

SAMPLE QUESTION PAPER (SOLVED)
CLASS X
ESSENTIALS OF INFORMATION TECHNOLOGY (402)

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):**
 - (a) This section has 05 questions.
 - (b) Marks allotted are mentioned against each question/part.
 - (c) There is no negative marking.
 - (d) Do as per the instructions given.
7. **SECTION B—SUBJECTIVE TYPE QUESTIONS (26 Marks):**
 - (a) This section has 16 questions.
 - (b) A candidate has to do 10 questions.
 - (c) Do as per the instructions given.
 - (d) Marks allotted are mentioned against each question/part.

SECTION A—OBJECTIVE TYPE QUESTIONS

1. Answer any 4 out of the given 6 questions on Employability Skills. (1 × 4 = 4 marks)

- (i) Aisha moved from Egypt to Germany for work but finds it difficult to adjust because she is not familiar with German customs and workplace etiquette, which affects her interactions with colleagues. This situation illustrates a: (1)
- | | |
|---------------------------|------------------------|
| (a) Interpersonal barrier | (b) Cultural barrier |
| (c) Physical barrier | (d) Linguistic barrier |

Ans. (b) Cultural barrier

- (ii) Rohan has been working long hours every day without a break. Over time, he starts experiencing headaches, anxiety and fatigue. This is likely caused by prolonged: (1)
- | | |
|----------------|--------------------|
| (a) Stress | (b) Discipline |
| (c) Timeliness | (d) Goal – Setting |

Ans. (a) Stress

- (iii) When Ayaan switches on his computer, a particular software starts running automatically and manages all the hardware and other software. Which software is this? (1)
- | | |
|---------------------|------------------------|
| (a) Web Browsers | (b) Designing Software |
| (c) Office Software | (d) Operating System |

Ans. (d) Operating System

- (iv) An entrepreneur must be ready to take a and remain open to new ideas to grow their business. (1)
- | | |
|---------------------------|-------------------------|
| (a) Satisfying human need | (b) Product and Service |
| (c) Calculated Risk | (d) Regular Production |

Ans. (c) Calculated Risk

- (v) The Sustainable Development Goals (SDGs) aim to tackle key challenges faced by businesses, governments, and society, such as: (1)
- | | |
|---------------------|-----------------------------|
| (a) Gender Equality | (b) Energy & Climate Change |
| (c) Biodiversity | (d) All of the above |

Ans. (d) All of the above

- (vi) The SMART method helps in setting effective goals for career and personal growth. In this method, what does the 'A' stand for? (1)
- (a) Abrupt (b) Accountable
(c) Achievable (d) Admirable

Ans. (c) Achievable

2. Answer any 5 out of the given 6 questions.

(1 × 5 = 5 marks)

- (i) Ria has a long document where she needs to apply the same paragraph style at multiple scattered locations. She wants to avoid the repetitive task of selecting each word/paragraph and applying the style separately. Which feature should she use, and how can she stop using it once she is done? (1)
- (a) Use *Fill Format option*; stop it by clicking Fill Format button again or pressing **Esc**
(b) Use *AutoFormat*; stop it by closing the document
(c) Use *Format Painter*; stop it by pressing **Ctrl+Shift+F**
(d) Use *Style Inspector*; stop it by clicking on **Close**

Ans. (a) Use *Fill Format option*; stop it by clicking Fill Format button again or pressing **Esc**

- (ii) Arjun wants to slightly change the formatting of a predefined paragraph style in his Writer document. He does not want to create a new style, but rather update the existing one so that the changes apply wherever that style is used. Which option should he choose after formatting the text? (1)
- (a) Create New Style (b) Update Selected Style
(c) AutoFormat (d) Fill Format

Ans. (b) Update Selected Style

- (iii) Meena has prepared a project report with multiple headings and sub-headings. She wants to create a section at the beginning of the report that lists all topics in order and allows her to jump directly to any section by clicking on it. Which feature of Writer should she use? (1)
- (a) Index of Keywords (b) Hyperlink Tool
(c) Table of Contents (d) Bookmark

Ans. (c) Table of Contents

- (iv) **Assertion (A):** In LibreOffice Calc, a Macro can be created as a function to perform repetitive calculations for which no predefined function exists. (1)

Reason (R): A function macro is written between **Function** and **End Function** statements, can accept arguments, perform operations, and return results.

