Marking Scheme-2018-19

Class X

INFORMATION TECHNOLOGY(402)

Time: **2.5 Hrs**   **Maximum Marks: 50**

Section A

: **Attempt any ten from the following**   10 x 1=10

1.   What is kept on _____ table
             a.   an   b. the   c. of   d. a

Ans :   the

2.   The chemist shop is right next _____ the hospital. (for, to).

Ans :   to

3.   www stands for _____   .
     (a) Whole World Web
     (b) World Wide Web
     (c) World With Web
     (d) Web Web Web

Ans :   (b) World Wide Web

4.   _____ is designed to help users with auditory impairments.
     (a) Filter Key
     (b) Toggle Keys
     (c) Sound Sentry
     (d) Serial Key

Ans :   (c) Sound Sentry

5.   Default tab stop position is _____ .

Ans :   0.5"

6.   _____ can be used to break continuous text to one or more sentences.

Ans : Paragraph

7.   _____ can be used for inserting information at the top of each page automatically.

Ans :   Header

8. AutoSum option is available in _____ group under the Home tab.

Ans : Editing

9. _____ are used for playing sound files while making a presentation.

Ans : Audio clips

10. Selecting the_____ view shows calendar for a month.

Ans : Month

11. You can categorize appointments in time management software by giving specific _____ to appointments.

Ans :   colours

12. A _____ creates a timeline of transactions that can be linked to a contact.

Ans :   Journal

Very short Answer Questions   **(5X2=10)**

13. Rohan's father told him that they need to attach a modem for internet connection on their computer. Explain the meaning and function of modem to Rohan.

Ans : A modem is a device that converts digital computer signals into a form (analog signals) that can travel over phone lines. It also re-converts the analog signals back into digital signals. The word modem is derived from its function MOdulator/DEModulator.

14. What are document templates? State the purpose of using document template.   (2)

Ans : Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes, etc. For example, if you want to create a resume you can use a resume template and modify only the sections that require changes.

Or

15. What are Clip arts? List any two websites that offer free clipart.   (2)

Ans: Clip arts are pre-defined images available for use in documents. Clip Art can help in making a document look colourful and presentable.   1 mark

Name of any two valid websites that offer free clipart   (½ + ½ =1 mark)

16. Explain any two types of views available in Spreadsheet   (2)

Ans : five types of views are ;

Normal View: The default view of the spreadsheet application is the Normal. It is a collection of cells arranged in the work area.

Page Layout: You can select the Page Layout view in order to quickly fine tune a worksheet that contains many charts or huge amounts of data and achieve professional looking results.

Page Break Preview: This option is similar to the Page Layout option except you can set the area that is to be set as a page after inserting page break.

Custom Views: If you would like to view selected areas of a document, you can use the custom view option. For example, if you would like to point out certain row and column, you can add that to the Custom view.

Full Screen: Selecting this option makes the workbook cover the entire screen. All tabs are hidden from view. To get back the tabs, click on File> Restore.

(Any two views)

17. Explain the purpose of grouping objects in a Digital presentation.   (2)

Ans: Grouping can help when you want to move, rotate or resize multiple objects in a presentation. You can group objects such as pictures, clip art, shapes and text box; once grouped they appear as a single object.

2 marks for any two valid points

<div align="center">

Or

</div>

18. Differentiate between Animation and Transition in Digital Presentation.

Ans : Animation is used for applying effects on objects and text,

Transition is used for applying animation effects on slides

(2 marks for any two valid points of difference)

19. Pulkit has got a proposal for a meeting through Calendar. Suggest four types of responses that are available under calendar software.

Ans : Four types of responses for a meeting are :

- Accept,
- Tentative,
- Decline or
- Propose New Time options
  (1/2 mark for each type, total 2 marks)

Short Answer Questions   **(5X3=15)**

    20. A stranger has helped your grandfather and you want to appreciate him for the help extended by him. Write any three lines to thank him.

Ans :   Thanks a lot!

       Thanks! You helped my grandfather.

       Thanks! I really appreciate your help

(any three phrases).

    21. You have recently visited a hill station. Describe it using appropriate phrases.

Ans : Example: Nainital is a beautiful hill-station in Uttarakhand.

1. Nainital is a beautiful hill-station…

2. It is surrounded by…

3. …in Uttarakhand.

4. …above sea-level.

5. …high mountain peaks

6. Nainital is a very…

7. …especially during winter…

8. …popular tourist spot,

9. …when the snow falls.

(3 marks for 3 Sentences using any of the above phrases)

22. List any three word wrapping options available under Word Processing software.

Ans : Various word wrapping options are :

-   In line with text
-   Square
-   Tight
-   Through
-   Top and bottom
-   Behind text
-   In front of text

(3 marks for any of the three options)

Or

23. Write steps to insert shape in a word document.

Ans : Steps to insert shapes are :-

1. Click on the Insert tab on the Ribbon. Click on the option Shapes in the Illustrations group

2. Once you click the Shapes option a dropdown list with pre-defined shapes such as box, circle, etc. appears.

3. Select the shape from the list of shapes available and draw the shape by dragging the mouse with the left button clicked. For example, if you like to insert a square, select the box shaped item from the list, click and drag the shape to draw a square.

(3 marks for correct sequence of steps)

24. Yashika is preparing a Digital Presentation for her project. Give any three basic guidelines to be followed while making a digital Presentation.

