the document at once to give a professional, formal look.

- a. Labels b. Table of content  
c. Styles **d. Template**

VII) In order to save time you want to make a formatted document reusable multiple times, \_\_\_\_\_ feature is best suited for it?

- a. Apply themes b. Apply styles  
**c. Save it as Template** d. Mail merge

VIII) Which of the following is a category of broadband internet access that uses the infrastructure of cable TV networks to provide Internet services?

- a. Dial-up **b. Cable Internet Access**  
c. WAP d. WiMAX

IX) The device which modulates outgoing digital signals from a computer to analog signals through a telephone line and demodulates the incoming signals is known as \_\_\_\_\_.

- a. Modulator b. Demodulator

c. Modem

d. Dongle

X) Which standard network protocol is used to communicate between web browser and web server?

a. PSTN

b. HTTP

c. WiMAX

d. DSL

Q2 Answer the following in short (pointwise any 5) (2X5)

a) List any 2 healthy working or study habits that help reduce stress?

**Yoga & Regular Exercise. Breathing Exercises Meditation Healthy food habits**

b) What is a template? List the uses of using a template.

**Template is a document that contains pre defined formatting styles graphics tables objects and other information that is commonly used in a particular pattern like letters fax**

**Template can be useful in creating a professional document .**

**It saves time and effort of the user.**

c) Give the keyboard shortcut for opening a new file and To print the file?

**CTRL+N and CTRL+P**

d) List any 4 types of styles.

**Paragraph styles.**

•Character styles.

•Table styles.

•List styles.

e) What are the various ways of inserting images in a document?

**1. Inserting an image from a file.**

**2. Inserting an image from clip art.**

**3. Inserting a scanned image.**

**4. Inserting an image using drag and drop down method.**

**5. Inserting an image from the clipboard**

f) What are the advantages of sharing a file over a cloud location?

1. ACCESSIBILITY: Files can be created and edited from any where without the limitations of time and premises. It makes working easy from anywhere anytime.

2. COLLABORATION: Multiple people can work on the same file and a Team work leads to better efficiency.

Q3. Differentiate between the following (Any 5) (2X5)

RAM and ROM (Temporary/volatile Permanent/Non Volatile)

Spyware and Worm (Spyware is malicious software that enters system and shares the system data to third party WORM: is a malware that self replicates and damages the computer while remaining in the host system)

Verbal Communication Non Verbal Communication (VERBAL Communication a type of communication where we use spoken and written words to get our message and information across to the other person

NON VERBAL COMMUNICATION:transfer of information from one person to another without the use of words or spoken language. Nonverbal communication can occur in a variety of ways, including through facial expressions, gestures, and body posture or position.

Copy and Move a file

CUI and GUI (CUI Character User Interface. This is a user interface where the user interacts with a computer using only a keyboard eg DOS UNIX

GUI A graphics-based operating system interface that uses icons, menus and a mouse (to click on the icon or pull down the menus) to manage interaction with the system Eg WINDOWS)

Hardware and Software HARDWARE: the physical elements of a computer. Also referred to as the machinery or the equipment of the computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the processing unit

SOFTWARE:is a set of instructions, data or programs used to operate computers and execute specific tasks Eg Ms PAINT, MS WORD

Q4.What do these Abbreviations stand for.(Any 50

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**PDF PRE DEFINED FORMAT**

**GUI GRAPHIC USER INTERFACE**

**ROM READ ONLY MEMORY**

**BIOS BASIC INPUT OUTPUT SYSTEM**

**PnP PLUG AND PLAY**

**HTTP HYPER TEXT TRANSFER PROTOCOL**

Q5 Answer any Five in brief.

(2X5)

a. List 4 major functions of operating system.

**DEVICE MANAGEMENT**

**PROCESS MANAGEMENT**

**MEMORY MANAGEMENT**

**FILE MANAGEMENT**

b. List 4 signs that indicate your computer has Virus. How to protect your system from Virus

Your computer or web browser has dramatically slowed down over a period of a few days/a week.

- Frequent freezing or crashing.
- Modified or deleted files.
- New programs or desktop icons that you do not recall installing/creating.
- Programs running without your consent.
- Programs closing without your consent.

**Abnormal or erratic behaviour of the computer**

c. List 2 qualities of an Entrepreneur. Give 2 myths about Entrepreneurship.

**CONFIDENT RISK TAKING LEADERSHIP QUALITIES ADAPTABLE AND FLEXIBLE TO ACHIEVE GOALS**

**BUSINESS NEEDS A LOT OF MONEY IS A MYTH**

**BUSINESS SHOULD HAVE A UNIQUE IDEA IS A MYTH**

d. List all the SMART methods to set the goals. Give full form of SMART. Explain 'A' in brief.

**SPECIFIC MEASURABLE ACHIEVABLE RELEVANT TIME BOUND**

e. What is the utility of text wrapping in a document?

**Text wrap is a feature supported by many word processors that enables you to surround a picture or diagram with text**

**WITH THIS FEATURE WE CAN CONTROL HOW THE IMAGE SHAPES AND CHARTS CAN BE BEST PRESENTED ALONG WITH THE TEXT**

f. Give the file extensions of Text file Audio file Movie and Image file.

**TEXT FILE: .TXT**

**AUDIO: .MP3**

**MOVIE: .MP4**

**IMAGE: .JPG/PNG/BMP**

Q6.

a. Explain the difference between Styles and Templates in Writer.

**Styles keep your formatting consistent within a document**

**Templates allow you to re-use text, and keep your look and feel consistent across multiple documents.**

b. To send the letter to all the Students in school the Teacher should use which feature of Writer,

Also briefly explain the types of files to be created.

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**MAIL MERGE, TWO TYPES OF FILES ARE DOCUMENT AND NON DOCUMENT**

c. Neha is receiving several mails from companies advertising the product. Such mails are called - \_\_\_\_\_ mails. **SPAM** (1)