- (a) Both A and R are true, and R is the correct explanation of A
(b) Both A and R are true, but R is NOT the correct explanation of A
(c) A is true, but R is false
(d) A is false, but R is true

Ans. (a) Both A and R are true, and R is the correct explanation of A

- (v) A teacher wants to prepare a **summary report** in LibreOffice Calc by calculating the average marks of students from two different spreadsheet files: **X-A.ods** and **X-B.ods**. Which feature of Calc will help her achieve this? (1)

- (a) Data Consolidate
(b) External References to other documents
(c) What-if Scenarios
(d) Goal Seek

Ans. (b) External References to other documents

- (vi) Which menu path in LibreOffice Calc is used to **accept or reject changes** made in a shared spreadsheet? (1)

- (a) Tools → Review Changes → Manage (b) File → Options → Track Changes
(c) Edit → Track Changes → Manage (d) View → Track Changes → Review

Ans. (c) Edit → Track Changes → Manage

3. Answer any 5 out of the given 6 questions.

(1 × 5 = 5 marks)

- (i) Rahul wants to generate a Table of Contents (ToC) in his LibreOffice Writer document. However, when he inserts the ToC, it appears empty. Which of the following is the MOST likely reason for this issue? (1)
- (a) He did not protect the ToC against manual changes
 - (b) He forgot to apply heading styles (Heading 1, Heading 2, etc.) to his document headings
 - (c) He placed the cursor at the wrong location before inserting ToC
 - (d) He did not rename the default title "Table of Contents" to "Contents"

Ans. (b) He forgot to apply heading styles (Heading 1, Heading 2, etc.) to his document headings

- (ii) During an audit, it is observed that employees are sitting for long hours with poor posture, and the computer screens cause glare. Which hazards are most relevant here? (1)
- (a) Physical and Fire Hazards
 - (b) Ergonomic and Health Hazards
 - (c) Chemical and Safety Hazards
 - (d) Biological and Health Hazards

Ans. (b) Ergonomic and Health Hazards

- (iii) In a database table, if more than one field is used together to uniquely identify a record, it is called: (1)
- (a) Primary Key
 - (b) Foreign Key
 - (c) Composite Key
 - (d) Candidate Key

Ans. (c) Composite Key

- (iv) If a database field is defined as VARCHAR(50) and the user enters 20 characters, how much storage is allocated? (1)
- (a) 50 bytes
 - (b) 20 bytes
 - (c) 64,000 bytes
 - (d) 255 bytes

Ans. (b) 20 bytes

- (v) A database designer wants to create a system where **multiple tables are connected**, allowing retrieval of related data from these tables efficiently. Which data model should the designer use? (1)
- (a) Relational Data Model
 - (b) Network Data Model
 - (c) Hierarchical Data Model
 - (d) All of these

Ans. (a) Relational Data Model

- (vi) The Query Design Window in LibreOffice Base is divided into how many parts? (1)
- (a) One
 - (b) Two
 - (c) Three
 - (d) Four

Ans. (c) Three

4. Answer any 5 out of the given 6 questions.

(1 × 5 = 5 marks)

- (i) Which keyboard shortcut is used to open the **Templates dialog box** in LibreOffice Writer to manage or set default templates? (1)
- (a) Ctrl + Shift + T
 - (b) Ctrl + Alt + N
 - (c) Ctrl + Shift + N
 - (d) Ctrl + N

Ans. (c) Ctrl + Shift + N

- (ii) Rohit is analyzing sales data spread across four different sheets in LibreOffice Calc. He wants to combine the data into a single sheet to identify overall trends and relationships. He also wants any change in the source sheets to automatically update in the consolidated sheet. Which feature and option should he use? (1)
- (a) Use **Pivot Table** with the 'AutoFilter' option
 - (b) Use **Consolidate** with the 'Link to source data' option enabled
 - (c) Use **Data Validation** with 'Cell Range' enabled
 - (d) Use **Scenario Manager** with 'Copy Results To' option

Ans. (b) Use **Consolidate** with the 'Link to source data' option enabled

- (iii) Which of the following statements about **forms in a database** is **incorrect**? (1)
- (a) A form provides a user-friendly interface for entering and modifying data.
 - (b) Each field control in a form consists of a label and a field value text box.
 - (c) Forms can include graphics, titles, and additional text for better presentation.
 - (d) Forms are used to permanently store data like tables.

