# Marking Scheme-2018-19
## Class X
## INFORMATION TECHNOLOGY (402)

**Time: 2 Hrs**                                                        **Maximum Marks: 50**

**General Instructions:**
1. The Marking scheme carries only suggested value points for the answer.
2. These are only guidelines and do not constitute the complete answer.
3. The students can have their own expression and if the expression is correct, the marks be awarded accordingly.
4. The Candidates would be permitted to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.
5. All Examiners/Additional Head Examiners/Head Examiners are instructed that while evaluating the answer scripts, if the answer is found to be totally incorrect, (X) should be marked on the incorrect answer and awarded '0' Marks.
6. Please Make Note of the following points for internal choice Questions
   a) Q1 to Q 12 are of 1 mark each but only 10 out of 12 are to be attempted.
   b) Q13 to Q 19 is of 2 marks each but only 5 out of 7 are to be attempted.
   c) Q20 to Q 26 is of 3 marks each but only 5 out of 7 are to be attempted.
   d) Q27 to Q 31 is of 5 marks each but only 3 out of 5 are to be attempted.
   Correct answers to be marked, irrespective of the order of answering questions, ignore wrong/half correct answer if more than needed are answered

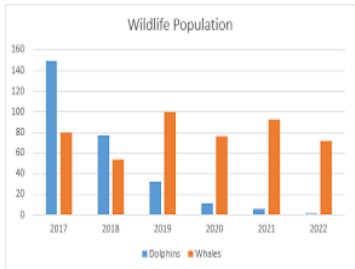| SECTION A | | | |
|---|---|---|---|
| **S.NO** | **Sub Part** | | **Marks** |
| **1** | | We really enjoyed _____ on the trip to Manali last month. (us / ourselves) | **1** |
| **Ans** | | **Ourselves** <br><br> *1 mark for the correct answer.* | |
| **2** | | My house is a _____ two bedrooms flat in Mayur Lok. (spaceful/ spacious) | **1** |
| **Ans** | | **Spacious** <br><br> *1 mark for the correct answer* | |
| **3** | | Sound Sentry is designed to help users with_____ impairments | **1** |
| **Ans** | | **Auditory/Hearing** <br><br> *1 mark for the correct answer* | |
| **4** | | ISP stands for _____ | **1** |
| **Ans** | | **Internet Service Provider** <br><br> *1 mark for the correct answer* | |

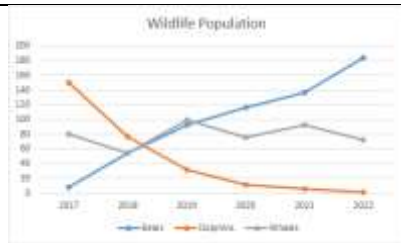| 5 | | _____ can be used to break continuous text to one or more sentences. | 1 |
|---|---|---|---|
| Ans | | **Paragraph / Continuous Section Break / Text wrapping / Break / \<BR\> / \<br\> / Continuous**<br><br>*1 mark for the correct answer* | |
| 6 | | _____ can be used for inserting information at the top of each page automatically | 1 |
| Ans | | **Header / Page Header**<br><br>*1 mark for the correct answer* | |
| 7 | | On selecting _____ the first character in all the words of the selected sentences will be converted to Capital letter. | 1 |
| Ans | | **Capitalize Each Word / Title Case**<br>*1 mark for the correct answer* | |
| 8 | | Conditional formatting is available under _____ group in Home tab. | 1 |
| Ans | | **Styles**<br><br>*1 mark for the correct answer* | |
| 9 | | Chart option is available in _____ group under the Insert tab. | 1 |
| Ans | | **Illustrations / Charts**<br><br>*1 mark for the correct answer* | |
| 10 | | A _____ software provides the user an electronic version of a calendar. | 1 |
| Ans | | **Calendaring / Calendar**<br><br>*1 mark for any correct answer.*<br>**OR**<br>**Outlook / Time Management**<br><br>*½ mark for any correct answer.* | |
| 11 | | Print option is available under_____ menu | 1 |
| Ans | | **File**<br><br>*1 mark for the correct answer.* | |
| 12 | | Calendar software allows the user to _____ to other users meeting request | 1 |
| Ans | | **Respond / Accept / Decline / Tentative**<br><br>*1 mark for any of the above correct answer.* | |
| 13 | | What do you mean by P2P ? | 2 |
| Ans | | Peer-to-peer (P2P) Architecture: Networks in which all computers have an **equal status** are called peer to peer networks. Generally, in such a network each terminal has an equally **competent CPU**.<br><br>**OR** | |

