



# ANGEL'S PUBLIC SCHOOL

## SAMPLE PAPER

PERIODIC TEST – I SESSION 2024 – 25

CLASS – X CODE – 402

TIME : 2 HRS

SUBJECT : INFORMATION TECHNOLOGY

M.M:25

### General Instructions

- This question paper contains five sections, Section A to E.
- All questions are compulsory.
- Section – A has 10 questions carrying 01 mark each.
- Section – B has 05 Very Short Answer questions carrying 02 marks each.
- Section – C has 01 Short Answer type questions carrying 05 marks each.

### SECTION – A

- What is the shortcut for opening styles and formatting window?  
(a) F12 (b) F8 (c) F11 (d) F10
- Fill Format mode help to apply styles to many different areas quickly. (T/F)  
(a) True (b) False
- To quit Fill Format mode press the \_\_\_\_\_ key.  
(a) Enter (b) Ctrl (c) Shift (d) Escape
- Which of the following styles is not offered by OpenOffice.org?  
(a) Page Style (b) Frame Style (c) Presentation Style (d) Video Style
- Click on \_\_\_\_\_ menu to open Gallery  
(a) Tools (b) Insert (c) format (d) View
- Rotate option available on \_\_\_\_\_ toolbar.  
(a) Picture (b) Art (c) drawing (d) none of the above
- \_\_\_\_\_ is a practice of focusing on his/her mind.  
(a) Yoga (b) Physical Exercise (c) Meditation (d) Nature Walk
- \_\_\_\_\_ refers to the reference point for the graphics.  
(a) Anchoring (b) Text Wrapping (c) Text Reference (d) All of the above
- Radhika has prepared a timetable to achieve her goal. This skill is known as  
(a) Self-Awareness (b) Responsibility (c) Time-Management (d) Adaptability
- Which of the following activity does not reduce the stress?  
(a) Time Management (b) Physical Exercise (c) Feeling Worried (d) Healthy Diet

### SECTION – B

- How to build self-motivation?
- What are the advantages of mail merge?
- Explain different ways of creating a template.
- What is table of content in digital documentation?
- Explain image cropping.

### SECTION – C

- What are the various steps to manage stress?