ST. THOMAS SCHOOL SAHIBABAD

PERIODIC TEST- I WORKSHEET (2024-2025)

SUBJECT – INFORMATION TECHNOLOGY (402)

MM-20   **CLASS – X**   **TIME:1 hour**

I	**Fill in the blanks:**	**(2)**
1.	A _____ is a document that contains pre-defined formatting styles, graphics, tables, objects, and other information that are commonly used in a particular pattern.	
2.	A smile and a nod are the examples of _____.	
II.	**Write the steps to create a new file.**	**(2)**
III	**Define the following terms:**	**(2)**
1.	Template	
2.	Non Verbal communication	
IV.	**Neelam has to participate in a script writing competition for the upcoming Literacy week in her school zonal competition. Suggest her some tips so as to improve her written communication**	**(2)**
V.	**Answer the following questions:**	**(12)**
1.	What is table of contents? Explain	
2.	What are the advantages of using templates?	
3.	What is Boot Sector Virus? Explain in detail.	
4.	List the various ways you can use to protect your data.	