BUDHA DAL PUBLIC SCHOOL, PATIALA

TERM-I 2023

DATE	CLASS	SUBJECT	SUBJECT CODE
	IX	INFORMATION TECHNOLOGY	402

Name of Invigilator: _____   Signature of Invigilator:-_____

Time: 2 Hours   Max. Marks: 50

General Instructions:
1. **This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.**
2. **Part A: Employability Skills (10 Marks)**
    i. **Answer any four questions out of the given six questions of one mark each.**
    ii. **Answer any three questions out of the given five questions of two marks each.**
3. **Part B: Subject Skills (40 Marks):**
    i. **Answer any ten questions out of the given eleven questions of one mark each.**
    ii. **Answer any four questions from the given five questions of two marks each.**
    iii. **Four questions of three mark each.**
    iv. **Two questions of five mark each.**
4. **This question paper contains thirty three questions out of which twenty seven questions are to be answered.**
5. **All questions of a particular part/section must be attempted in the correct order.**

PART A: EMPLOYABILITY SKILLS (10 MARKS)

Answer any four questions out of the given six questions of one mark each:-

1.	Non-verbal communication can be: (a) Unintentional b) Unspoken c) None of these	(1)
2.	According to Dr. Albert Mehrabian, one of the pioneers in the field of body language, spoken words accounts for _____ of what a listeners perceives . (a) 7 Percent (b) 38 Percent c) None of these	(1)
3.	Which of the following shows your ability to participate as a member of a team? (a) Interpersonal Skill (b) Communication (c)Skill None of these	(1)
4.	Self-management skills do not involve:- (a) Manage emotions (b) Manage inanimate objects (c) Manage situations	(1)
5.	What kind of entity is an operating system? (a) Hardware (b) Software (c) Both (a) and (b)	(1)
6.	What device allows you to collect the hard copy from? (a) Printer (b) Scanner (c) Joystick	(1)

Answer any three questions out of the given five questions of two marks each:

7.	Which Communication is also known as graphic communication?	(2)
8.	State the elements of communication cycle.	(2)
9.	What is the role of environment in communication?	(2)
10.	Define Self-Management Skills.	(2)
11.	Explain the tab.	(2)

PART B: SUBJECT SKILLS (40 MARKS)

Answer any ten questions out of the given eleven questions :-

12.	What is meant by the statement that ,"Computer is accurate"? (a) Computer gives correct output for correct input only (b) Computer can calculate infinitely (c) Computer does not get tired	(1)
13.	Which of the following activities is carried out with utmost security? (a) Banking activities (b) Messaging apps (c) Blogging apps	(1)
14.	The most popular design of the keyboard is: (a) QWERTY (b) QEWRTY (c) QWERYT	(1)
15.	The row which begins from Caps Lock key is called: (a) Home row (b) Top row (c) Middle row	(1)
16.	Numeric keyboard helps to enter (a) Number (b) Letters (c) Both (a) and (b)	(1)
17.	The WPM stands for (a) Words Per Minute (b) Word Per Minute (c) Width Per Minute	(1)
18.	_____ is a technique of typing text without looking at the keyboard keys. (a) Touch Typing (b) Typing Touch (c) Typing	(1)
19.	The Statistics window is used for : (a) Customize (b) Check progress (c) Check Lesson Errors	(1)
20.	Which of the following contains the existing lessons? (a) Taskbar (b) Toolbar (c) Navigation Panerl	(1)
21.	The appearance of Text panel can be changed by using. (a) Screen Saver (b) Wallpaper (c) Drawing	(1)
22.	The Word CPM stands for (a) Character Per Minute (b) Characters Per Minute (c) Characters Per Matrices	(1)

Answer any four questions out of the given five questions of two marks each:

23.	Write other names of Touch typing.	(2)
24.	Write the use of Results window.	(2)
25.	Define Touch typing.	(2)
26.	Why do you use the statics window?	(2)
27.	Define Home row of the keyboard.	(2)

Four questions of three marks each:

28.	How is IT used in entertainment to make cartoon movies?	(3)
29.	Describe MRI, ECG and EEG in brief.	(3)
30.	How does IT help in Marketing of goods?	(3)
31.	How does IT played an important role in E-governance and public service?	(3)

Two questions of five marks each.

32.	Write any two tools of online education and describe them.	(5)
33.	Write any five rules that a learner should keep in mind while learning Touch typing.	(5)