CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class X (Session 2022-2023)

Max. Time: 2 Hours   **Max. Marks: 50**

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills - II	-	-	-
2	Self-Management Skills - II	2	2	4
3	ICT Skills - II	2	1	3
4	Entrepreneurial Skills - II	2	2	4
5	Green Skills - II	-	-	-
TOTAL QUESTIONS		**6**	**5**	**11**
NO. OF QUESTIONS TO BE ANSWERED		**Any 4**	**Any 3**	**07**
TOTAL MARKS		**1 x 4 = 4**	**2 x 3 = 6**	**10 MARKS**

PART B - SUBJECT SPECIFIC SKILLS (40 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
	Digital Documentation (Advanced)	6	1	1	8
	Electronic Spreadsheet (Advanced)	6	2	1	9
	Database Management System	6	1	2	9
	Web Applications and Security	6	2	1	9
TOTAL QUESTIONS		**24**	**6**	**5**	**35**
NO. OF QUESTIONS TO BE ANSWERED		**20**	**Any 4**	**Any 3**	**27**
TOTAL MARKS		**1 x 20 = 20**	**2 x 4 = 8**	**4 x 3 = 12**	**40 MARKS**

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Sample Question Paper for Class X (Session 2022-2023)

Max. Time: 2 Hours   **Max. Marks: 50**

General Instructions:

1. Please read the instructions carefully.

2. This Question Paper consists of **21 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 (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**

5. All questions of a particular section must be attempted in the correct order.

6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**

   i.   This section has 05 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 (26 MARKS):**

   i.   This section has 16 questions.

   ii. A candidate has to do 10 questions.

   iii. Do as per the instructions given.

   iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**	
i.	_____ operating system enables multiple users to work on the same computer at different times or simultaneously. a. multiprogramming. b. multiprocessors. c. multi-user. d. multi-tasking.	**1**
ii.	_____ is a series of postures and breathing exercises practiced to achieve control of body and mind. a. Meditation b. Nature Walk c. Yoga d. Physical Exercise	**1**
iii.	From the following statements, which one is not correct about the Qualities of an entrepreneur a. Successful entrepreneurs adapt the habit of hard work from a very early stage. b. Entrepreneur should not think optimistically about the future of the business. c. Confident entrepreneur must not deviate from his/her decisions too early in case success is delayed. d. Entrepreneurs like to function at their own will and rules.	**1**
iv.	To remove the files of temporary folder, we type _____ in Run dialog box after pressing "Windows button + R" on the keyboard. a. #temp# b. %temp% c. e $temp% d. &temp&	**1**
v.	_____ is not the quality of self-confident people. a. Dependent c. Positive Attitude b. Hard Working d. Commitment	**1**
vi.	From the following statements, which one is not the positive impact of Entrepreneurship on society: a. Stimulates Innovation and Efficiency b. Creates Jobs and Employment Opportunities c. Solves the problems of the society d. Discourages welfare of the society	**1**

Q. 2	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	_____ key is used to reduce repetitive strain. a. Sticky b. Serial c. Mouse d. Toggle	**1**

ii.	_____ means that the query uses criteria you provide to hide some data and display only required data.
	
	    a. Filtering c. Report
	    b. Sorting d. Forms
		1

iii.	Which of the following application is not appropriate to store data about ABC Bank customers? a. Open Office Base c. Open Office Writer b. MS Access d. MS Excel		**1**
iv.	When you open a new spreadsheet, by default, it has a sheet named _____ which is managed using tabs at the bottom of the spreadsheet. a. Sheet1 c. Worksheet1 b. Untitled1 d. New Sheet		**1**
v.	In a word processor, _____ option is selected for a scaled resizing of an image. a. Original Size c. Image Size b. Keep ratio d. Relative		**1**
vi.	Multiple copies of the same file leads to _____. a. Data Inconsistency c. Data Redundancy b. Data Consistency d. Foreign Key		**1**

Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	It is a reference point for the graphics which is created while positioning any image. This point could be the page, or frame where the object is either a paragraph, or even a character in a word processor. a. Wrap Text c. Anchoring b. Alignment d. BookMark	**1**
ii.	Identify the property which help to set the number of characters in text/ varchar type field of a table in DBMS. a. Entry Required c. Size b. Default Value d. Length	**1**
iii.	_____ is designed to help users with auditory impairments. a. Sound Sentry c. Serial key b. High Contrast d. Show Sounds	**1**
iv.	State whether True or False: "It is not possible to create a default template in a Word processor". a. True b. False	**1**
v.	Reviewers and authors can add their _____ to explain their changes in the cell of Spreadsheet. a. Comments c. Worksheet b. Hyperlink d. Macros	**1**
vi.	In Calc, Arguments passed to a macro from Calc are always _____. a. Cell Reference c. Both a and b b. Value d. Sheet Reference	**1**

Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Identify the website that offers offline blog service for free. a. Blogdesk b. Qumana c. WordPress d. both a and b	**1**

ii.	John has written a book consisting of fifteen chapters. He wanted to make the index of the book. Suggest him the option used to create the index automatically in a word processor.
	
	  a. Tables c. Columns
	  b. Mail Merge d. Table of Content
		1

iii.	The length of the field value of text data type is _____ characters by default in DBMS. a. 10 b. 25 c. 20 d. 50	**1**
iv.	A healthy lifestyle helps to keep and improve people's health and well-being. It does not include: a. healthy eating habits c. physical activities b. stress management d. less sleep	**1**
v.	In a spreadsheet using to create a hyperlink to a web FTP or Telnet, click on the _____ icon available in Hyperlink dialog box. a. browser c. Internet b. hyperlink d. mail & news	**1**
vi.	A _____ refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate. a. Cell reference c. Sheet Reference b. Block d. Autofill	

Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Identify the mode, where we can modify in the structure of table? a. Datasheet view c. Design view b. Structure view d. All of the above	**1**
ii.	BSNL stands for _____. a. Bihar Sanchar Nigam Limited b. Bharat Samachar Nigam Limited c. Bharat Sanchar Nigam Limited d. None of the above	**1**
iii.	_____ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily. a .Data Combination c. Data Consolidation b. Data Merging d. Data Concatenation	**1**
iv.	_____ store data in a single table which is suitable to store less amount of Data. a. Flat File b. Relational c. Mini File d. Single File	**1**

v.	In a word processor, by default, evaluates _____ levels of headings when it builds the table of contents. a. 3 c. 10 b. 7 d. 12	**1**
vi.	In _____ Networks, all computers have an equal status and each terminal has an equally competent CPU. a. MAN b. WAN c. Client Server d. P2P	**1**

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 6	What are the advantages of the ability to Work Independently?	**2**
Q. 7	Name the Stress causal agents.	**2**
Q. 8	What do you mean by Disk Defragmentation?	**2**
Q. 9	Explain any two Myths about Entrepreneurship.	**2**
Q. 10	Write any four roles of Entrepreneurs.	**2**

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)

Q. 11	State any two purposes of using Templates in a word document.	**2**
Q. 12	Mention any two operations that can be performed using Macros in a spreadsheet.	**2**
Q. 13	What do you mean by Hyperlinks in Spreadsheets? Give the two different types of Hyperlinks that can be used in Spreadsheets.	**2**
Q. 14	List Numeric and Alphanumeric Datatypes in OpenOffice Base.	**2**
Q. 15	Differentiate between Filter keys and Toggle keys in Microsoft Windows.	**2**
Q. 16	In which situations Online shopping could be useful? Write any two popular e-commerce websites.	**2**

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 17	Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following: i. Scenarios ii. Goal Seek iii. Solver iv. Subtotal	4
Q. 18	Tanmay is a Class X student. He has learnt Mail Merge option of a Word Processor in his computer period. But he is confused with few terms used to merge documents. Explain the following briefly, which will help Tanmay better understand the Mail Merge options. 1. Merge Field 2. Data Source 3. Main Document 4. Mention two types of data on which mail merge can be applied.	4

Q. 19	Consider the following table: **Sales**				4

Sale_Id	Prod_Name	Price	Discount
1101	Laptop	65000	2500
1103	Pen tab	29500	1000
1105	Desktop	50000	1550
1106	Printer	12000	2000

1. How many fields and records are there in Sales table?

2. Write SQL commands for the following:

   i. Display Sales ID and price of all products whose discount is more than 1000.
   ii. Display the details alphabetically by product name.
   iii. Display product name and sales price after deducting the discount from the price.
   Note: Sales price can be calculated as (price-discount)

Q. 20	Your friend owns a chemist shop, he needs to keep records of the medicines with their id's, date of purchase, expiry date, price, etc. in a database program. But he does not have any knowledge about the database. Explain to him the following to get a better understanding of the DBMS concepts.	4

1. What is DBMS? Explain in brief.
2. Name any two database programs which can be used to create a table and store the data as per the requirement.
3. Which field can be set as a Primary Key?
4. Is it possible to make more than one field as a primary key in your table? (Yes/No). Justify your answer.