| | | Network in which one computer is connected to another computer directly<br><br>**OR**<br><br>When two or more computer connected to each other and there is **no client and server** between them.<br><br>*2 marks for any of the above correct answer &*<br>*½ mark for full form only* | |
|---|---|---|---|
| **14** | | What do you understand by Document Template? | **2** |
| **Ans** | | Template or document template refers to a **sample fill-in-the-blank document** that can help in saving time.<br><br>**OR**<br><br>It contains a **pre-defined formatting** styles, graphics, tables, objects, and other information.<br><br>**OR**<br><br>Templates are **customized documents** that may have sample content, themes, etc.<br>Example: Template for Resume, Memorandum, Notice, Brochure<br><br>*2 marks for the any of the above correct explanation &*<br>*½ mark for correct example only* | |
| **15** | | What do you understand by Style? | **2** |
| **Ans** | | Styles or Style sets are pre-defined or customized options used for creating **good looking professional documents** with least efforts.<br><br>**OR**<br><br>Font style/Chart style/Table style/Border style/Print style (calendar topic) - Correct explanation of any of the above styles to be considered<br><br>*2 marks for any of the above correct explanation.* | |
| **16** | | What do you mean by Freeze in Spreadsheet? | **2** |
| **Ans** | | Freeze/Freeze panes refers to keep rows and columns visible while the rest of the worksheet scrolls based on the current selection.<br><br>**OR**<br><br>It "freezes" a row or column, so that it is always displayed in place, regardless of what part of the spreadsheet is being displayed.<br><br>*2 marks for any of the above correct explanation.* | |
| **17** | | How can you insert an audio clip in a presentation? | **2** |
| **Ans** | | An audio clip can be inserted in two ways:<br>• Using **Insert** tab<br>    a) Click on **Sound** option under **Media clips** group in the Insert tab, a drop down appears<br>    b) Select the Sound from File **or** Clip Organizer<br><br>**OR**<br><br>• Using Sound Option from Slide Transitions (Name of Tab and Group Varies as per different version)<br><br>*2 marks for any of the above correct method* | |

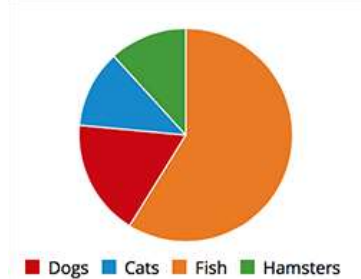| 18 | | What do you mean by grouping objects? | 2 |
|---|---|---|---|
| Ans | | Objects such as pictures, clipart, shapes and text box can be grouped together to be treated as a single object.<br>***2 marks for the correct explanation.***<br>**OR**<br>Grouping can be used to move, rotate or resize multiple objects in a presentation.<br><br>***1 mark for the correct application.*** | |
| 19 | | What do you understand by task in Microsoft Outlook? | 2 |
| Ans | | Tasks in Microsoft Outlook include action items such as booking a conference room, booking tickets, reminder for a task completion itself or any other relevant example<br>**OR**<br>Task refers to actions that can be performed by a user in Microsoft Outlook.<br>***2 marks for any of the above correct Answer.*** | |
| 20* | | What do you mean by prepositions? Write any two examples of prepositions. | 3 |
| Ans | | A preposition is a word that links a noun or pronoun to other words in a sentence or to show place, time, direction etc.<br>For example: on, in, during, since, until, by, to, around, at (Or any other correct example)<br><br>***1 mark for the correct definition.***<br>***1+1 mark each for any two correct example.*** | |
| 21 | | Define the following | 3 |
| | a | Paying guest | 1 |
| | Ans | Someone who lives on rent in the owner's house.<br>**OR**<br>A person who pays to stay with someone in their home for usually for a short time.<br><br>***1 mark for any of the above correct definition.*** | |
| | b | Landlord | 1 |
| | Ans | A man (not necessarily owner) who provides rooms for rent.<br><br>**OR**<br><br>A person who rents a house or room to people for money<br><br>***1 mark for any of the above correct definition.*** | |
| 18 | c | Notice | 1 |
| | Ans | A formal announcement that you have to make if you want to move out/ask a tenant to leave.<br>**OR**<br>The Act of paying attention to something or knowing about something | |

