INDIAN SCHOOL AL WADI AL KABIR

MID TERM EXAMINATION 2025-26

INFORMATION TECHNOLOGY (402)

MARKING SCHEME

**Class: X Max Marks: 50**

**Date: 25-09-2025 Time: 2 Hours**

**SECTION A: OBJECTIVE TYPE QUESTIONS**

|  |  |  |
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| **1** | **Answer any 4 out of 6 (1 x 4=4 marks)** | |
| i | c) Financial | **1** |
| ii | b) Practicing time management | **1** |
| iii | b) Self-Motivation | **1** |
| iv | Non-verbal | **1** |
| v | b) Identify your strengths and weaknesses | **1** |
| vi | Receiver |  |
| **2** | **Answer any 5 out of 6 (1 x 5=5 marks)** |  |
| i | c) Spreadsheet style | **1** |
| ii | b) Insert | **1** |
| iii | b)Style | **1** |
| iv | d)Subtotal command | **1** |
| v | b)Relative | **1** |
| vi | a)Tools → Track Changes → Manage | **1** |
| **3** | **Answer any 5 out of 6 (1 x 5=5 marks)** |  |
| i | b) .ott | **1** |
| ii | b)Anchoring | **1** |
| iii | Heading style | **1** |
| iv | b)Sheet Tab | **1** |
| v | c)Insert → Hyperlink | **1** |
| vi | b)Record Changes | **1** |
| **4** | **Answer any 5 out of 6 (1 x 5=5 marks)** |  |
| i | d)We cannot create our own templates | **1** |
| ii | d)Text Wrapping | **1** |
| iii | c)The target cell, desired value, and the changing cell | **1** |
| iv | d)They can be created to work similarly to built-in functions | **1** |
| v | (b) External changes automatically update in the spreadsheet | **1** |
| vi | c)Merging and Comparing | **1** |
| **5** | **Answer any 5 out of 6 (1 x 5=5 marks)** |  |
| i | b)Right-click TOC → Update Index/Table | **1** |
| ii | d)Type | **1** |
| iii | b)Sub, End Sub | **1** |
| iv | c)To compare different possible outcomes based on varying inputs | **1** |
| v | b)='file:///C:/Data/Q1\_Sales.ods'#$Sheet1.A1 | **1** |
| vi | b)Insert Comment | **1** |

**SECTION B: SUBJECTIVE TYPE QUESTIONS**

### Answer any 3 out of the given 5 questions (3 x 2 = 6 marks)

### Answer each question in 20 – 30 words.

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| **Q. 6** | • Specific: Avoid general comments. Try to include examples to clarify your statement. Offering alternatives rather than just giving advice allows the receiver to decide what to do with your feedback. • Timely: Being prompt is the key, since feedback loses its impact if delayed for too long. • Polite: While it is important to share feedback, the recipient should not feel offended by the language of the feedback. • Offering continuing support: Feedback sharing should be a continuous process. After offering feedback, let recipients know you are available for support. | **2** |
| **Q. 7** | Sentences where the subject does an action are known to be in the Active voice(Active sentence), whereas sentences in which the subject receives an action are known to be in the Passive voice(Passive sentence).  Active voice eg: Ali changed the flat tire.  Passive voice eg: The flat tire was changed by Ali. | **2** |
| **Q. 8** | * **Self-awareness:** Ask for honest feedback. Gather insights on your personality and work-specific proficiencies. Think about your daily interactions and how you handled situations well or could have handled them differently.   **Responsibility:** Taking responsibility for your tasks is very important. Taking ownership is the step towards self-development. For example, if you have been assigned a task by a teacher; ensure you take complete ownership. Even if you are unable to complete the task on time, you must report it and then correct it.  **Time Management**: Prioritize the things you have to do. Remove waste and redundancy from work. Make a time table and follow it diligently.  **Adaptability:** Stay current with best practices and read up on new information always. Prepare yourself for new changes, so that you can transition seamlessly.  **(Write any two)** | **2** |
| **Q. 9** | * Emotional intelligence is the ability to identify and manage one’s own emotions, as well as the emotions of others.   Some steps to manage emotional intelligence are as given below.   * 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** | **Four Steps for Effective Time Management**   * **1.Organise:**We plan our day to- day activities. * **2.Prioritize:** We make a to-do list that has all our activities and we rank them in the order of importance. * **3. Control:**We have a control over our activities and time. * **4. Track:**We identify and note where we have spent our time. | **2** |