Q. 21	Vicky is a student of class X. He used to get the work based on internet surfing, But he is not aware of the internet and its terminology. Being a friend of Vicky, help him in finding the answers of the following questions.	4

a. What do you mean by Internet Service Provider?
b. Expand the following terms:
     i. WAP
     ii. W3
c. Mention any two advantages of Networking.
d. What is a Blog? Name any two Online Blogs.

For Visually Impaired Students

Q.21	Define the following:	4

1. Sorting (with respect to DBMS)
2. Referential Integrity
3. Many-to-Many Relationship(with respect to DBMS)
4. Foreign key

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MARKING SCHEME FOR CLASS X (SESSION 2022-2023)

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3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
    i. This section has 05 questions.
    ii. There is no negative marking.
    iii. Do as per the instructions given.
    iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
    i. This section contains 16 questions.
    ii. A candidate has to do 10 questions.
    iii. Do as per the instructions given.
    iv. Marks allotted are mentioned against each question/part.

<u>SECTION A: OBJECTIVE TYPE QUESTIONS</u>

Q. No.	QUESTION	Source Material (NCERT/ PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**				
i.	**c.** multi-user	CBSE Study Material		Page 23	**1**
ii.	c. Yoga			Page 18	**1**
iii.	b. Entrepreneur should not think optimistically about the future of the business			Page 38	**1**
iv.	b. %temp%			Page 40	**1**
v.	a. Dependent			Page 48	**1**
vi.	d. Discourages welfare of the society			Page 45	**1**
Q. 2	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**				
i.	a. Sticky	CBSE	Session 1	Page 163	**1**
ii.	a. Filtering	CBSE	Session 4	Page 140	**1**
iii.	c. Open Office Writer	CBSE	Session 1	Page 108	**1**
iv.	a.Sheet1	CBSE	Session 2	Page 71	**1**
v.	b. Keep ratio	CBSE	Session 2	Page 17	**1**
vi.	c. Data Redundancy	CBSE	Session 1	Page 109	**1**

Q. 3	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**				
i.	c. Anchoring	CBSE	Session 2	Page 21	**1**
ii.	d. Length	CBSE	Session 3	Page 133	**1**
iii.	a. SoundSentry	CBSE	Session 1	Page 165	**1**
iv.	b. False	CBSE	Session 3	Page 25	**1**
v.	a. Comments	CBSE	Session 3	Page 91	**1**
vi.	b. value	CBSE	Session 4	Page 103	**1**
Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**				
i.	d. both a and b	CBSE	Session 6	Page 187	**1**
ii.	d. Table of Content	CBSE	Session 4	Page 29	**1**
iii.	d. 50	CBSE	Session 3	Page 133	**1**
iv.	d. less sleep	CBSE	Session 11	Page 211	**1**
v.	c. Internet	CBSE	Session 2	Page 79	**1**
vi.	a. Cell Reference	CBSE	Session 3	Page 75	**1**
Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**				
i.	c. Design view	CBSE	Session 3	Page 132	**1**
ii.	c. Bharat Sanchar Nigam Limited.	CBSE	Session 2	Page 171	**1**
iii.	c. Data Consolidation	CBSE	Session 2	Page 61	**1**
iv.	a. Flat File	CBSE	Session 2	Page 108	**1**
v.	a. 3 (As per MS Word) c. 10 (As per Libre & OpenOffice – Writer) (Any of the given options)	CBSE	Session 4	Page 31	**1**
vi.	d. P2P	CBSE	Session 2	Page 169	**1**