| | | | |
|---|---|---|---|
| | | **OR**<br>A piece of paper or a sign giving information , a warning etc. that is put where everyone can read it.<br>**OR**<br>To see and become conscious of something.<br><br>*1 mark for any of the above correct definition.* | |
| 22 | | Write down the process for inserting Page Break. | **3** |
| Ans | | To add another fresh page in a document, choose the page break option in the Page Layout tab.<br>a) Click on the Page Layout tab on the Ribbon.<br>b) Click on the option Breaks in the Page Setup group<br>c) A dropdown list with options for different types of breaks appears, select page break from it.<br>**OR**<br>Shortcut keys: **Ctrl** + **Enter**.<br>**OR**<br>Click on **Insert** Tab, select **Page break** Option under Pages Group.<br><br>*3 marks for any of the above correct answer*<br><br>**OR**<br><br>A page break can be inserted anywhere in a document to force the end of a page and the beginning of a new one.<br><br>*1 mark for correct definition.* | |
| 23 | | Write short notes on the following | **3** |
| | A | Uppercase | **1** |
| | **Ans** | The selected text will be converted to Capital Letters<br>**OR**<br>All Capital Letters<br><br>*1 mark for the correct answer.* | |
| | B | Sentence case | **1** |
| | **Ans** | The first character of the selected sentence will be converted to Capital Letter<br>**OR**<br>The first character of every sentence should be a capital letter.<br><br>*1 mark for the correct answer.* | |
| | C | Strikethrough | **1** |
| | **Ans** | It makes a strikethrough/line through the middle of the selected text.<br><br>**OR**<br>Example: ~~CBSE EXAMINATION 2018-19~~<br>*1 mark for the correct answer / Example* | |

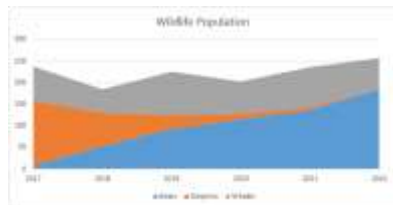| | | | |
|---|---|---|---|
| **24** | | What do you understand by slide transition? | **3** |
| **Ans** | | A slide transition is the visual motion when one slide changes to the next during a presentation. By default, one slide simply replaces the previous one on screen.<br>*3 marks for the correct explanation*<br>**OR**<br>Types of Slide Transition : from left, from right, checkerboard, fade etc<br>*1 mark for examples of Slide Transition*<br>**OR**<br>Slide Transition is used to make presentation attractive/ interesting/ effective<br>*1 mark for any of the above application* | |
| **25** | | What do you mean by Speaker Notes? | **3** |
| **Ans** | | Speaker notes are guided text used by the presenter during a presentation. An area of the slide that is hidden during the presentation is reserved for notes for the speaker. Here the presenter can note important key points to cover during the presentation.<br>**OR**<br>Speaker Notes are not visible to the audience and helps the speaker to explain the topic/presentation.<br><br>*3 marks to be considered for above or any relevant answer* | |
| **26** | | What is RDBMS? | **3** |
| **Ans** | | 1) RDBMS - Relational Database Management System<br>2) It is introduced by **E. F. Codd.**<br>3) In this model all data is represented in term of tuples/rows & columns, grouped into relations/tables. A database organized in terms of the relational model is a relational database.<br>4) Oracle, MySQL, MS Access, Open Office Base, Sybase<br><br>*1 mark for the full form of RDBMS*<br>*½ mark for the Highlighted word*<br>*3 marks for the definition relevant to the 3rd point or*<br>*any other relevant explanation.*<br>*1 mark for the correct example of RDBMS.* | |
| | | **SECTION B** | |
| **27** | | Write down the process for transferring data on the internet | 5 |
| **Ans** | | The process for transferring data on the internet is as follows:<br>• The data is broken up into bits of same sized pieces called packets.<br>• A header is added to each packet.<br>• Each packet is sent from computer to computer until it finds its destination.<br>•At the destination, the packets are examined. If any packets are missing or damaged, a message is sent asking for them to be re-sent.<br>•The packets are now reassembled into their original form.<br>*5 marks for the given points or any relevant answer regarding*<br>*the above points.* | |