Ans. (d) Forms are used to permanently store data like tables.

- (iv) During office work, employees complain of stress due to long hours and conflicts with colleagues. Which approach is most effective in reducing this hazard? (1)
- (a) Conflict resolution training and promoting hobbies
 - (b) Only installing ergonomic chairs
 - (c) Providing fire extinguishers
 - (d) Routine electrical inspections

Ans. (a) Conflict resolution training and promoting hobbies

- (v) Ritika has created a spreadsheet to calculate the EMI for a car loan. The EMI depends on the loan amount, interest rate, and loan duration (years). She fixes the loan amount and interest rate, but wants the EMI to be exactly ₹12,000 per month.

Which feature of Calc should she use, and why? (1)

- (a) Goal Seek – because it adjusts the input (loan duration) to reach the exact target output (EMI = ₹12,000).
- (b) Scenario Manager – because it allows creating multiple possible outcomes with different sets of inputs.
- (c) Consolidate – because it combines data from different sheets into one summary.
- (d) Data Validation – because it restricts the type of values that can be entered into a cell.

Ans. (a) Goal Seek – because it adjusts the input (loan duration) to reach the exact target output (EMI = ₹12,000).

- (vi) Materials in a workplace are classified by risk to prevent fires. Which of the following correctly matches the material class with its description? (1)

- (a) Class A – liquids, grease, and gas; Class B – wood, cloth, paper
- (b) Class C – electrical materials; Class D – volatile metals like magnesium and sodium
- (c) Class B – electrical equipment; Class C – paper and cloth
- (d) Class D – liquids and gas; Class A – electrical materials

Ans. (b) Class C – electrical materials; Class D – volatile metals like magnesium and sodium

5. Answer any 5 out of the given 6 questions.

(1 × 5 = 5 marks)

- (i) Sneha is preparing 10 different project reports for her company. Each report requires the same header with the company logo, a footer with the legal notice, and predefined formatting for headings and text. Instead of manually inserting and formatting these elements in each report, which feature of LibreOffice Writer should she use? (1)

- (a) Styles
- (b) Macros
- (c) Templates
- (d) Table of Contents

Ans. (c) Templates

- (ii) Which of the following components open along with the Report Wizard in LibreOffice Base? (1)

- (a) Report Builder
- (b) Add Fields dialog box
- (c) Both (a) and (b)
- (d) Neither (a) nor (b)

Ans. (c) Both (a) and (b)

- (iii) Rohini works as a floor manager. She has been assigned the task of conducting regular to ensure the safety of life in case of any disaster or emergency by evacuating the place of danger. (1)

- (a) Cultural assembly
- (b) Open house events
- (c) Evacuation drill
- (d) Trips and excursions

Ans. (c) Evacuation drill

- (iv) Ramesh notices that a colleague has slipped and sustained a serious injury at work. Which sequence of actions demonstrates the correct approach to handling the accident according to safety protocols? (1)
- (a) Attend to injured person → inform supervisor → assist supervisor
 - (b) Report to supervisor → attend to injured person → assist supervisor
 - (c) Assist supervisor → attend to injured person → inform supervisor
 - (d) Ignore minor injury → continue work → report at the end of the day

Ans. (a) Attend to injured person → inform supervisor → assist supervisor

- (v) Sonia works in a busy office where spills, broken glass, and clutter are common. To maintain a safe and productive workplace, which combination of actions should she prioritize? (1)
- (a) Clean her own workstation, report faulty lights, leave spills for cleaning staff
 - (b) Clean her workstation, clear spaces around machines, immediately clean spills, report faulty lighting
 - (c) Focus only on her own desk, ignore common areas, and wait for maintenance to fix lighting
 - (d) Only clean common areas and ignore her personal workspace

Ans. (b) Clean her workstation, clear spaces around machines, immediately clean spills, report faulty lighting

- (vi) A company's finance team is preparing the **quarterly budget report**. Two managers, Mr. Raj and Ms. Meera, work on the same spreadsheet file separately (*Budget_Raj.ods* and *Budget_Meera.ods*).

