

O. P. JINDAL SCHOOL, SAVITRI NAGAR
Half Yearly Examination (2023 – 2024)

Class: X
Subject: Information Technology (402)

MM: 50
Time: 2 Hrs.

(Fifteen Minutes Extra will be given for reading the Question Paper.)

General Instructions:

- This question Paper contains four sections A, B, C and D.
- Section – A Multiple Choice Questions, consists of 10 questions. Each question carries 01 mark.
- Section – B Very Short Answer Type Questions, consists of 06 questions. Each question carries 02 marks.
- Section – C Short Answer Type Questions, consists of 06 questions. Each question carries 03 marks.
- Section – D Long Answer Type Questions, consists of 02 questions. Each question carries 05 marks.

SECTION – A (Multiple Choice Questions)

- Q1. The default number of levels of headings in a Writer TOC is _____.
- a) 5 b) 4 c) 3 d) 2
- Q2. Using a template, _____ documents can be created.
- a) Only one b) Only two c) As many d) Only one in a week
- Q3. To create new data source for mail merge, the command used is _____
- a) File → Data Source b) Insert → Database
c) Insert → Data Source d) File → New → Database
- Q4. Which of the following is not considered a property of a drawing object?
- a) Brightness b) Color c) Width d) Weight
- Q5. Which of the following is not a legal type of styles in writer?
- a) Paragraph Style b) Line Style
c) Page Style d) List Style
- Q6. Which of the following makes the most contribution in communication as a whole?
- b) Voice b) Voice Tone c) Words d) Body Language
- Q7. Which of the following is NOT an element of communication process cycle?
- b) Channel b) Receiver c) Sender d) Time
- Q8. _____ plays an important role in communication as it tells both sender and receiver, how the message was interpreted.
- b) Media b) Source c) Courtesy d) Feedback

Q9. _____ is a style and process of bending or bringing body in postures that work on mind, body and spirit together.

- b) Meditation b) Yoga c) Sports d) Nature walk

Q10. A _____ operating system is a computing environment that reacts to input within a specific period of time.

- b) Single User b) Multi User c) Real Time d) Distribute

SECTION – B (Very Short Answer Type Questions)

Q11. What is the significance of Task Bar?

Q12. What is the importance of feedback in communication?

Q13. What are Styles?

Q14. What is Good stress and Bad stress?

Q15. What is Mail Merge?

Q16. Is hierarchy of headings related to TOC? How?

SECTION – C (Short Answer Type Questions)

Q17. What is a Table of Content? How is it useful?

Q18. What is the actual use of mail merge feature available in word processor?

Q19. What is Home directory in Linux? What is its use?

Q20. Discuss the four steps of effective time management.

Q21. What are different qualities of successful entrepreneurs?

Q22. How is Fill Format useful for applying styles?

SECTION – D (Long Answer Type Questions)

Q23. What is Sustainable Development? Discuss briefly about four dimensions of Sustainable Development?

Q24. Discuss the role of three main components of mail merge – the main document, the database, and the merge fields.

(OR)

What are Character styles? How are these different from Paragraph styles?