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/ PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)					
Q. 6	The advantages of the ability to Work Independently: i. Ensures greater learning. ii. Individuals feel more empowered and responsible. iii. It provides flexibility to choose and define working hours and working mechanisms. iv. Failure and success of the task assigned are accounted by individuals. v. Individuals become assets to organizations, groups and nations at large. vi. It ensures creativity and satisfaction amongst individuals	CBSE Study Material		Page 19	**2**
Q. 7	The Stress causal agents are: 1.MENTAL, 2.PHYSICAL, 3.SOCIAL, 4.FINANCIAL.	CBSE Study Material		Page 17	**2**

Q. 8	A disk defragmentation removes all unnecessary information that slows down the computer. It should be done at regular intervals which helps the disc space to be used at an optimal level.	CBSE Study Material		Page 35	**2**
Q. 9	Myths about Entrepreneurship are: 1. **The misconception is that every business idea needs to be unique or special.** Each entrepreneur saw customer demand and brought a new idea into their business. A person can take an idea that is already there in the market and do something different with it. 2. **The misconception we have is that a person needs a lot of money to start a business.** Every business does not need a lot of capital to start. Depending on how much money you have or can borrow, you can start a business with that much money. Once you make more money, you can put that into your business to make it bigger. 3. **A misconception we have is that only a person having a big business is an entrepreneur.** No business is big or small. If a person is running a business to fulfill a customer's need, they are an entrepreneur. Most businesses start small. It becomes big with hard work and creativity. 4. **A misconception we have is that entrepreneurs are born, not made.** Only some people have the talent for doing business. An entrepreneur is a person who does whatever it takes to make the business successful. Being an entrepreneur starts with a way of thinking. You must believe that anything is possible and it shall be achieved. It starts with thinking of an idea that you want to work on, making it different. (Any two out of four Myths can be explained)	CBSE Study Material	Session 3	Page 94-98	**2**
Q. 10	Any four roles of Entrepreneurs are: i. Coordinating role ii. Agent's role iii. Innovator's Role iv. Risk assumption role	CBSE Study Material	Session	Page 5	**2**

	v. Imitating role vi. Capital formation role: vii. Employment Generation role				
Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)					
Q. 11	The purpose of using templates is: i. To save the time. ii. It is a predesigned document you can use to create documents quickly without having to think about formatting	CBSE	Session 3	Page 22	**2**
Q. 12	Macros are used to perform different types of operations in a Spreadsheet: 1.Formatting settings to be applied repeatedly in a spreadsheet 2.Sorting Data 3.Applying any Mathematical functions/formulas	CBSE	Session 4	Page 95-100	**2**
Q. 13	Hyperlinks can be used in Calc to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files. It can be stored within a file as either Relative or Absolute hyperlinks.	CBSE	Session 2	Page 79	**2**
Q. 14	Numeric datatypes are: TinyInt, SmallInt, Integer, BigInt, Decimal, Real, Float, Double and Boolean. Alphanumeric Datatypes are: Char(fix), Varchar, Varchar_ignorecase and Longvarchar(Memo)	CBSE	Session 2	Page 127	**2**
Q. 15	Filter Keys is an accessibility function that tells the keyboard to ignore brief or repeated keystrokes, making typing easier for people with hand tremors. ToggleKeys is an accessibility function which is designed for people who have vision impairment or cognitive disabilities. When ToggleKeys is turned on, computer emits sound cues when the locking keys (Caps Lock, Num Lock, or Scroll Lock) are pressed.	**CBSE**	Session 1	Page 164	**2**
Q. 16	Online shopping could be useful in situations when: i. A customer does not have sufficient time to visit stores. ii. Visiting a store is more expensive than purchasing a product online. Two popular online transaction websites are: i. Flipkart, an online shopping portal for buying consumer products. ii. EBay, an online portal for buying and selling goods.		Session 7	Page 190	**2**

Answer any 3 out of the given 5 questions in 50–80 words each (4 x 3 = 12 marks)					

Q. 17	Ashu must apply Goal seek to get the desired result.
	
	  i. Scenarios: Scenarios are a tool to test "what-if" questions. Each scenario is named, and can be edited and formatted separately. It is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the Navigator or a drop-down list which can be shown beside the changing cells
	
	  ii. Goal Seek: It is used to calculate a result based upon existing values. Using Goal Seek option under Tools menu, we can discover what values will produce the result that we want.
	
