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Secondary School Examination

March 2019

**Marking Scheme – INFORMATION TECHNOLOGY (402)**

**General Instructions: -**

1. You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully. **Evaluation is a 10-12 days mission for all of us. Hence, it is necessary that you put in your best efforts in this process.**
2. Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one's own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. **However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and marks be awarded to them.**
3. The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
4. If a question has parts, please award marks on the right-hand side for each part. Marks awarded for different parts of the question should then be totaled up and written in the left-hand margin and encircled.
5. If a question does not have any parts, marks must be awarded in the left hand margin and encircled.
6. If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out.
7. No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
8. A full scale of marks 1- 50 has to be used. Please do not hesitate to award full marks if the answer deserves it.
9. Every examiner has to necessarily do evaluation work for full working hours i.e. 8 hours every day and evaluate 25 answer books per day.
10. Ensure that you do not make the following common types of errors committed by the Examiner in the past:-
  - Leaving answer or part thereof unassessed in an answer book.
  - Giving more marks for an answer than assigned to it.
  - Wrong transfer of marks from the inside pages of the answer book to the title page.
  - Wrong question wise totaling on the title page.
  - Wrong totaling of marks of the two columns on the title page.
  - Wrong grand total.
  - Marks in words and figures not tallying.
  - Wrong transfer of marks from the answer book to online award list.
  - Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.)
  - Half or a part of answer marked correct and the rest as wrong, but no marks awarded.

11. While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as (X) and awarded zero (0) Marks.
12. Any unassessed portion, non-carrying over of marks to the title page, or totaling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also of the Board. Hence, in order to uphold the prestige of all concerned, it is again reiterated that the instructions be followed meticulously and judiciously.
13. The Examiners should acquaint themselves with the guidelines given in the Guidelines for spot Evaluation before starting the actual evaluation.
14. Every Examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totaled and written in figures and words.
15. The Board permits candidates to obtain photocopy of the Answer Book on request in an RTI application and also separately as a part of the re-evaluation process on payment of the processing charges.

# 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		<b>Ourselves</b>  <i>1 mark for the correct answer.</i>	
2		My house is a _____ two bedrooms flat in Mayur Lok. (spaceful/ spacious)	1
Ans		<b>Spacious</b>  <i>1 mark for the correct answer</i>	
3		Sound Sentry is designed to help users with _____ impairments	1
Ans		<b>Auditory/Hearing</b>  <i>1 mark for the correct answer</i>	
4		ISP stands for _____	1
Ans		<b>Internet Service Provider</b>  <i>1 mark for the correct answer</i>	

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

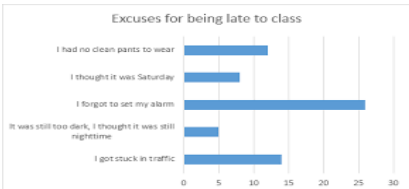
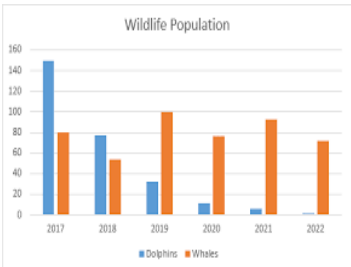
		<p>Network in which one computer is connected to another computer directly</p> <p style="text-align: center;"><b>OR</b></p> <p>When two or more computer connected to each other and there is <b>no client and server</b> between them.</p> <p style="text-align: center;"><i>2 marks for any of the above correct answer &amp; ½ mark for full form only</i></p>	
<b>14</b>		What do you understand by Document Template?	<b>2</b>
<b>Ans</b>		<p>Template or document template refers to a <b>sample fill-in-the-blank document</b> that can help in saving time.</p> <p style="text-align: center;"><b>OR</b></p> <p>It contains a <b>pre-defined formatting</b> styles, graphics, tables, objects, and other information.</p> <p style="text-align: center;"><b>OR</b></p> <p>Templates are <b>customized documents</b> that may have sample content, themes, etc.</p> <p>Example: Template for Resume, Memorandum, Notice, Brochure</p> <p style="text-align: center;"><i>2 marks for the any of the above correct explanation &amp; ½ mark for correct example only</i></p>	
<b>15</b>		What do you understand by Style?	<b>2</b>
<b>Ans</b>		<p>Styles or Style sets are pre-defined or customized options used for creating <b>good looking professional documents</b> with least efforts.</p> <p style="text-align: center;"><b>OR</b></p> <p>Font style/Chart style/Table style/Border style/Print style (calendar topic) - Correct explanation of any of the above styles to be considered</p> <p style="text-align: center;"><i>2 marks for any of the above correct explanation.</i></p>	
<b>16</b>		What do you mean by Freeze in Spreadsheet?	<b>2</b>
<b>Ans</b>		<p>Freeze/Freeze panes refers to keep rows and columns visible while the rest of the worksheet scrolls based on the current selection.</p> <p style="text-align: center;"><b>OR</b></p> <p>It "freezes" a row or column, so that it is always displayed in place, regardless of what part of the spreadsheet is being displayed.</p> <p style="text-align: center;"><i>2 marks for any of the above correct explanation.</i></p>	
<b>17</b>		How can you insert an audio clip in a presentation?	<b>2</b>
<b>Ans</b>		<p>An audio clip can be inserted in two ways:</p> <ul style="list-style-type: none"> <li>• Using <b>Insert</b> tab <ul style="list-style-type: none"> <li>a) Click on <b>Sound</b> option under <b>Media clips</b> group in the Insert tab, a drop down appears</li> <li>b) Select the Sound from File <b>or</b> Clip Organizer</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Using Sound Option from Slide Transitions (Name of Tab and Group Varies as per different version)</li> </ul> <p style="text-align: center;"><i>2 marks for any of the above correct method</i></p>	