### Answer any 4 out of the given 6 questions in 20– 30 words each (4x2 = 8 marks)

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| **Q. 11** | A Style is a collection of all formatting information, which you want to save and then apply on the document. Writer provides six Style categories – Page, Paragraph, Character, Frame, List and Table. (Mention any two) | **2** |
| **Q. 12** | **Export template** feature allows to store the template file in the desired folder on your computer. It is different from moving a template from one category folder to another. When a template is exported, it is saved as a template file at any desired location. Exporting the template is a useful feature for sharing the templates with multiple users.  **Import Template:** Once a template is downloaded and saved in any file or folder, it is possible to import it so that it is visible in the list of templates in the Templates dialog box. | **2** |
| **Q. 13** | Tools in Drawing Object Properties Toolbar are :  (i) Arrangement: In Overlapping objects arrangement determines the position of the current drawing with respect to other drawings or text. These are the six tools in the order of appearance from left to right, namely Bring to Front, Forward One, Back One, Send to Back, To Foreground, To Background  (ii) Anchoring: It acts as a reference point for image or drawing. Anchoring allows an image to retain its position to a page, paragraph, character or frame.  (iii) Alignment: It allows the vertical or horizontal placement of the image with respect to its anchor. An image can be aligned in six different styles – 3 horizontal and 3 vertical  (iv) Text Wrapping: It allows the placement of image in relation to text. There are six choices, namely Wrap off, Page Wrap, Optimal Page Wrap, Wrap left, Wrap right, Wrap through, in the order of their appearance from left to right as  **(Describe any two)** | **2** |
| **Q. 14** | **The Subtotal tool** in Calc creates the group automatically and applies common functions like sum, and average on the grouped data. One can use any type of summary function for each column as per the requirement of data analysis.  -**What-if tool** uses Data > Multiple Operations and is a planning tool for what-if questions. This tool uses two arrays of cells; one array contains the input values and the second array uses the formula and displays the result. A what-if analysis tool is very helpful when we want to know how much profit we earn for a particular product for a series of selling units. | **2** |
| **Q. 15** | (a) Sharing Spreadsheet: Tools >Share Spreadsheet> Click on the checkbox “Share  this spreadsheet with other users” to share the spreadsheet and click on OK button.  (b) Record changes: Disable the shared mode. Now to record track changes, click on  Edit > Track Changes > Record | **2** |
| **Q. 16** | A macro is a single instruction that executes a set of instructions.  The rules that should be kept in mind while naming a macro are as follows:  •Macros should be always starts with a letter  •It doe not contain any space  •It does not contain a special character except for (underscore) | **2** |

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

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| **Q. 17** | a) Track Changes is a powerful tool that makes the process of commenting, editing and reviewing a document easy between multiple users. A document created by one user needs to be reviewed and edited by self or other users. If any modifications are made in the document directly, the original document might get lost. Instead, the Track Changes feature of Writer offers an alternative method to keep a record of all the changes made in the original document. All the changes that are recorded can be either accepted or rejected by the original author.  b) View > Toolbars > Track Changes.  c) Yes  d) Original Author |  |
| **Q. 18** | The table of contents is a snapshot of the headings and page numbers in your document and does not automatically updates itself as you make changes. It acts as a map for the users.  A good table of content has the following characteristics:  •It should be easy to read and simple to use.  •It should be organized and formatted properly.  •It must be accurate and easily accessible.  •It should be given after the title and copyright page. | **4** |
| **Q. 19** | Scenarios are a tool to test “What-if” questions. Each scenario is names and can be edited and formatted separately. When you print the spreadsheet, only the content of the currently active scenario is printed. A scenario is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the navigator or a drop-down list which can be shown beside the changing cells. For example, if you wanted to calculate the effect of different interest rates on investment, you could add a scenario for each interest rate and quickly view the results. Formulas that rely on the values changed by your scenario are updated when the scenario is opened. If all your sources of income used scenarios, you could efficiently build a complex model of your possible income. |  |
| **Q. 20** | An absolute hyperlink stores the complete location where the file is stored. So, if the file is removed from the location, absolute hyperlink will not work. For example: C:\Users\ADMIN\Downloads\try.ods is an absolute link as it defines the complete path of the file.  A relative hyperlink stores the location with respect to the current location. For example: Admin\Downloads\try.ods is a relative hyperlink as it is dependent on the current location. If the complete folder containing the active spreadsheet is moved the relative link will still be accessible as it is bound to the source folder where the active spreadsheet is stored. | **4** |
| **Q. 21** | (a) The tool used to combine the sales data from multiple sheets into a single summary sheet in LibreOffice Calc is Consolidate.  (b) The Menu Option and Sub-Menu Option are:  Data → Consolidate  (c) The function to display the total of all sales is the SUM() function.  (d) To open a summary document stored at a different location by clicking on text in a cell, he can insert a Hyperlink (Insert → Hyperlink, or use Ctrl+K) to link the text with the file path. | **4** |

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