Now, before submitting the final report to the CEO, the team needs to: (1)

- (a) **Check the differences** in both versions.
- (b) **Merge the approved changes** into one final file.

As the data entry operator, which steps will you follow in LibreOffice Calc?

- (a) Directly open *Budget_Raj.ods* and overwrite it with *Budget_Meera.ods*.
- (b) Open *Budget_Raj.ods*, use **Compare Document** to review differences, then use **Merge Document** to finalize.
- (c) Open *Budget_Meera.ods* and delete conflicting data manually.
- (d) Use only **Merge Document**, since it automatically compares files too.

Ans. (b) Open *Budget_Raj.ods*, use **Compare Document** to review differences, then use **Merge Document** to finalize.

SECTION B—SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills in 20–30 words each. (2 × 3 = 6 marks)

6. Explain any two C's of effective communication. (2)

Ans. (a) **Clear:** Always say clearly, what you want to say.
(b) **Concise:** Always use simple language and say only what is required.
(c) **Concrete:** Always use proper words and phrases in the sentences.
(d) **Correct:** Always use correct spelling and grammar in the sentences.
(e) **Coherent:** Your word should be related to the main topic and your word should make sense.
(f) **Complete:** Your message should be complete and have all the needed information.
(g) **Courteous:** Be honest, respectful and friendly with others.

7. Maya often gets frustrated at work and reacts impulsively in stressful situations. She wants to improve her ability to handle emotions and respond calmly. Which steps can help her manage emotional intelligence effectively? (2)

Ans. Maya can manage her emotional intelligence by following these steps:
(a) **Understand her emotions:** Reflect on her behaviour and identify areas where she needs to improve, focusing on personal growth.
(b) **Rationalize:** Avoid quick reactions; analyze situations logically before responding.
(c) **Practice:** Stay calm through meditation, yoga, or other relaxation techniques.

8. Compare Self-Employment and Wage Employment.

(2)

Ans.

Aspect	Self-Employment	Wage Employment
Definition	Running your own business	Working for someone else
Risk	Taking business risks	Low risk; employer bears risks
Competition/Growth	Staying competitive and expanding after stability	Career growth depends on performance and meeting standards
Reward	Profit depends on business success	Fixed wage with performance-based rewards

9. What are the major problems related to sustainable development concerning food and water?

(2)

Ans. Food:

- (a) Increasing use of land for non-agricultural purposes reduces fertile soil for crops like wheat and rice.
- (b) Overuse of chemical fertilizers depletes soil nutrients and contaminates the soil.

Water:

- (a) Freshwater from rivers and ponds is used for drinking and cleaning, but dumping garbage contaminates it.
- (b) This pollution can lead to a shortage of clean water for human consumption in the future.

10. Sara is worried about her personal and work data being stolen or infected by viruses. What steps can she take to protect her data effectively?

(2)

Ans. Sara can protect her data by following these measures:

- (a) **Use strong passwords:** Create passwords that are hard to guess by including:
 - (i) Small letters
 - (ii) Capital letters
 - (iii) Numbers
 - (iv) Special characters
- (b) **Install antivirus and firewall:** These tools help protect data from viruses and hackers.
- (c) **Encrypt data:** Keep information in an encrypted format to prevent unauthorized access.
- (d) **Open only secure websites:** Ensure website addresses start with https://, which indicates a secure site.

Answer any 4 out of the given 6 questions in 20–30 words each.

(2 × 4 = 8 marks)

11. Aarav is learning to format documents in LibreOffice Writer. His teacher asked him to explain any two style categories along with one feature of each. What should Aarav write?

(2)

Ans. (a) **Page Style:** Controls overall page layout such as page size, margins, header, footer, footnote settings, borders and background. A document can have multiple page styles.

(b) **Paragraph Style:** Applies formatting to entire paragraphs. It includes alignment, line spacing, tab stops, borders and may also include character attributes.

(c) **Character Style:** Used for specific words or letters within a paragraph. It controls text color, font size, highlighting and emphasis without affecting the whole paragraph.