	  iii. Solver: It is more elaborated form of Goal Seek. The difference is that the Solver deals with equations with multiple unknown variables. It is specifically designed to minimize or maximize the result according to a set of rules that we define.
	
	  iv. Subtotal: SUBTOTAL is a function listed under the Mathematical category when you use the Function Wizard (Insert > Function). Because of its usefulness, the function has a graphical interface. SUBTOTAL, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows. Using the Subtotals dialog, you can select arrays, and then choose a statistical function to apply to them. For efficiency, you can choose up to three groups of arrays to which to apply a function.
		CBSE	Session 1	Page 63, 65, 66, 67	**4**

Q. 18	1. Merge Field: A merge field is where you want to insert the information from a data source into a main document. Merge fields appear with chevrons (« »). 2. Data Source: Data source is a file that contains the names and addresses or any other information that vary with each version of a mail-merge document. 3. Main Document: Main document is the document which contains text and graphics. It may be a formal or an official letter. 4. Two types of data on which mail merge can be applied are Labels and Letters.	**CBSE**	SESSION 5	PAGE 39	**4**
Q. 19	1. Four fields and four records are there in table Sales. 2. SQL commands:	**CBSE**	Session 4	Page 65, 66, 67	**4**

	i. select Sale_Id, Price from Sales where Discount > 1000; ii. select * from Sales order by Prod_Name; **iii.** select Prod_Name, Price- Discount from Sales;				
Q. 20	1. A database management system is a software package with computer programs that controls the creation, maintenance, and use of a database. It allows organizations to conveniently develop databases for various applications. 2. Two databases are: i. Microsoft Access ii. MySQL iii. OpenOffice Base 3. Id field will be suitable for Primary Key. 4. Yes, we can make more than one column as a primary key in a table and it is known as Composite Primary Key.	**CBSE**	Session 1	Page 108, 113	**4**
Q. 21	1. Networks in which all computers have an equal status are called peer to peer networks whereas in which certain computers have special dedicated tasks, providing services to other computers (in the network) are called client server networks. 2. Expand the following terms: i. Wireless Access Point ii. WWW (World Wide Web) 3. Advantages of Networking are: •**Data Sharing**: One of the most important uses of networking is to allow the sharing of data. •**Files Transfer** : Users can send text files, spread sheets, documents, presentations, audio files, video files, etc. to other users. •**Hardware Sharing**: Hardware components such as printers, scanners, etc. can also be shared. For example, instead of purchasing 10 printers for each user, one printer can be purchased and shared among multiple users thus saving cost. •**Internet Access Sharing**: You can purchase a single Internet connection and share it among other computers in a network instead of purchasing multiple Internet connection for each computer. This is very commonly found in Internet café (browsing centres), schools, colleges, companies, etc. •**Usage of network based applications**: Such as web browsers, email clients, chat	**CBSE**	Session 2, 3 and 5	Page 169, 170, 171, 173, 177, 183	**4**

	application, audio & video calling, etc. is another advantage. (**Any two**) 4. A blog is a discussion style site used by non-technical or technical users for creating personal web pages. Blogs are similar to an online personal diary and simple to use. The advantage of offline blog is, it can be created first and later publish the content when an active internet connection is available.				
	Visually Impaired				
Q.21	**1.** Sorting Data Sorting means to arrange the data in either ascending order of descending order. Select the column(s) then click on sort buttons. The data will be displayed accordingly. **2**. Referential Integrity Referential integrity is used to maintain accuracy and consistency of data in a relationship. In Base, data can be linked between two or more tables with the help of primary key and foreign key constraints. Referential integrity helps to avoid: • Adding records to a related table if there is no associated record available in the primary key table. • Changing values in a primary if any dependent records are present in associated table(s). • Deleting records from a primary key table if there are any matching related records available in associated table(s). 2. Many to Many Relationship In this relationship, no table has the primary key column. It signifies that all the columns of primary key table are associated with all the columns of associated table. Example: In the given tables EMP and DEPT, there is no primary key. **4.** Foreign key (FK): identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table. The "one" side of a relation is always the parent, and provides the PK attributes to be copied. The "many" side of a relation is always the child, into which the FK attributes are copied.	**CBSE**	Session 3 & 1	Page no. 134,135,138, & 113	**4**