

O. P. JINDAL SCHOOL, SAVITRI NAGAR

Periodic Test - I (2023 – 2024)

Class: X

Subject: Information Technology (402)

MM: 20

Time: 01 Hr.

General Instructions:

- Question paper contains 03 Sections (Section – A, Section – B, Section – C)
- Section A – Multiple Choice Questions (MCQ's) carries 01 mark each.
- Section B – Very Short Answer Type Questions carries 02 marks each, attempt any 03 questions.
- Section C – Short Answer Type Questions carries 03 marks each, attempt any 03 questions.

Section – A

- Q1. The final component in the communication process is _____, which define the receiver's response to the sender.
- a) Decoding b) Request c) Feedback d) Response
- Q2. Which of the following is NOT an element of communication process cycle?
- a) Channel b) Receiver c) Sender d) Time
- Q3. _____ is an example of verbal communication.
- a) E-mail b) Letter c) Phone Call d) News letter
- Q4. Which option allows the user to change various setting in your computer?
- a) Shut Down b) All Programs c) Control Panel d) Search Box
- Q5. Software that serves as an interface between user and computer is termed as
- a) Operating System b) Andriod c) Windows d) DOS

Section – B

- Q6. What is clipboard?
- Q7. What is the significance of task bar?
- Q8. Why is self-motivation?
- Q9. What is good stress and bad stress?
- Q10. What are some stress management techniques?

Section – C

- Q11. What is shortcut menu? What is its significance?
- Q12. What are the principles of effective communication?
- Q13. Discuss the 7C's of effective communication.
- Q14. What is the significance of recycle bin?
- Q15. Discuss different barriers of effective communication.