(d) **Frame Style:** Used for formatting frames (containers that hold text, graphics, or lists). It specifies frame size, position, borders and text wrapping around the frame.

(e) **List Style:** Applies formatting to numbered or bulleted lists. It allows changing bullet symbols, numbering formats and levels of lists.

(f) **Table Style:** Used to format tables. It controls borders, text alignment inside cells, colors and patterns for better presentation of tabular data.

12. (a) What must you do before enabling the Record Changes feature?

(2)

(b) How can you confirm that sharing has been disabled in the spreadsheet?

Ans. (a) Disable **Shared Spreadsheet mode**.

(b) The word (**shared**) disappears from the spreadsheet title bar.

13. Differentiate between **One-to-Many** and **Many-to-Many** relationships in a database. (2)

Ans.

Aspect	One-to-Many	Many-to-Many
Definition	One record in the master table corresponds to multiple records in the related table.	Multiple records in the master table correspond to multiple records in the related table.
Example	One teacher can teach multiple students .	Students can enroll in multiple courses and each course can have multiple students .

14. What are the common causes of electrical hazards at the workplace? Suggest one safety measure to prevent them. (2)

Ans. **Causes:** Exposed or worn-out wiring, overloading electrical outlets, ungrounded or faulty equipment, unsafe use of electrical devices.

Safety Measure: Provide basic training on electrical safety, keep water and food away from electrical equipment and carry out routine inspections of wiring and equipment.

15. What is a Macro? List any two real life situations where they can be used. (2)

Ans. A macro is a single instruction that executes a set of instructions.

Real-life uses:

- (a) Preparing a monthly sales report where the same formatting and calculations are applied every time.
- (b) Creating attendance sheets with repeated formatting and formulas.

16. While inspecting a machine, Rohan notices a colleague stuck to a live wire. What steps should Rohan follow to safely rescue the victim? (2)

Ans. (a) **Do not touch the victim directly** or any conductive surfaces while they are energized.
(b) **Switch off the electrical circuit** if possible, or use non-conductive materials (like a wooden stick) to separate the victim from the conductor.
(c) **Wear protective equipment** such as gloves and shoes and ensure hands and feet are dry before attempting rescue.
(d) **Call emergency services** (108) immediately.

Answer any 3 out of the given 5 questions in 50–80 words each.

(4 × 3 = 12 marks)

17. Case Study

(4)

A publishing company is designing an e-magazine in LibreOffice Writer. The editor wants to insert images of articles and advertisements in such a way that the layout looks attractive and professional. While working, the team faces some challenges:

- In one article, two images overlap and only part of the required picture is visible.
 - For the cover page, the editor wants the main image to stay fixed in the center, no matter how much text is added or removed.
 - In another section, the designer wants text to flow smoothly around the images so that the page looks balanced.
 - For an advertisement, the client requests that the product image should appear above all other elements.
- (a) Which feature should the team use to solve the problem of overlapping images?
(b) Which setting will help the editor keep the main image fixed in the center of the cover page?
(c) Which positioning option will make the text flow smoothly around the images in the article?
(d) Which arrangement tool should be used to ensure the advertisement image appears above all other elements?

Ans. (a) **Arrangement:** It is used to manage overlapping images (e.g., Forward One, Back One, Send to Back, Bring to Front).
(b) **Anchoring + Alignment:** Anchoring keeps the image fixed (to Page) and Alignment places it at the center.
(c) **Text Wrapping:** Options like *Page Wrap* or *Optimal Page Wrap* allow text to flow smoothly around the image.
(d) **Bring to Front:** This arrangement tool places the advertisement image above all other elements.

18. Consider the table given below and answer the questions that follow:

(4)

Student Name	Roll Number	Class	Marks
Aryan Sharma	101	10A	450
Priya Singh	102	10B	470
Rohan Mehta	103	10A	480
Ananya Kapoor	104	10C	460

- Name all the fields in the given table.
- Which field should be made the primary key?
- Suggest a possible alternate key, if any.
- Explain how a primary key differs from a foreign key with an example.

Ans. (a) **Fields in the table:**

- Book Title
- Author Name
- Price
- Publisher

(b) **Primary key:**

Book Title: because each book in the table is unique and can identify a record.