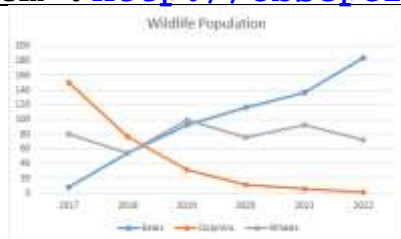
<b>18</b>		What do you mean by grouping objects?	<b>2</b>
<b>Ans</b>		<p>Objects such as pictures, clipart, shapes and text box can be grouped together to be treated as a single object.</p> <p><b>2 marks for the correct explanation.</b></p> <p><b>OR</b></p> <p>Grouping can be used to move, rotate or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

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

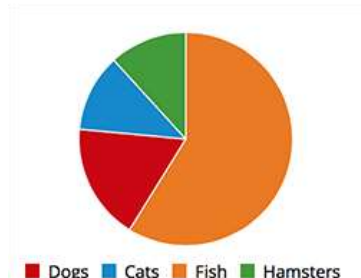
24		What do you understand by slide transition?	3
Ans		<p>A slide transition is the visual motion when one slide changes to the next during a presentation. By default, one slide simply replaces the previous one on screen.</p> <p><b>3 marks for the correct explanation</b></p> <p><b>OR</b></p> <p>Types of Slide Transition : from left, from right, checkerboard, fade etc</p> <p><b>1 mark for examples of Slide Transition</b></p> <p><b>OR</b></p> <p>Slide Transition is used to make presentation attractive/ interesting/ effective</p> <p><b>1 mark for any of the above application</b></p>	
25		What do you mean by Speaker Notes?	3
Ans		<p>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.</p> <p><b>OR</b></p> <p>Speaker Notes are not visible to the audience and helps the speaker to explain the topic/presentation.</p> <p><b>3 marks to be considered for above or any relevant answer</b></p>	
26		What is RDBMS?	3
Ans		<ol style="list-style-type: none"> <li>1) RDBMS - Relational Database Management System</li> <li>2) It is introduced by <b>E. F. Codd</b>.</li> <li>3) In this model all data is represented in term of tuples/rows &amp; columns, grouped into relations/tables. A database organized in terms of the relational model is a relational database.</li> <li>4) Oracle, MySQL, MS Access, Open Office Base, Sybase</li> </ol> <p><b>1 mark for the full form of RDBMS</b></p> <p><b>½ mark for the Highlighted word</b></p> <p><b>3 marks for the definition relevant to the 3<sup>rd</sup> point or any other relevant explanation.</b></p> <p><b>1 mark for the correct example of RDBMS.</b></p>	
<b>SECTION B</b>			
27		Write down the process for transferring data on the internet	5
Ans		<p>The process for transferring data on the internet is as follows:</p> <ul style="list-style-type: none"> <li>• The data is broken up into bits of same sized pieces called packets.</li> <li>• A header is added to each packet.</li> <li>• Each packet is sent from computer to computer until it finds its destination.</li> <li>• 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.</li> <li>• The packets are now reassembled into their original form.</li> </ul> <p><b>5 marks for the given points or any relevant answer regarding the above points.</b></p>	