Ans : Do a thorough spell check across all slides

- Perform a manual spell check for terms that are not included during the standard spell check in the presentation software; NOT all terms (particularly technical terms such as biological names, etc.) will be checked
- Remove irrelevant content such as images or clip arts, terms, etc. if they are not required.

(any three valid guidelines)

(1 mark for each guideline)

Or

25. 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.

Ans :   Charts may be used

(1 mark)

   ii.   Two ways to insert movie in his presentation.

Ans: You can insert a movie in two ways:

- Using Insert tab
- Using Title and Content Layout Option   **(1 mark)**

    iii.   Which option he shall use to keep guided text used by presenter

Ans : He should use Presenter View in Slide Show Tab   **(1 mark)**

26. Define the following terms
    a. Tuple :
       A row also called a record or tuple represents a single, data item in a table
    b. Foreign Key

       The foreign key identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table.
    c. DBMS : Database Management System is a software package with computer programs that controls the creation, maintenance, and use of a database

Section B

Long Answer Questions (5X3=15)

27. Ananya uses Internet for her School Project. Suggest any five security measure to ensure safety from online threats.

Ans : Five safety measures :

    i)   Use antivirus and antispyware software
    ii)   Use strong passwords
    iii)   Backup your data:
    iv)   Use encryption software
    v)   Keeping your username and password private
    vi)   Do not share personal information
    vii)   Secure transactions:

(5 marks for any 5 valid security measures)

(1 mark for each)

Or

28. Explain the following terms :
    a. Internet : The Internet is a global system of interconnected computer networks that use the standard Internet protocol suite to serve billions of users worldwide
    b. LAN : A local area network (LAN) is one which connects computers and devices in a limited geographical area such as home, school, computer laboratory, office building, or closely positioned group of buildings
    c. Instant Messaging: Instant messaging (IM) is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver.
    d. Blog : A blog is a discussion style site used by non-technical (and technical users) users for creating personal web pages.
    e. P2P Architecture : Peer to Peer : Networks in which all computers have an equal status are called peer to peer networks.

29. Write command to create a table named 'BOOK' with following fields:

BOOK ID   Char(4)

Bname   Varchar(15)

Author   Varchar(20)

Price   Decimal

Ans:

Create table BOOK

(BOOK_ID   char(4),

Bname   varchar(15),

Author   varchar(20),

Price   Decimal   );

(2 marks)

a. Identify the primary key of the 'Book' Table, also mention the suitable reason for choosing it as a Primary Key

Ans : Book_id may be chosen as the Primary key because every book has a unique id that may be used to identify the book.

(½ mark for primay key and ½ mark for reason)

b. Differentiate between (i) char and varchar datatype

Ans :   char :

1. Stores exactly the length specified by user in field definition.
2. Pads with trailing spaces for shorter strings

varchar:

1. It Stores up to the specified length.
2. No   padding with extra spaces

(1 mark   for 1 correct difference)

(ii) DDL and DML

DDL : A data definition language or data description language (DDL) is a standard for commands that define the different structures in a database
DML : A data manipulation language (DML) is a language that enables users to access and manipulate data in a database.

(1 mark   for 1 correct difference)

OR

30. Write the SQL commands to answer the queries based on Fabric table

FabricID	Fname	Type	Disc
F001	Shirt	Woollen	10
F002	Suit	Cotton	20
F003	Tunic	Cotton	10
F004	Jeans	Denim	5
F006	Shorts	Cotton	7

    a. To insert the following record
        ("F005", "Kurta", "Woollen",5)

Ans : insert into Fabric values ('F005', 'Kurta', 'Woollen',5);   (1 mark)

    b. To display only those fabric whose disc is more than 10

Ans : select * from Fabric where Disc>10;   (1 mark)

    c. To display those record whose type is 'Woollen'

Ans : select * from Fabric where type = 'Woollen';   (1 mark)

    d. To modify the fabric shirt by increasing discount by 10

Ans :   update fabric

        set Disc =Disc + 10

     where Fname = 'Shirt';   (1 mark)

    e. To delete the record of fabric F003 from table

Ans : delete from Fabric where FabricID ='F003';   (1 mark)

31. Given the Following Spreadsheet, Write the appropriate Formula/ Expression/ Function to be used for (a) to (e)   (5)

	A	B	C	D	E	F
1						
2	Departmental Store					
3	ProdCode	PNAME	QTY	PRICE	AMOUNT	
4	P101	BAT	55	1250		
5	P102	RACKET	40	700		
6	P103	BALL	65	150		
7	P104	GLOVES	50	300		
8		TOTAL				
9		AVERAGE				
10		MAXIMUM				

    a. Write formula to calculate the Total Qty(C4:C7)) in cell C8
    Ans :   =sum(C4:C7)   **(1 mark)**

b. Write the feature used for arranging the Price from Highest to Lowest

Ans :   Sort in 'Sort and Filter' group under Data tab   **(1 mark)**

c. To find the Maximum Price to be written in Cell D10

Ans :   = max(D4:D7)   **(1 mark)**

d. To find the Average Qty to be written in cell C9

Ans :   = average(C4:C7)   **(1 mark)**

e. Write formula to calculate the Total Amount   in cell E8

Ans :   = sum(E4: E7)   **(1 mark)**