



INDIAN SCHOOL AL WADI AL KABIR

PRE-MID TERM EXAMINATION 2025-26

INFORMATION TECHNOLOGY (402)

Class: X

Date: 25-05-2025

Max Marks: 30

Time: 1 Hour

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **23 questions** in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (14+9=) 21 questions, a candidate has to answer (14 + 6 =) 20 questions in the allotted (maximum) time of 1 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (14 MARKS):**
 - i. This section has 14 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (16 MARKS):**
 - i. This section has 9 questions.
 - ii. A candidate has to do 6 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

	Answer all the questions (1 x 14 =14 marks)	
1	Which of these sentences is capitalized correctly? (a) Ravi and i are going to the movies. (b) Salim is visiting India in july. (c) The tiger is a strong animal. (d) She is arriving on Monday.	1
2	Choose the correct example of oral communication. (a) Reports (b) Newspapers (c) Face-to-face conversation (d) Notes	1
3	You need to apply leave at work? Which method of communication will you use? (a) e-mail (b) Poster (c) Newsletter (d) Blog	1

4	After incorporating the reviews, Krishna mailed the document to his editor with the Track Changes ON. He made certain changes in the document. Pradeep wants to compare his original document with the reviewed document. What is the first step Krishna should take to compare his edited document with the original document? (a) Open the Manage Changes dialog box. (b) Select Edit > Track Changes > Compare Documents option. (c) Save the edited file. (d) Accept or reject the desired changes.	1
5	Which of these is NOT a common communication barrier? (a) Linguistic barrier (b) Interpersonal barrier (c) Financial barrier (d) Organizational barrier	1
6	Styles menu (from sidebar) in Writer provide options to work on: (a) Paragraph Styles (b) Frame Styles (c) Page Styles (d) All of the above	1
7	Which of these sentences is in active voice? (a) A movie is being watched by them. (b) The car was repaired by Raju. (c) He is reading a book. (d) The thief was being chased by a policeman.	1
8	Predefined Style _____ be updated by Drag and Drop method.	1
9	Which of the following can be used to access a style menu? (a) F11 function key (b) Sidebar Menu (c) Formatting toolbar (d) All of these	1
10	How many levels of headings does LibreOffice Writer support? (a) 5 (b) 8 (c) 10 (d) 12	1
11	Which of the following gives the status of your document like page numbers, number of pages? (a) Status bar (b) Standard toolbar (c) Formatting (d) Title bar	1
12	Character styles are often integrated in _____ Style.	1
13	State whether True or False: "It is not possible to create a default template in a Word processor". (a) True (b) False	1

14	Proper use of styles improves _____ in a document.	1
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SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 4 out of the given 6 questions (2 x 4 = 8 marks)

Answer each question in 20 – 30 words.

Q. 15	What are the elements of communication?	2
Q. 16	Describe the four characteristics of a good feedback.	2
Q. 17	Explain any 2 barriers to effective communication in detail.	2
Q. 18	What do you understand by custom styles in LibreOffice writer?	2
Q. 19	In communication, what does 7Cs stand for? Explain any 2Cs	2
Q. 20	Write steps to load style(s) from a template.	2

Answer any 2 out of the given 3 questions in 50– 80 words each (4x 2 = 8 marks)

Q. 21	Explain the different categories of styles in LibreOffice writer document?	4
Q. 22	How to create a new style using drag and drop method in LibreOffice writer document? Explain with steps.	4
Q. 23	Explain 4 predefined Styles in Writer.	4

*****BEST WISHES*****