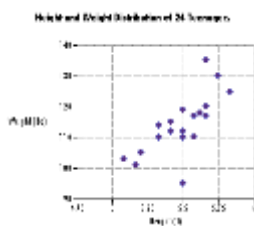| | | | |
|---|---|---|---|
| | | **OR** TCP/IP /HTTP /Uploading & Downloading *2 marks to be given for the terms mentioned* | |
| **28** | | Write short notes on the following | 5 |
| | a | Web server | 1 |
| | **Ans** | A Web server is a computer that stores websites and their related files for viewing on the Internet. *1 mark for the correct answer or any other relevant answer.* | |
| | b | Dial-up | 2 |
| | **Ans** | Dial-up internet access is a form of internet access that uses the facilities of the public switched telephone network/Direct Subscriber Line (PSTN/DSL) to establish a connection to an internet service provider (ISP) via telephone lines using a device called MODEM. Users dial a particular number provided by the ISP and gain access to the internet. *2 marks for the correct answer or any other relevant answer.* | |
| | c | Wi-Fi | 2 |
| | **Ans** | Wi-Fi means wireless communication or wireless technology. *1 mark for any of the above correct answer.* **OR** It is a popular wireless technology that allows an electronic device such as computers or mobile phones to exchange data wirelessly over a network, including high-speed internet connections. *2 marks for the correct answer or any other relevant answer.* **OR** Wi-Fi enabled devices such as Laptops, personal computer, smartphones, video game console, etc. can connect to a network resource. *1 mark for the correct Example* | |
| **29** | | Explain the different types of charts. | **5** |
| **Ans** | | Bar charts: A bar chart (horizontal bars) emphasizes the comparison between items at a fixed period of time. This chart type also includes cylinder, cone, and pyramid subtypes.  Column charts: A column chart, unlike a bar chart to which it is often compared, emphasizes variation over a period of time. this chart type also includes cylinder, cone, and pyramid subtypes  Line charts: A line chart shows the relationship of the changes in the data over a period of time. | |

Pie charts: Pie charts contain just one chart data series. A pie chart shows the relationship of the parts to the whole.



Area charts: An area chart shows the relative importance of values over time.



XY (Scatter) charts: Scatter charts are useful for showing a correlation among the data points that may not be easy to see from data alone.



*1 mark to be given for each chart name and Explanation.*

*Note:*

*a) ½ mark each to be given for 5 different Chart Name.*

*b) ½ mark each to be given for 5 different Chart Diagram.*

| 30 | | Write down the steps for creating a table in OpenOffice application | 5 |
|---|---|---|---|
| **Ans** | | Open a new database | |

1) Click on create table in design view
   Specify the fields name and the datatypes.
   Save the table by clicking on file→Save Option and specify the table name
2) By Using Table Wizard with appropriate steps.

**OR**

There are two ways to create a table in OpenOffice application
 (Open office impress or Open office writer)

i) Using Insert tab

ii) Click on table option under Tables group in the Insert tab, a drop down appears

iii) Create table by dragging the mouse over requisite number of boxes.

| | | | |
|---|---|---|---|
| | | **OR** | |
| | | Draw Table options to create the table. | |
| | | i) Using Title and Content Option | |
| | | ii) Click on Layout option available under Slides group in the Home tab. | |
| | | iii) Click on Title and Content option from the dropdown list. Now click the icon available within the layout. | |
| | | iv) A dialog appears; enter the values for the required number of columns and rows. | |
| | | **OR** | |
| | | Table Created with correct SQL Statement should be considered | |
| | | **OR** | |
| | | Table Creation through datasheet view with proper steps should also be considered | |
| | | ***5** marks for any of the above correct explanation.* | |
| **31** | | What is database server? Explain primary key and foreign key. | **5** |
| **Ans** | | Database servers are dedicated computers that hold the actual databases and run only the DBMS and related software. Database servers are also referred to as Back-ends. | |
| | | ***1 mark for correct definition of database server.*** | |
| | | A **primary key** is a unique field/column that identifies a row in a table. | |
| | | ***2 marks for correct explanation of primary key.*** | |
| | | A **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. | |
| | | **OR** | |
| | | a column or set of columns, the value of which is derived from primary key of some other tables | |
| | | **OR** | |
| | | A column for its content depends on the unique or primary key of another table | |
| | | **OR** | |
| | | A unique field of one table act as a foreign key of another table. | |
| | | ***2 marks for correct explanation of foreign key.*** | |
| | | *Note: Any relevant example illustrating the primary key and foreign key to be given due credit.* | |