		<div>OR</div> <div>TCP/IP /HTTP /Uploading &amp; Downloading</div> <div>2 marks to be given for the terms mentioned</div>																																		
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. <div>OR</div> <div>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.</div> <div>OR</div> <div>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</div>																																		
29		Explain the different types of charts.	5																																	
Ans		<div>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.</div> <div><table><caption>Excuses for being late to class</caption><thead><tr><th>Excuse</th><th>Number of Students</th></tr></thead><tbody><tr><td>I had no clean pants to wear</td><td>12</td></tr><tr><td>I thought it was Saturday</td><td>8</td></tr><tr><td>I forgot to set my alarm</td><td>25</td></tr><tr><td>It was still too dark, I thought it was still nighttime</td><td>5</td></tr><tr><td>I got stuck in traffic</td><td>15</td></tr></tbody></table></div> <div>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</div> <div><table><caption>Wildlife Population</caption><thead><tr><th>Year</th><th>Dolphins</th><th>Whales</th></tr></thead><tbody><tr><td>2017</td><td>150</td><td>80</td></tr><tr><td>2018</td><td>80</td><td>50</td></tr><tr><td>2019</td><td>30</td><td>100</td></tr><tr><td>2020</td><td>10</td><td>70</td></tr><tr><td>2021</td><td>10</td><td>90</td></tr><tr><td>2022</td><td>10</td><td>70</td></tr></tbody></table></div> <div>Line charts: A line chart shows the relationship of the changes in the data over a period of time.</div>	Excuse	Number of Students	I had no clean pants to wear	12	I thought it was Saturday	8	I forgot to set my alarm	25	It was still too dark, I thought it was still nighttime	5	I got stuck in traffic	15	Year	Dolphins	Whales	2017	150	80	2018	80	50	2019	30	100	2020	10	70	2021	10	90	2022	10	70	
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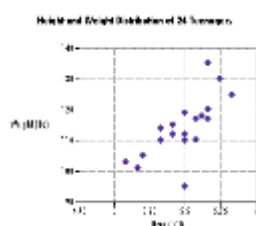
Pie charts: Pie charts contain just one chart data series. A pie chart shows the relationship of the parts to the whole.



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.***

<b>30</b>	Write down the steps for creating a table in OpenOffice application	<b>5</b>
<b>Ans</b>	<p>Open a new database</p> <ol style="list-style-type: none"> <li>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</li> <li>2) By Using Table Wizard with appropriate steps.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>There are two ways to create a table in OpenOffice application (Open office impress or Open office writer)</p> <ol style="list-style-type: none"> <li>i) Using Insert tab</li> <li>ii) Click on table option under Tables group in the Insert tab, a drop down appears</li> <li>iii) Create table by dragging the mouse over requisite number of boxes.</li> </ol>	

		<p style="text-align: center;"><b>OR</b></p> <p>Draw Table options to create the table.</p> <p>i) Using Title and Content Option</p> <p>ii) Click on Layout option available under Slides group in the Home tab.</p> <p>iii) Click on Title and Content option from the dropdown list. Now click the icon available within the layout.</p> <p>iv) A dialog appears; enter the values for the required number of columns and rows.</p> <p style="text-align: center;"><b>OR</b></p> <p>Table Created with correct SQL Statement should be considered</p> <p style="text-align: center;"><b>OR</b></p> <p>Table Creation through datasheet view with proper steps should also be considered</p> <p style="text-align: center;"><b>5 marks for any of the above correct explanation.</b></p>	
<b>31</b>		What is database server? Explain primary key and foreign key.	<b>5</b>
<b>Ans</b>		<p>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.</p> <p style="text-align: center;"><b>1 mark for correct definition of database server.</b></p> <p>A <b>primary key</b> is a unique field/column that identifies a row in a table.</p> <p style="text-align: center;"><b>2 marks for correct explanation of primary key.</b></p> <p>A <b>foreign key</b> identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table.</p> <p style="text-align: center;"><b>OR</b></p> <p>a column or set of columns, the value of which is derived from primary key of some other tables</p> <p style="text-align: center;"><b>OR</b></p> <p>A column for its content depends on the unique or primary key of another table</p> <p style="text-align: center;"><b>OR</b></p> <p>A unique field of one table act as a foreign key of another table.</p> <p style="text-align: center;"><b>2 marks for correct explanation of foreign key.</b></p> <p><b>Note: Any relevant example illustrating the primary key and foreign key to be given due credit.</b></p>	