(c) **Alternate key:**

Author Name could serve as an alternate key if no two books have the same author.

(d) **Difference between Primary Key and Foreign Key:**

Aspect	Primary Key	Foreign Key
Definition	A field that uniquely identifies a record in a table	A field in one table that refers to the primary key of another table
Purpose	Ensures uniqueness of records	Establishes a relationship between two tables
Example	Book Title in the Books table	Publisher in Books table referring to PublisherID in Publisher table

19. Musculoskeletal problems affect different parts of the body like **neck, back, chest, arms, shoulders** and **feet**. These problems happen due to **wrong posture** or **uncomfortable chairs** while working on a computer. List four ways to avoid this problem. (4)

Ans. Ways to avoid musculoskeletal problems:

- Keep the **monitor at eye level** and at **arm's length distance**.
- Keep **neck straight** and monitor directly ahead.
- Sit with your **back fully against the chair's backrest**.
- Adjust **armrests** so elbows are at **100–110°**.
- Keep **hands slightly lower than elbows** while typing.
- Avoid twisting your wrists.
- Use a **keyboard palm rest** only when not typing.
- Take **small breaks** to stretch muscles and rest eyes.

20. Ruhi is managing a **Sports Day database** in LibreOffice Base. She has a **master table** called **EventCategory** and a **transaction table** called **Events**. (4)

- What is **referential integrity**? Give an example from Ruhi's database.
- Ruhi wants to **stop deletion** of any category that is being used in the Events table. Which option should she use?
- If a CategoryID is **changed** in EventCategory, how does the **Update Cascade** option affect the Events table? Give an example.
- If the **Set NULL** option is used and a master record is deleted, what happens in the Events table? How is it different from **Set Default**?

Ans. (a) **Referential Integrity:** It ensures that every foreign key in the transaction table matches a primary key in the master table.

Example: If CategoryID C003 is in Events, it must exist in EventCategory.

- (b) **No Action:** Prevents deletion of a master record if related records exist in the transaction table. This avoids breaking links or losing related data.
- (c) **Update Cascade:** If a master record is updated, all related foreign key values in the transaction table are automatically updated.

Example: If CategoryID C003 is changed to C010 in EventCategory, all Events records with C003 are updated to C010.

- (d) **Set NULL vs Set Default:**

Set NULL: Related fields in the transaction table are set to NULL when the master record is deleted or updated.

Set Default: Related fields are set to a predefined default value instead.

Example: Master CategoryID C003 is deleted:

- **Set NULL:** Events table CategoryID becomes NULL.
- **Set Default:** Events table CategoryID becomes the default value (e.g., C001).

21. Arjun is preparing a project report in LibreOffice Calc that contains multiple spreadsheets. He wants smooth navigation between different sheets and also plans to include data from a government website. Initially, he uses an **absolute hyperlink** but later realizes it breaks when he shares the report with his teacher because the file path is different on another computer. His friend suggests trying a **relative hyperlink** instead. While inserting a hyperlink, Arjun notices the option **Target in Document**, which allows him to connect directly to a particular sheet. He also discovers the **Link to External Data** option to fetch live tables from a web page into his spreadsheet. (4)

- (a) Why did the absolute hyperlink fail when Arjun shared the file and how does a relative hyperlink solve this problem?
- (b) How does the **Target in Document** option increase the usefulness of hyperlinks in large spreadsheets?
- (c) Arjun wants to ensure that anyone viewing his report can update data directly from a government website. Which feature should he use and why is it beneficial?
- (d) If Arjun wants to edit or remove a hyperlink later, what steps should he take?

Ans. (a) The absolute hyperlink failed because it stored the complete path (specific to Arjun's computer). On another system, the same path did not exist. A relative hyperlink solves this by linking relative to the folder where the spreadsheet is stored, so it works even if moved.

(b) Target in Document helps by allowing navigation directly to a specific sheet, table, or section inside the document, saving time in large spreadsheets.

(c) He should use Link to External Data, which imports live tables from a web page. This is beneficial because data stays updated automatically without manual entry.

(d) Arjun should right-click the hyperlink → choose Edit Hyperlink to modify it or Remove Hyperlink to delete it.